

ZOOM INSTRUCTIONS FOR DIOCESE OF TEXAS DOK ASSEMBLY

If you have never used Zoom before, see the last section “Zoom – New User”.

Zoom Technology

- A computer/laptop with high speed internet and video-camera is best to use. A smart phone or tablet/iPad with video capabilities is 2nd best, followed by phone as last choice (audio only).
- For better audio quality use a headset or ear pods.
- Be sure your internet is working. Turn off all electronic devices accessing the internet and warn others of your meeting. Live Streaming (our Zoom meeting) takes much bandwidth (internet activity) and you could be competing with others on your system. Have others on your wifi/internet connections get off (especially those playing online video games or watching videos, Netflix, Hulu, etc.).
- Suggestion – on the morning before the Assembly, turn off your PC and then restart completely. Also, it could help to reset your individual internet connection (modem/router – make sure somebody is around to help if it doesn’t reset).
- Do **NOT** press the “leave meeting” button until the meeting ends (it may be impossible to return).

Zoom Etiquette

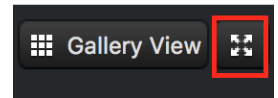
- When you arrive in the zoom meeting, please mute yourself while you check out your setup. On a computer, the mute button is usually at the lower left of the screen and/or at the upper right of your zoom window.
- Mute yourself when not speaking. You can unmute yourself for a brief time by holding down the space bar. The host may mute you or everybody where you cannot unmute yourself.
- Do not go into a bathroom with a headset, laptop, phone or other device. We will not want to see or hear what’s going on in there.
- Multitasking is taxing so stay in the moment.
- There will be delayed feedback – wait for people to respond.

Zoom Screen (Video)

- Wear appropriate attire, preferably no stripes. Review what you look like – it may not be what you want to display on the screen to everybody.
- Be sure there are no bright lights or windows directly behind or in front of you. You should be lit from above &/or the sides. Tilt your computer/phone camera so your entire face is centered in the window.
- Minimize visual distractions behind and around you.
- Avoid moving ceiling fans in your video (can cause issues for those prone to seizures).
- Turn off your video when you move around the room (or cover the camera lens).
- Please, corral your pets and close doors as needed.
- Virtual background – you can use a virtual background but it is not recommended especially if you have lower internet speed or low graphics capability. It is not perfect – it puts a picture behind your image.
- Zoom Video Layouts: There are 2 layouts when nobody is sharing their screen:
 - Active Speaker View – large window has the person speaking and will switch as a new person speaks. In the business meeting, this may not be ideal.
 - Gallery View – thumbnail displays of participants in a grid pattern (maximum 49 on a screen with proper setup, 9 on an iPad, or 4 on Android/iOS). Use arrows to see the next set of participants. You can switch easily between Active Speaker and Gallery View – upper right of the Zoom window (or upper left for iPad). Where you see yourself is your unique thumbnail.

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- At top right of the screen, use the button with 4 arrows pointed out to move into full-screen mode. Use the **esc** (escape) key to move out of full-screen mode.



- On your zoom thumbnail, there will be 3 dots on your photo. Click on the 3 dots for more options.

Breakout Rooms

- During the meeting, there will be times where you will be moved into a breakout room. A pop-up window will have "The host is inviting you to join Breakout Room #". Click on "Join" to move to the breakout room.

This moves you out of the general meeting into a smaller room. This will be randomly assigned by Zoom so you may meet daughters that you don't know. If you lose access and have to log back into the meeting, you will be assigned into a random room (you may not return to your original breakout room).

- The Meeting CoHosts/workshop leaders can move among the different breakout rooms, so you may see somebody new come into your room.

