# Instructions and Pointers
for
On-line 2020 ILYM Annual Sessions

ILYM will be using Zoom as a vido conferencing platform for its on-line 2020 Annual Sessions.

Registrants will receive a list of links to the individual meetings/programs.

Getting set up

You should probably download and install the the Zoom client (a program that runs the platform) and test it out well before sessions start. Go to Zoom.us, select Resources from the menu and then select Download Zoom Client.
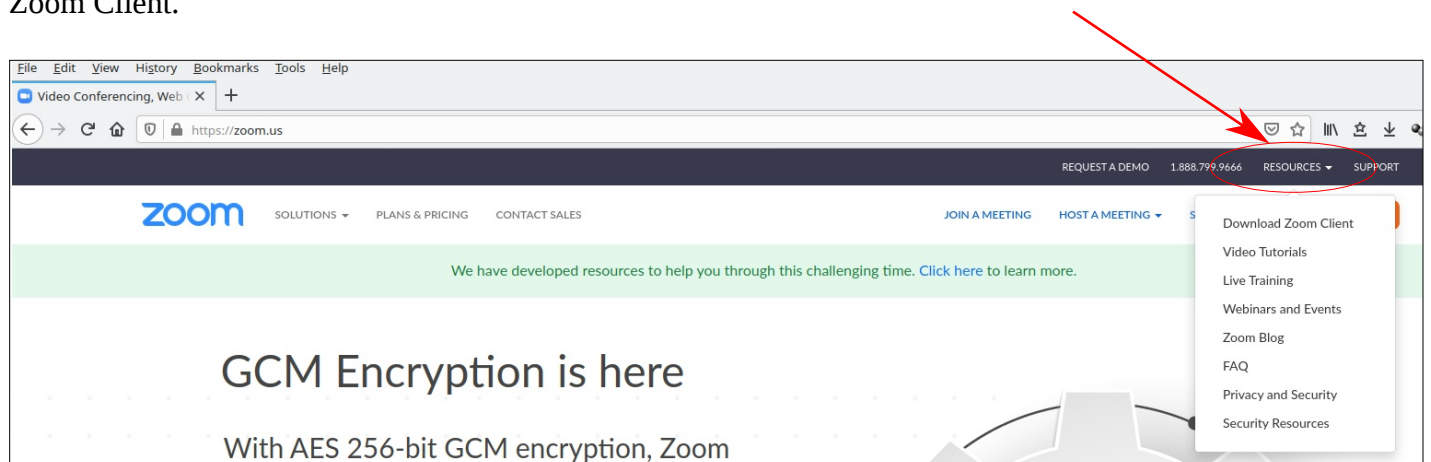
If you want to verify your setup for running the Zoom client, go to zoom.us/test. If you do not have the Zoom client on your computer, it will prompt you to download it and install it. For testing out on a smartphone or tablet, you should first install the Zoom app, then through your device's web browser go to zoom.us/test.

There will be a special meeting on Monday, June 15, if you want to check out Zoom with other people.

When to join a meeting

Participants will be held in a waiting room before the meeting begins. Please try to join the meeting 3-5 minutes before it starts. Participants will be let into the meetingroom a few minutes before the meeting begins. It can take a minute or two for everyone to move from the waitingroom and into the meetingroom, and we want the meetings to be able to start on time.

If you are serving as a leader or presenter for a meeting, please join the meeting 10-15 minutes before start time. Leaders and presenters will be let in early, so setups can be verified and processes can be discuss before letting others into the meeting. People presenting reports at a business session will be let in early to verify their setup is working.

How to join a meeting

Entering from a link: Clicking on a link from the schedule list (to be sent out to registrants) will open a web browser and prompt the browser to open the Zoom client/app, if it is installed.

Note: Depending on how certain things are setup on your computer and web browser, you may get prompted to download the Zoom client even though you have it installed. A work around for this is to do a page refresh or go back to the previous page on your web browser, and then a prompt to open the Zoom application/client might appear. For some set ups, starting the Zoom client before you click the link will work. Alternatively, you can open the Zoom client and key in the meeting number and password.

