

Zoom Meeting Procedures And Technical Help

Thank you to Marianne Grano, Stated Clerk for Presbytery of Detroit, for these very helpful procedures.

These procedures were developed for an unofficial virtual meeting of a presbytery committee. Participants requested that they be made available in Word form for churches and committees to adapt for their own use. Please check your bylaws to ensure that any policies do not conflict with the bylaws.

1. You may participate using any of the following: a laptop computer with internet connection, a smartphone with internet connection, or a telephone. However, members are asked to use a laptop computer or smartphone if at all possible, to save on bandwidth for the meeting.
2. Access will be provided through an email link or by dialing [number].
 - a. Please change your Zoom name to your first and last name (if you are using the account of your spouse or your church, you may use your spouse's name or church name). This will make it easier for us to identify you.
 - b. If you are dialing in, please email your phone number to: [host]. Again, this is for security purposes.
3. **Please log in to the meeting ten minutes early.** This will allow us to check in our members virtually through the waiting room.
4. **Mute your microphone when you are not speaking.** This will reduce background noise. Dial-in participants may use *6 to mute.
5. **If you would like to speak:** click "raise hand" in the bottom center of your Zoom screen. If you don't see a "raise hand" icon, click on "Participants" and "raise hand" should be a choice on the menu. You may use the same icon to lower your hand.
 - a. Windows: You can also use the Alt+Y keyboard shortcut to raise or lower your hand.
 - b. Mac: You can also use the Option+Y keyboard shortcut to raise or lower your hand.
 - c. Dial-in participants: you may use *9 to raise your hand.
 - d. If none of these options are working for you—type "raise hand" in the chat function.

After you raise your hand, the chair/moderator will recognize you.