

Greyfriars Kirk Zoom Meetings – Guidance Notes

Entering the meeting

- To use Zoom you need to do one of the following:
 - **Download the Zoom application** for your phone or pad (search for “Zoom” in your app store).
 - **Use a suitable internet browser.** Zoom advice is that it functions best through Google Chrome. To install chrome browser you may go to <https://google.com/chrome> and follow the instructions. However, other browsers can be used, with some limited functions. See guidance here (correct when not last updated):
<https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client>
 - **Dial in by telephone.** If you would like to use this facility, we will provide separate guidance notes to assist. Please call the Kirk on 0131 225 1900 and leave a voice message with your name and telephone number for one of the Kirk’s team to contact you to provide these.
- For those joining by Zoom application or internet, you will receive an invite to Zoom meetings via email with an internet link, meeting code and password.
- Click the link in the email, which will direct you to Zoom.
- Enter the meeting code if prompted (not all Zoom calls require a meeting code).
- Enter the meeting password if prompted.
- If you have joined before the host has started the meeting or a waiting room is enabled, you will be asked to wait. The host may allow entry to the meeting one by one, to help keep meetings safe.
- Once in the meeting you will see two icons in the bottom left of the screen, a microphone and a camera. If they have a red line through them, then they are turned off, click them to turn them on – if appropriate (see etiquette below). You are now audible and visible to others in the Zoom meeting.

Please contact Adam and Gillian if you would like try out Zoom before you join a planned meeting: communications@greyfriarskirk.com.

Meeting Etiquette:

Using Zoom will take a little getting used to, please submit any general questions or comments (email above) and we will do our best to provide support.

- Greyfriars will normally have two people with specific roles at each meeting. The Chair, who will lead proceedings, and a Zoom Host, managing the technology.
- The Chair will start proceedings as normal.

- Please ensure you do not have background noise when joining a meeting e.g. television, talking, radio etc. You can mute yourself when appropriate e.g. when listening to others speaking. You may be muted upon entry, or asked to mute yourself. The Zoom Host can also mute participants too, where appropriate.
- Please try to keep an eye for any “chat” messages sent to you by the Zoom Host or listen for questions from the Chair. For example, you may be asked to turn on your video if you are able, or to identify yourself in some way if your account is not recognisable.
- If you have a question or wish to speak, you can either speak or “raise your hand” (see below).
- If the meeting is particularly busy, it may not be possible to take every single question. Please contact the Chair afterwards if you would like to follow up a point.
- Please try to be succinct and speak as clearly as possible.
- Please be patient. We are all learning and sometimes the Chair and/or Zoom Host are engaging with more than one person at a time, for example when welcoming people through the waiting room or noting raised hands.

‘Raising a hand’

Zoom provides the ability to ‘raise a hand’ if you wish to raise a question without interjecting:

- At the options at the bottom of the screen you will find an icon which resembles two people. Clicking on this will bring up a section on your screen listing all participants.
- At the bottom of this white section there is a button to “raise a hand”.
- Once you have clicked this button the host will be alerted that you have a question.
- You can also lower your hand, using the relevant button, if you find your question is answered or you no longer wish to raise it.

If you lead a church group and would like to explore Zoom meetings with the Kirk team, please contact communiations@greyfriarskirk.com.