You can also use the link to **access the meeting through your web browser.** The link will open a browser window with a link to click in the browser window. This way has limited capabilities—like you cannot toggle between gallery view and speaker view, so should be use only if there are problems with running the client.
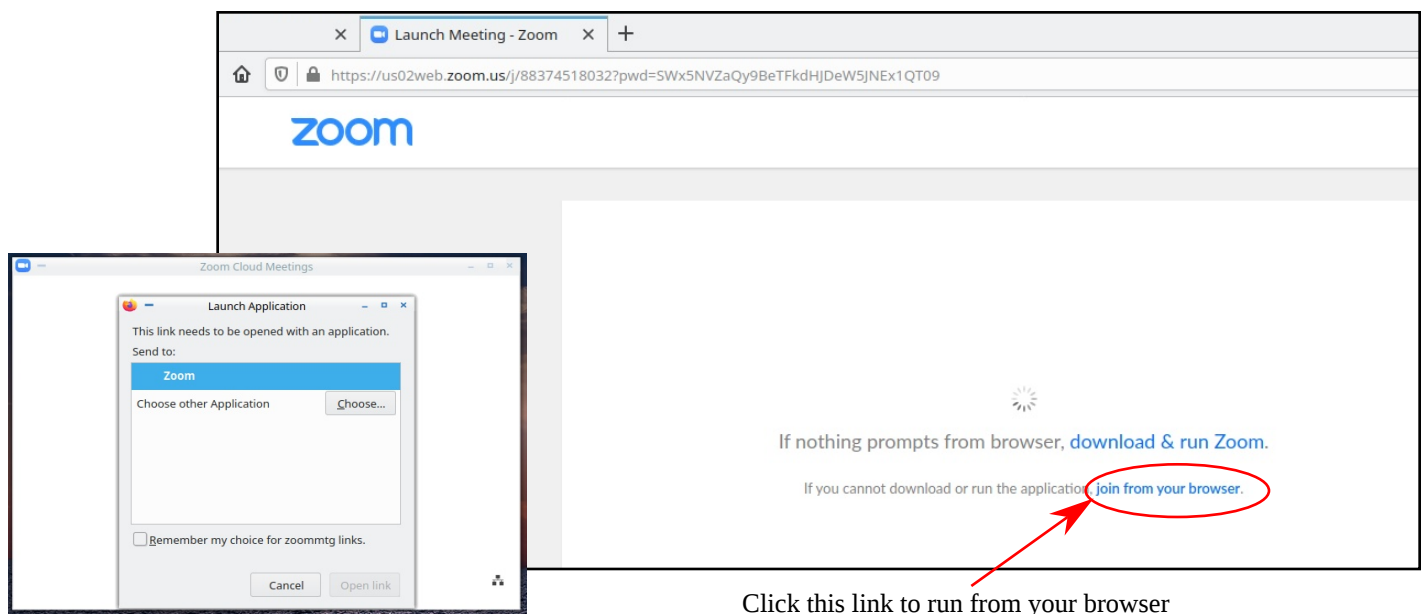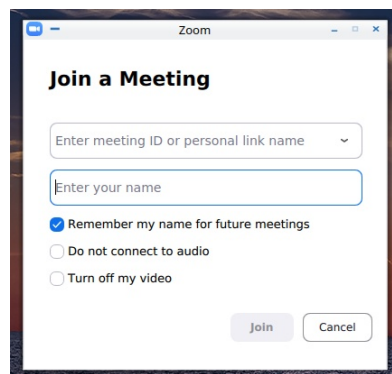

Browser prompt to open the client

Click this link to run from your browser

Entering from the Zoom client/app: Open the client or app (on smartphones or tablets) and enter the meeting number and password.
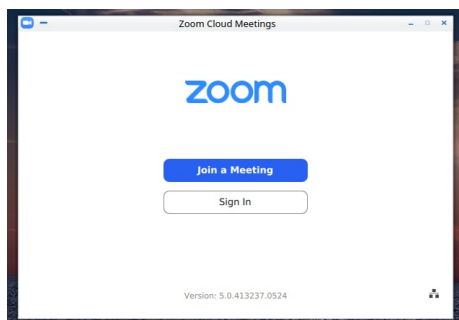

Zoom Client window, click Join a Meeting

Enter Meeting ID and the name you want to be displayed with your video in the meeting. After clicking the Join button another widow will open for entering the password.

# Once the link is processed or meeting info entered

You may be prompted to Join with Video. Select joining with video (you can turn your video off later).

