

Tips for Participating in a Zoom Meeting

- **Maximize your Internet connection.** If you can't connect with an Ethernet cable (preferred), try to position yourself as close to your router as possible, keeping the other tips in mind.
 - If you are using the Zoom **browser** app, close all other tabs in that browser.
 - If you are using the Zoom **desktop** app, quit all browsers because they are sharing your wi-fi signal.
 - Quit any other open apps that are also using wi-fi, such as Facebook, YouTube, Weather Channel, etc. This also applies to any other devices in the house that are active, i.e., another computer, smartphone, TV or tablet that is streaming. The more you can limit what is using the wi-fi signal to your laptop, the stronger and more stable your signal will be.
- **Position yourself for the best lighting available.** Avoid sitting with a bright window at your back. Better: locate yourself so that the window illuminates you. If your room doesn't have good daylight, position yourself so that the available light is on you and not behind you. Move lamps as necessary so that your face is not in shadow.
- **Look at the camera.** If you have more than one screen, avoid looking like you're staring off into the distance. Position the screen with the camera directly in front of you. Because you will tend to address the person on the screen, make sure the window connecting you to the group is positioned as close as possible to the camera on your computer. For most laptops, that means dragging the Zoom window to the top of your computer screen. (Consider shrinking it to a size that *forces* you to stare at it right under the camera.)
- **Make sure your camera's level with your eyes.** Unless you think viewers enjoy looking up your nostrils, prop up your device on a dictionary or two so you're looking at it at eye level—not up or down. To avoid shakiness, use a solid support for your device, such as a table, books or tripod rather than holding it in your hand.
- **Join with audio and video.** When you join a Zoom meeting, be sure that your microphone is unmuted and that your camera is on (if you desire to be seen). Icons in the lower left corner of the screen are used to turn your mic and camera on and off. (One exception is for the worship service for which you will necessarily join and remain muted.)
- **Sound as good as you can.** It's helpful to use a headset with a microphone or smartphone headphones. This will be necessary to avoid feedback if you and another person are on separate devices in the same room. If not using a headset mic, position yourself as close as practical (without your face looking distorted) to your device's onboard microphone. The further away you are, the more echoey and thin you'll sound. Try to use a room that has carpeting or rugs to suppress echo.
- **Make sure others know who you are.** When you join a Zoom meeting, you might be identified by your device or a nickname rather than by your name. Particularly for the virtual coffee hour, it is helpful to see everyone's names. To change your participant name after entering a Zoom meeting, follow the steps below if using a laptop.
 - Click the "Participants" button, usually at the bottom of the Zoom window.
 - Next, hover your mouse over your name in the list of Participants on the right side of the Zoom window. Click "More," then click "Rename."
 - Enter the name you'd like to appear in the Zoom meeting and click "Rename."

If using a smartphone or tablet, follow these instructions:

- If the attendee controls are not visible, click anywhere on the screen to show them.
- Click the "Participants" button at the bottom of the Zoom window.
- Click your name in the list of participants, then click "Rename."
- Enter the name you'd like to appear in the Zoom meeting and click "Done."