

Zoom etiquette |

tips & tricks for using Zoom for this leadership event



for such a time as this

SPIRIT FED, SPIRIT LED

Before the meeting:

Zoom Software. Update your Zoom to the latest version.

Lighting. Be sure to set up so that the main light source is in front of you, shining light on your face. (Sitting on the sofa with your back to a bright window leaves your face in shadow.)

Camera. Please check to see if the lens on your phone or laptop camera is clean. Set up your laptop, phone, or webcam so that the lens is just about at eye level, and far enough away to frame your head and shoulders.

Test everything. Test your equipment by starting a meeting and turn on both camera and mic. You can practice by inviting a friend to a new meeting. Adjust sound and lighting as needed.

Change your display name. Update your name as it appears by editing your profile or by clicking on the blue square in the upper right of your video square. *Please note: It's helpful to put your SWO region/synod code and title in your display name. For example, 9Z President Susie, CWO Board Mary, Staff Eva.*

Remove extraneous sounds. Turn off or silent any object in the background that may make noise. (For example, check TVs and other electronics, including phones.)

During the meeting:

Turn off mic when not speaking. Please mute yourself whenever you're not speaking.

Unstable internet connection. If your Internet is unsteady, turn off virtual backgrounds and video filters. You can also turn off your video and use audio only, or turn off your own audio and then dial in by phone to listen in.