A screen should appear that notes you will be let in soon or a time when the meeting will start.
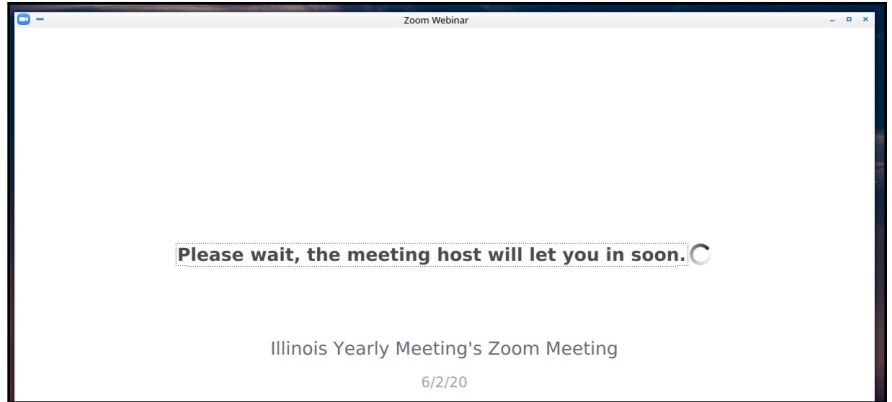
Wait to be let in, which will usually be 1-2 minutes before the meeting starts.

Once let in, you will be prompted to Join with Computer Audio. Choose this option.
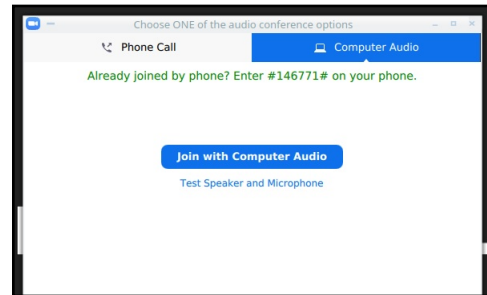
Note: Your microphone will automatically be muted when you enter the meeting. Larger meetings may be set up so that only the host or cohost can unmute people.

Once in the meeting

You will see other participants in Speaker View, which is where the active speaker appears in a main large video box and others appear in video boxes in a ribbon at the top. You will always be the first box on your screen. The person speaking will have a yellow outline around their box (an outline will not appear around your own box when you speak).

Speaker view
This is Berry & Bingo's screen
Teddi is the current active speaker
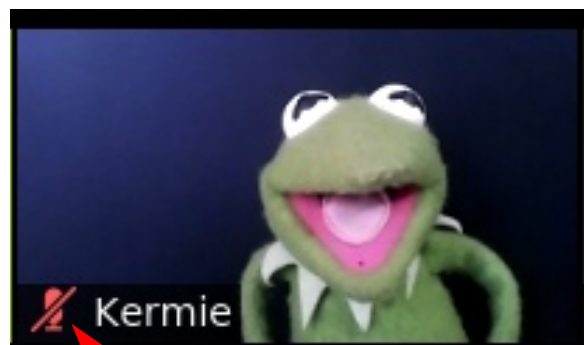
Indicates microphone
is turned off

Participant view (computers)

If there are more participants than can appear in the video box ribbon at the top, move your cursor to the top right side of the Zoom window. An arrow in a blue circle will appear. Clicking that arrow will scroll you through seeing the video boxes other participants.

When you move your cursor in the Zoom window, "Gallery View" will appear in the top right corner of the Zoom window. Clicking on Gallery View will toggle you between Speaker View and Gallery View. Gallery view is where up to 16 participant video boxes appear together in a block in the Zoom window. Additional participant video boxes can be seen by scrolling from the arrow on the side of the screen.

Clicking the icon to the right of "Gallery View" will toggle your Zoom window to full screen.

