

## PLAINS ZOOM TIPS

**This Sunday May 17 you will be invited to join in a “Virtual Coffee Break” with members of your Plains family at about 11:10 a.m. This gives the regular 10 o'clock worshipers some time to get their coffees.**

You need to have a Web Cam on your device if you want to see people. You need to have a mic in your device and it must be on so we can hear your voice. Below are some handy tips and there is also an added article of information attached.

Hope to see and hear from you **on Sunday at 11:10 a.m.** We'll see how this time slot works and go from there.

Oh, and being a Zoom participant does not cost anything!

Blessings and happy Zooming.

Margie

How to join the Coffee Break Conversation:

- **Using a computer, tablet or cell phone click on the link provided in my Email invitation for you to join our Zoom. I will be the Host and I'll send you an invitation email on Sunday morning. Look for it to appear in your email around 10:30 a.m. Take note of the ID# and Password #** which you will need to sign after you have clicked on the link provided
- If you prefer or don't have a computer **you can join us using the telephone, call one of the toll free numbers** provided in my email. Phone callers will be able to 'chat but without seeing'.
- **Phone users will also need the Meeting ID # and Password#** which will included in the email.

Tips for computer or tablet users:

1. Make sure you join audio and start video so you can be seen and heard.
2. Select view so you can see everyone on the screen (tiled). On a tablet or phone, you may need to scroll or swipe to see everyone.
3. When you are not speaking, and especially if you are talking to someone at your home, please mute your microphone to reduce extra noise.
4. Allow one speaker at a time. The moderator may invite you to speak in turn.

Phone users are not able to see who is talking and those on the computer can only see a telephone number. Please introduce yourself when commenting. It's extra important to pause and listen to ensure there is one person speaking at a time. If your connection is not clear, hang up and try another of the numbers above.

**BEST PRACTICES**

- Test your audio and video as you join
  - **Mute your microphone when not speaking**
  - For best results, use the app and not a browser
  - Use a stable/wired connection