About Zoom Gatherings
We will be using the online platform Zoom to gather. Zoom gatherings are fairly easy to navigate, but do take some familiarity. One of the nice features about Zoom gatherings is that they can be accessed from any kind of phone, even landlines.

Connecting:
- To get the most out of the Zoom experience it is recommended that you use a **computer with a camera and microphone** (most have them built in these days) or a **smartphone.**
- However, if you have any difficulty with either of these methods simply **call the number in the invitation.** Smartphones can use the One Touch Dialing feature and do not need the Meeting ID. Traditional phones will require punching in the Meeting ID after dialing the number.

When you first use Zoom, you will be asked to download the zoom software onto your computer. While this process is automatic, you may wish to do it in advance of your first gathering simply by clicking on the link to the gathering.

The Zoom website also has many video tutorials for more information.

Tips for a Good Zoom Gathering
1. Click the zoom link early to familiarize yourself with the controls and iron out any kinks. The link is located under the *Join Zoom Meeting* heading in the invitation. The host of your meeting may have set the defaults for the audio to mute when your join. Your video may or may not start automatically. You can change these settings once you have joined the meeting by hovering over the bottom left corner of your screen and adjusting the settings*. If your meeting is very large and just meant to attend and gather information, the host might keep you muted the whole time.*
2. Take care to mute yourself when you are not speaking. This cuts down on feedback and background noise. The host has control to mute participants and will use it from time to time when appropriate. ***Be sure to unmute yourself when you speak.***
3. Use the **chat feature** and **raise your hand feature** to ask questions. This cuts down on interruptions and helps the flow of the meeting. The chat feature can help with trouble shooting as well.
4. Take note of the multiple ways you can switch screen views by hovering near the upper right part of your screen. You can choose between a "Brady Bunch" view of many people on your screen or a "presenter" view of the active speaker filling your screen. At times someone may share their computer screen with you. If your zoom window covers the content you should be able to click and drag it out of the way.
5. If you are alone, consider using a headset or earbuds for a better sound experience.
6. Sit in a way you are not backlit. If you have a lamp or window behind you, the others will only see a silhouette of you.
7. Remember that unless you turn off your video, others can always see you. Even if you are watching in presenter mode, others might be watching in gallery mode. Don't do anything you wouldn't do in public!