Arrow to scroll through the participant ribbon
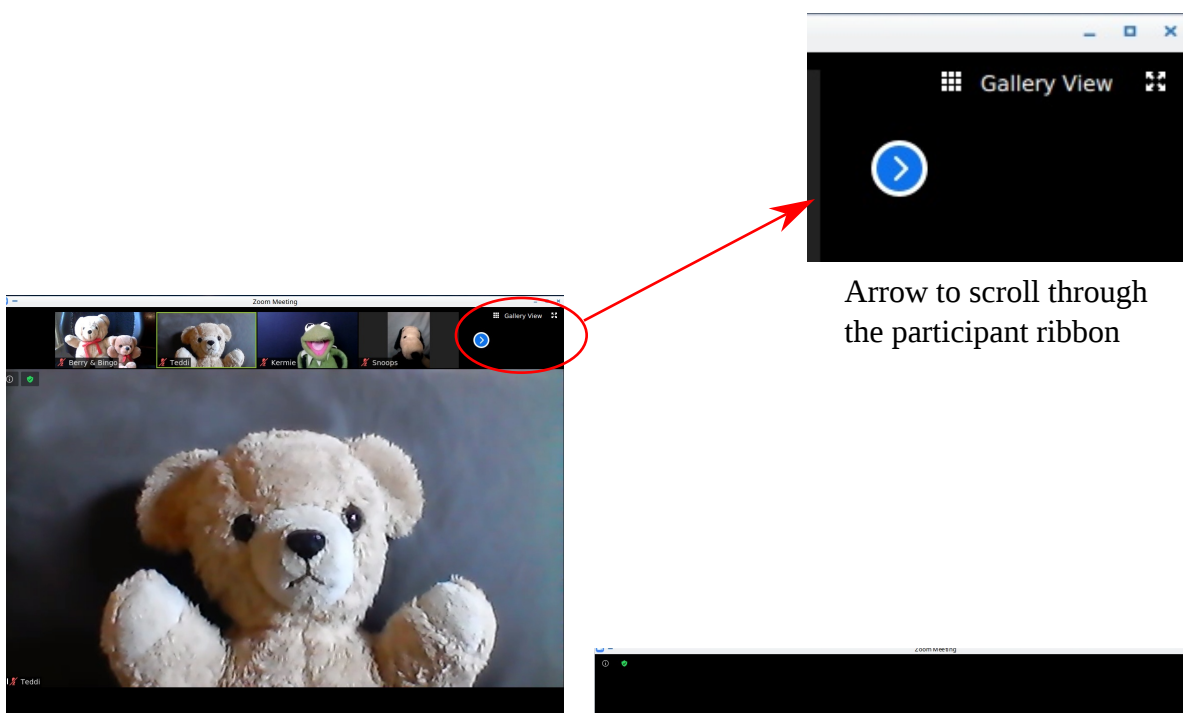
Speaker View

Note: Snoop's and Smur's video boxes are thinner since they are on thier tablet and smartphone
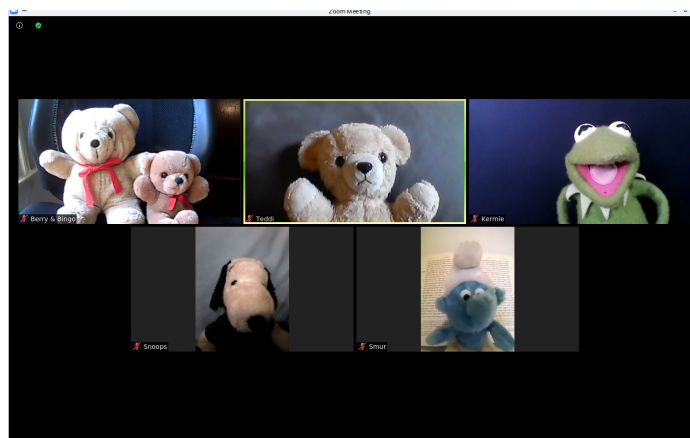
Gallery View

