



Zoom Tips for a Virtual *How Long, O Lord, How Long?* – Group Study

Preparations for the Meeting

1. Set up your equipment

- Download the Zoom desktop app if you have not already – <https://zoom.us/>
- Use earbuds, or a headset and microphone (if you have them), to reduce background noise and improve sound quality when speaking.
- [Test your audio and video.](#)
- If you are using computer audio (preferred):
 - Click the provided Zoom link and open the zoom app when prompted.
 - Click Start Video in Zoom.
 - Select Join with Computer Audio when prompted.
 - Keep microphone on mute unless speaking.
- If you are using your mobile phone for audio:
 - Click the provided Zoom link and open the zoom app when prompted.
 - Click Start Video in Zoom.
 - Click Join Audio, then call the meeting host and enter your phone number.
 - Keep your phone on mute unless speaking.

2. Tutorials

If you have never participated in a virtual meeting through Zoom, check out their [video tutorials](#). There is a video for joining a meeting that is helpful for first time attendees.



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3. Personal Presentation

- Lighting should come from in front of you or from the side, to best light your face.
- Keep your background clear of distraction, e.g. a TV that is visible and on, etc.
- Know where the camera is on your computer and look at it, not at the screen.

Meeting Participation

The meeting will be better with everyone participating.

1. When you speak, make sure the microphone is on (unmuted) and close enough to pick up your voice, no matter what location you are in.
2. In the first session, until everyone gets to know each other, consider speaking your name to ensure everyone is aware who is speaking.
3. Avoid conversations with others in your home during the session if possible so that you are not distracted.
4. If you are not talking, mute or turn off your microphone
5. Avoid multi-tasking while you are participating, e.g. answering e-mails, etc., especially if your microphone is on.
6. If you need to leave the meeting before the session is completed, let your host know in advance.