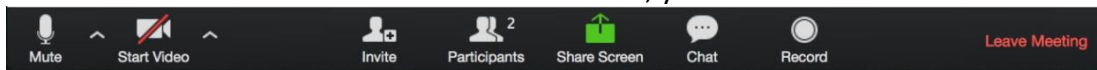
- Use the Invitation Method in the breakout room to discuss the workshop activity:

The Invitation Method: One person in the room takes the initiative to respond to the 1st question. Then that 1st person invites a 2nd person in the room by name to respond to the question. That 2nd person may respond to the question and then invite a 3rd person by name to respond **or** may pass the question to a 3rd person by name with **or** without a request to be asked the question again later in this round. The invitations continue until everyone in the room has had an opportunity to respond to the question. The method is repeated for the 2nd question and so on until the discussion time is over. You will receive advance notice of when the breakout time will be ending.

- When the breakout room session ends, you must choose one of two options: Leave Meeting or Leave Breakout Room. Select Leave Breakout Room – to go back to the main meeting; otherwise, you will end your Zoom session (leave the meeting entirely) and need to log back into the meeting.

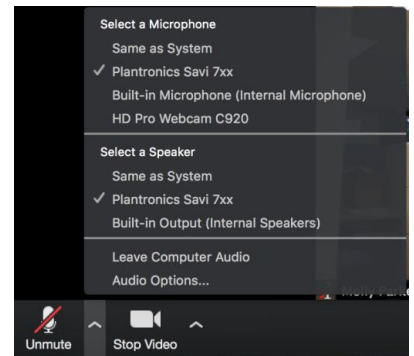
Buttons on the Screen (usually on the bottom of the entire Zoom screen)

If you move your cursor to the bottom of the Zoom window screen, you will see several buttons.



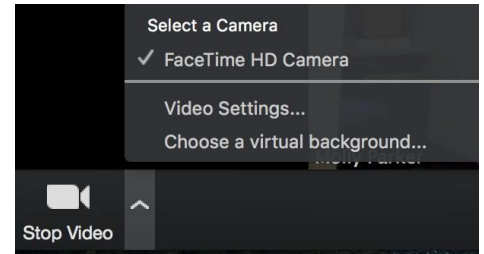
Your options may look different than on the images below based on your computer's technology. Your buttons may be in a different position, based on what type of PC/device you are using.

- Mute/UnMute –Turns off/on your ability to be heard in the meeting. This also allows you to select a different microphone, speaker, and other audio options. To get the menu at the right, click on the up arrow to the right of Mute or Unmute.



ZOOM INSTRUCTIONS FOR DIOCESE OF TEXAS DOK ASSEMBLY

- Start Video or Stop Video – Turn off/on your video here. If you stop the video, your image will not be on the screen. Here is where you can set up a virtual background (not recommended for lower speed internet or low graphics capability).



- Participants –Allows you to see a list of all of the participants in the meeting (you may have to scroll to see names for our meeting).



- Rename - You can rename yourself here (please use your 1st and last name and perhaps what city you are in – such as “Jane Doe-Houston, TX”).

- Raise Hand - You can notify the host that you want to speak in the meeting. When we go into a situation where we will all be muted, we will use this to be recognized. Remember to lower your hand when you are done (it is not done automatically).

- Chat – You can chat by typing in the chat box either to one participant, a group of people or to the entire group (Everyone). Select the drop-down box next to “To” to change whom you want to send a message to.



ZOOM – NEW USER:

If you have never used Zoom on your device, you will need to download the Zoom app (except for telephone) – please allow extra time or set this up before the meeting day.

If you have never been to a Zoom meeting, you can learn more at these links:

<https://www.doknational.org/page/onlineconnections> - National DOK reference material

Note – some of this document has been copied from their material

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> - Zoom tutorial videos

<https://www.youtube.com/watch?v=mbbYqiurgeo> (11:02-no ads)

<https://www.youtube.com/watch?v=6fiYWnfTc5o> (6:08-no ads)

<https://www.youtube.com/watch?v=9isp3qPeQ0E> (8:15-2 short ads to skip in the video)

Zoom has a test site for practice:

<https://zoom.us/test>