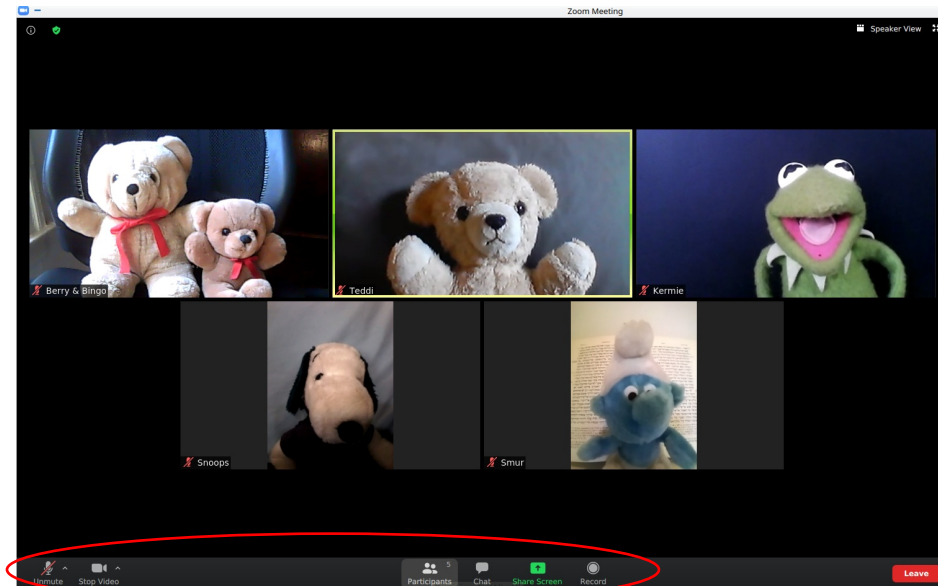**Participant view (smartphones and tablets)**:
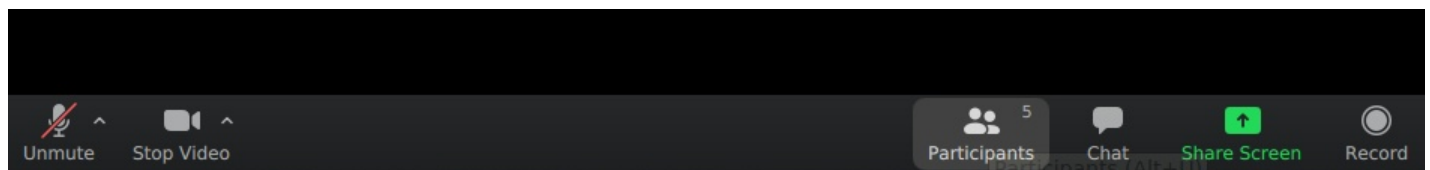Swipe the screen to move from speaker view to see other participants.

Bottom icon ribbon

Usually there will not be an icon ribbon at the bottom of the Zoom window.
For computers: Move your cursor in the Zoom window for it to appear.
For smartphones and tablets: Tap the screen and it will appear.

Bottom icon ribbon

The bottom icon ribbon has icons for microphone, video, participants, chat, share screen, and record.

Clicking on the mic and video icons will turn on and off those items. Clicking on the arrows next to those icons allows you to change the settings for those items.

Clicking the Participants icon will open a Participants panel, where you can see a list of everyone on the meetings. For smartphone and tablets, this opens a Participants screen.

Clicking on the Chat icon opens a Chat panel. You can use Chat to send messages to the host or cohost. For security reasons, Chat has been disabled between participants.

For security reasons, Share Screen and Record are only enabled for hosts and cohosts.

Side Box

When you click the Participants or Chat icons on the bottom icon ribbon, panels for those items will appear to the right of the participants view screen.

Participants panel will display the names of participants, as well as identify the host and co-hosts.

