

BEST PRACTICES AS A ZOOM MEETING ATTENDEE

1. Have your device **fully charged** or keep it plugged in because it's going to use a good bit of battery.
2. You will probably want something to **prop up** your device if you are using a phone or tablet.
3. It is recommended to use a **headset** with your device. The earphones/microphone that came with your smartphone should be fine. Your computer might require a set that connects with a USB plug at the end.
4. At the bottom left corner of the screen there is a **microphone** icon which you can use to **mute/unmute** yourself. For the most part, you will want to stay muted during the meeting to reduce ambient noise (pets, children, etc.). When you wish to speak (e.g., to share a Passage or Milestone during worship), you can unmute yourself by clicking on the icon. Also be aware that the Meeting Host is able to mute/unmute you as desired.
5. You can also choose whether or not to share video of yourself using the **video** icon in the bottom left corner of the screen.
6. You can change your **Display Name** so you don't have to remain the mysterious "iPad"
☺ To do so open the Participants List and hover over your display name to Rename.
7. There are two views: **Active Speaker** view which shows just the speaker and **Gallery** view which will show the other participants.
 - a. Windows/Mac computers, this can be changed in upper right of screen.
 - b. For iPads, this can be changed in upper-left corner of screen.
 - c. For mobile devices, you will swipe left from active speaker view to switch to gallery view.
8. Follow this **link** (<https://bit.ly/2WtSB0Q>) to Zoom Support's page for a description of the controls available to attendees for all types of devices.