

## Tips for Using Zoom to *Pivot, Don't Panic!*

We're so glad you're going to be taking part in *Pivot, Don't Panic!* Here are some handy tips & tricks for using Zoom to make the experience as useful and enjoyable as possible for everyone.

### Getting your computer ready

Update your Zoom to the latest version.

### Getting your space ready

- Lights!
  - Please 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 clean your lens. It's *amazing* how much crud collects on a phone or laptop camera.
  - Please 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. You might set the laptop atop some books, or even do something like what this ingenious scientist (and mom of toddlers) did for her CNN interview (notice the professional look above the zoom line and the casual look below):



- Before calling Action, do a test Zoom call with a friend:
  - You have a digital name tag: your display name! You can update it either by editing your profile or by clicking on the blue square in the upper right of your Hollywood Square (Handy hint: 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 Audrey).
  - Can you see and hear each other clearly? Adjust as needed.
  - Any distracting movement behind you? Turn off the ceiling fan; make sure the pets, kids, roommates, or spouses are quietly occupied. (Snacks.)
  - Any extraneous sounds? Turn off the tv in the other room; test your chair for squeaks.
- And Action! During the meeting:
  - Set your phone to vibrate only, no sound.
  - Please mute yourself whenever you're not speaking.
  - Be aware of background noise. Your mic picks up everything, including things you'd never expect.
  - 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.
  - And thank you for being part of this whole new way of communicating!