When you move your cursor over your name, two buttons will appear. One will toggle Mute/Unmute. The More button will let you rename yourself.
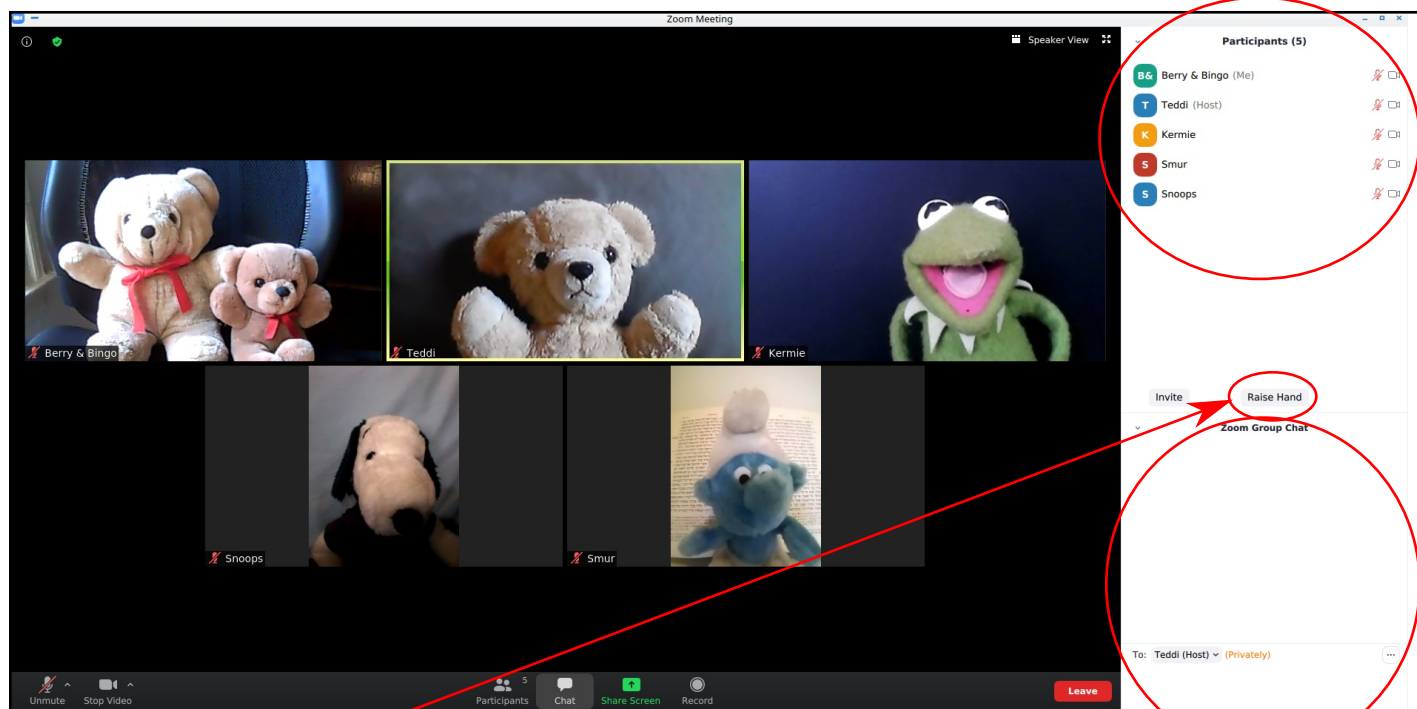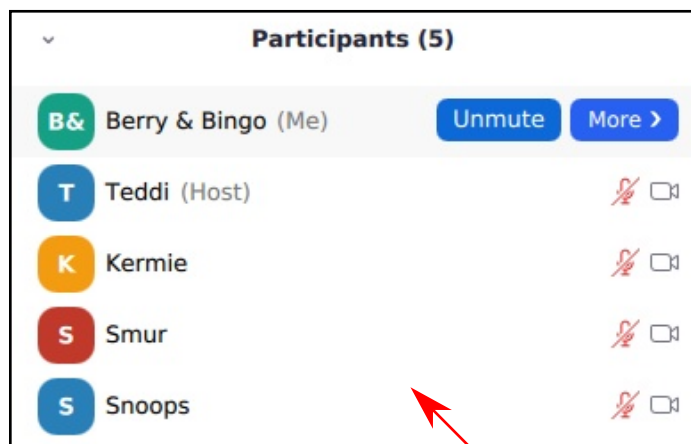
Raise Hand
Some large meetings will be using the raise hand function. You can raise your hand by clicking on the Participants icon to open the Participants panel, and then click the Raise Hand button or icon at the bottom of the box. In that panel you will be able to see who else has raised thier hands.

For smartphones and tablets, click the More icon in the icon ribbon and a window will open with the raise hand option.

Chat panel area
The top will display the chat messages which can be scrolled through. The bottom is where you select who to send a mesage to and type in a message to send. After typing in the message, hit the enter/return key on your keyboard and your message will be sent.

