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Zoom Presbytery Meeting - INSTRUCTIONS

August 11, 2020 at 9:30 am, 9:00 am gathering time

You are invited to the Presbytery of Southern Kansas through a Zoom conference on August 11, 2020 for our Stated Meeting.

The meeting will go live at 9:00 am. Please log into the meeting early enough to be sure you are connected and have time to work out any technical challenges prior to the convening of our meeting at 9:30 am.

WHAT YOU WILL NEED FOR THE ZOOM CALL

- Working camera which is found on most laptops. Desktop computers generally require a plug in webcam.
- Working speakers or headphones. Speakers are also usually built in to most laptops. We do not recommend wireless headset or headphones, as they can cause echo and feedback or sound delay. Insure you know how to adjust the volume.
- A working microphone (once again, usually built in to most laptops. Also be familiar with how to mute yourself

IF THIS IS YOUR FIRST ZOOM MEETING

Please load Zoom ahead of the meeting time and day, and test all the functions ahead of time. You can do a test meeting via www.zoom.us/test. This will also test your speakers and microphone and positioning of your camera.

TO JOIN THE ZOOM MEETING BY COMPUTER/LAPTOP/NOTEBOOK/SMARTPHONE (Preferred and best results methods)

Gail Doering is inviting you to a scheduled Zoom meeting.

Topic: Stated Meeting of the Presbytery of Southern Kansas

Time: Aug 11, 2020 09:00 AM Central Time (US and Canada)

Join Zoom Meeting – Use this link.

<https://us02web.zoom.us/j/88513985263?pwd=eGVzK2tONFRFZ0hCQk9RYkRPSUN1QT09>

Meeting ID: 885 1398 5263

Passcode: 309325

- Once you have clicked the link it will automatically allow you to join the meeting – simply click the JOIN button
- The meeting will be live by 9 a.m. and you will be placed in a waiting room and the host will admit you to the meeting
- If you are given the option, sign in with your full name and your church if possible – not just first name or nickname. Use the following steps on computer while in the meeting:
 - **Step 1:** When in a meeting, click on ‘**Participants**’ at the bottom of your screen in the calling bar.

- **Step 2:** Hover the mouse pointer above your name until you see the option to select '**More**'.
- **Step 3:** Once you see it, click on it and select Rename.
- **Step 4:** Enter your desired name in the text field and click on '**Ok**' to confirm your selection.

TO JOIN BY PHONE CALL (AUDIO ONLY)

(IF YOU DO NOT HAVE FREE LONG DISTANCE, YOU WILL BE CHARGED FOR LONG DISTANCE SERVICES)

One tap mobile

+16699006833,,88513985263#,,,,,0#,,309325# US (San Jose)

+12532158782,,88513985263#,,,,,0#,,309325# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 885 1398 5263

Passcode: 309325

Find your local number: <https://us02web.zoom.us/j/kemrU4As4>

DURING THE ZOOM MEETING

- Keep your microphone muted at all times unless you are speaking. Only one person at a time and you will be called upon to speak.
- If you want to join a queue to ask a question, click the "raise hand" icon in the ??? Box. When Moderator addresses you, unmute your microphone, state your name and church, ask your question and/or make your comment re-mute your microphone and "lower your hand."
- We recommend Speaker view so as not to be distracted but we may direct you to also click on gallery view for a time during worship and one or two other times during the meeting just to view all the participants, the Body of Christ (these buttons are in the upper right hand corner of your Zoom window)
- Most other controls are along the bottom of your screen