

## ZOOM TIPS

1. **Mute yourself.** We love your dog and your cat and your family, but did you know how much we can hear? Little noises can be a big distraction to others. We intend to mute everyone who is not leading but there may be times when we will unmute everyone. We may announce these times. If you don't want to be unmuted, please click the microphone icon. If it's red with a line through it, you're muted. If it's black, we can hear you.
2. **Name yourself and please use the Video if you have it.** We want to know you are there and not just any iPad or Galaxy! It also helps us monitor whether there may be someone dropping in with less than honorable intentions (Zoom Bombing for example).
3. **Gallery view.** You can view your screen in two different ways. If you're in Speaker view, whoever is speaking shows up large on your screen and you show up in a little box in the corner. If you choose Gallery view, you'll see other participants and others can see you (if your camera is on). Gallery view is a bit like the opening of the Brady Bunch where each person has their own square. When on a small device, like a phone, you may want to keep it in Speaker view but when you're on a computer, laptop or even an iPad, try Gallery mode to see if you like it. You can see quite a few people in Gallery mode. Select Gallery mode in the upper left side of "my screen" on the iPad and the top right of "my screen" on my computer.
4. Did you know that you can "**raise your hand**" on Zoom? Concerned about talking at the same time as other people? You can raise your hand, especially at times when we are asking for prayers. If you "raise your hand" at prayer time, we'll say your name and unmute you so you can speak. Please bear with us as we try to use features to help our time together flow better (in other words, if we miss seeing your hand, please forgive us for any oversight).

To raise your hand on PC or Mac:

On the bottom of the center of the screen find the "Participants" box  
At the bottom of the on the right side of the box, click the button labeled "Raise Hand." Your digital hand is now raised.

To raise your hand on a Tablet or iPad:

Tap the screen.

Find the "Participants" box

At the bottom of the on the right side of the screen, click the button labeled "Raise Hand."

Your digital hand is now raised.

5. **Should I wear shorts to church?** That's the big question these days. You think no one will see you. And they might not. But what happens if you get up to go to the bathroom or have to chase the dog? You might just get caught in your shorts.