Share screen

At certian points, a host or co-host will share a document on the screen.
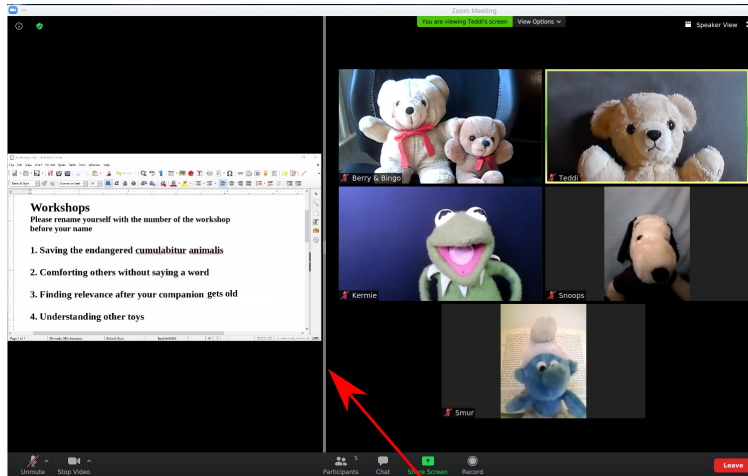
You can make the document screen larger or smaller by putting your cursor on the line between the document view area and particpant view area, holding down your left mouse botton, and moving the line to adjust the size.
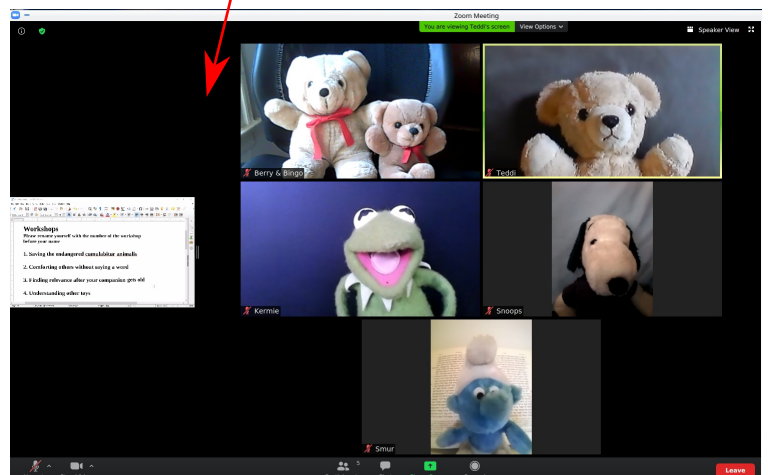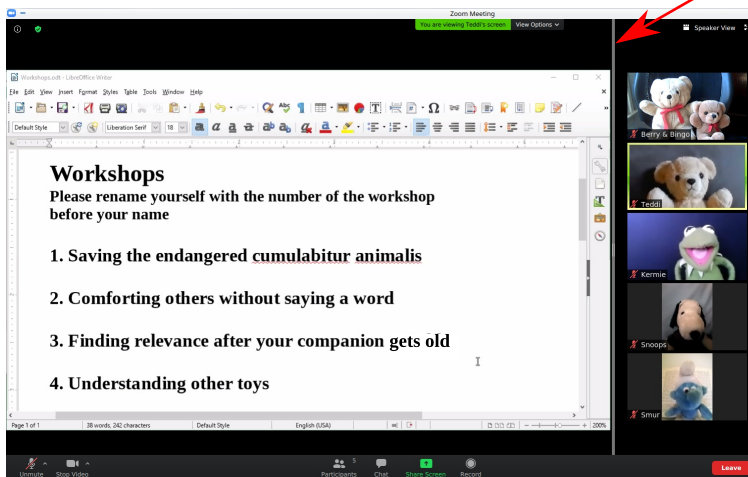
Note: Only the person who shares the document can scroll the page of the document up or down.
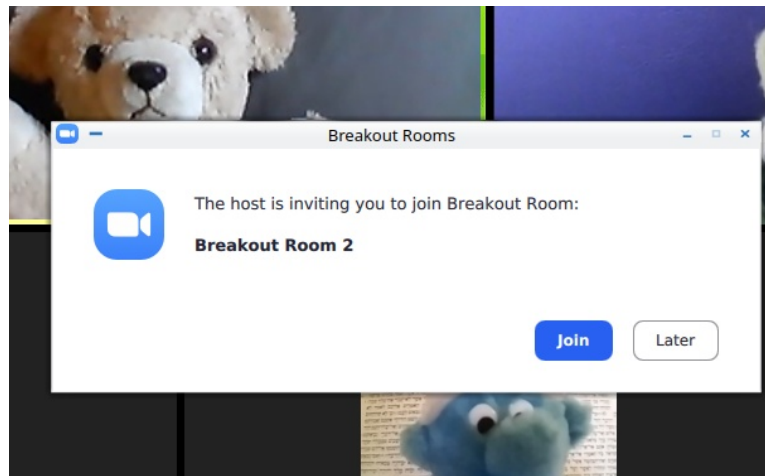
Breakout Rooms

Breakout rooms will be used for worship sharing and workshops. They may also be used during other meetings. Leaders for worship sharing and workshops will be designated co-hosts so will have most host capabilities, like Share Screen and removing people.


When arriving for worshipsharing and workshops there will be a shared screen with a numbered list of breakout rooms (as seen on the previous page). Please rename yourself with the number of the room you want to join before your name. You will be moved into that room.

Berry & Bingo and Kermie chose room 2
Snoops chose room 1
Teddi and Smur have not yet chosen a room

When the host moves you to a breakout room, a window will pop up asking you to join. Click the Join button to move to the breakout room.

Breakout Room
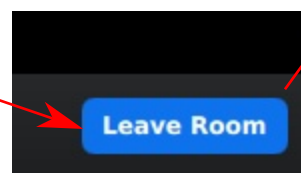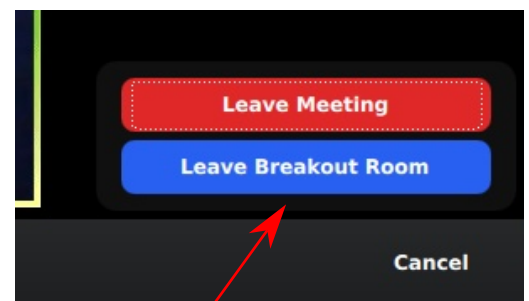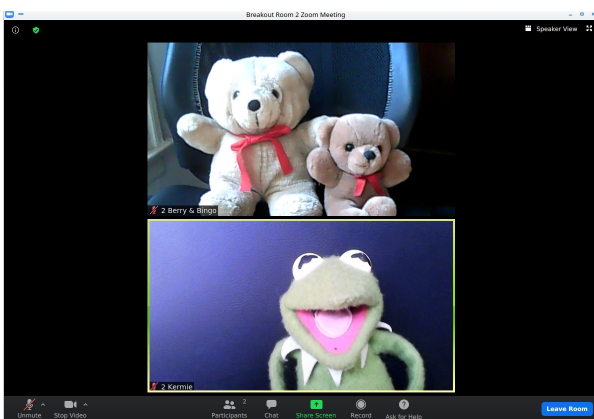
Leaving breakout room: In the right corner of the bottom icon ribbon will be a button to leave the breakout room. Clicking the Leave Room button will give you the option to Leave Breakout Room (and rejoin the main meeting) or to Leave (the main) Meeting.

Other things

Muting/Unmuting: There are three ways to toggle between turning on and off your microphone. The mic icon on the bottom icon ribbon (p. 6), the mute/unmute botton that appears when you move your cursor on your name in the Participants panel (p. 7), and moving your cursor to your video box and right clicking your mouse. If you turn off your mic only you can turn it back on, the host or cohost cannot. Note: Some meetings will be set up so only a host or cohost can unmute a participant.

Turn on/off video: You can only toggle the video on/off by clicking the icon on the bottom icon ribbon (p. 6). The host or co-host cannot turn on or off your video.

Renaming yourself: There are two ways to rename yourself. Move your cursor to your name in the Participants panel and click the "more" button (p. 7), or move your cursor to your video box and right click your mouse.

On a smartphone or tablet you can rename yourself by tapping the Participants icon on the bottom icon ribbon, and then tap on your name in the Participants box.

Leaving the meeting
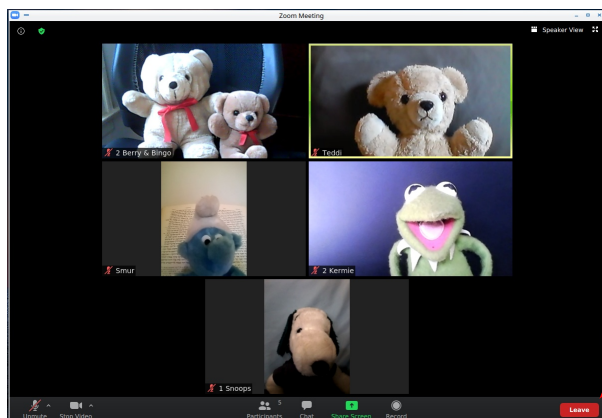
Move your cursor in the Zoom window so the bottom icon ribbon appears. On the left side of the bottom icon ribbon is a Leave button. Click it and you will be givem the option to Leave Meeting or Cancel leaving the meeting