AGM 2021 Instructions for using Zoom

In this document you will find detailed instructions for all the actions you are likely to need in order to participate fully in the Fellowship AGM. Please select the page which is relevant to your device.

Windows

Zoom Activity	Windows
See Zoom controls	Hover the mouse over the bottom of the screen
Unmute/mute	In the bottom left corner of the screen click **Unmute** or **Mute** or press **Alt-A** or **spacebar**
Change your screen name	Right click on your **screen name,** choose **Rename,** type your **Firstname Lastname** then click **OK**
Hand up for Chair's attention.	In the row of icons at the bottom of the screen on the right click **Reactions**. Click **Raise Hand**. Or press **Alt-Y.** To lower your hand, click **Lower Hand**.
Switch between Speaker view and Gallery view	In the top right hand corner of your screen, click on **Gallery View** or **Speaker View.**
View more members on screen	Click on the arrow on the right or left side of the screen
Chat to the Host (for technical help)	Click on **Chat** in the row of icons at the bottom. **Type your message** and click **enter**.
Switch between Zoom and BigPulse	Use **Alt-Tab** to switch between programs, choose your browser (Firefox, Chrome, etc) and select the **BigPulse** tab. To return to Zoom, press Alt-Tab and click on **Zoom**. (There are other ways to switch between applications.) If you have more than one device, e.g. computer and smartphone or tablet, you can have **Zoom open on one device** and **BigPulse open on the other**. Then you do not need to switch. You may need to refresh your browser on the second device from time to time. If you have to use the one device, best to close all other applications other than Zoom and the browser, to make switching simple.
Refresh browser (to see next vote in BigPulse)	Click the **refresh** button ↻ on the address bar or press **F5**
To update Zoom to latest version	Launch Zoom (not in a meeting). Click on your **id** in top right corner (may be your initials or a photo). Scroll down to **Check for Updates.**
Poor or intermittent internet connection	Disconnect your video camera by clicking **Stop Video** beside the Mute/Unmute icon. (This will reduce your bandwidth consumption and may help.)

MAC

Zoom Activity	MacOS (MacBook, iMac etc.)
See Zoom controls	Zoom controls are always visible
Unmute/mute	In the bottom left corner of the screen click **Unmute** or **Mute** or press **Shift-Command-A**
Change your screen name	Click **Participants** icon. Hover over **your current name** in the participants list. Click the **More** button, then click **Rename**. Type your name as **Firstname Lastname.**
Hand up for Chair's attention.	In the row of icons at the bottom of the screen on the right click **Reactions**. Click **Raise Hand** Or press **Option-Y.** To lower your hand, click **Lower Hand**.
Switch between Views	In the top right hand corner of your screen, click on **Gallery View** or **Speaker View**.
View more members on screen	Click on the arrow on the right or left of the screen
Chat to the Host	Click on **Chat** in the row of icons at the bottom. Type your message and click **Enter**.
Switch between Zoom and Big Pulse	Use **Cmd⌘ + Tab** to switch between programs, choose your browser (Firefox, Chrome, etc) and select the **BigPulse** tab. To return to Zoom, click on the blue **Zoom** logo in the **dock** at the bottom of your screen. (There are other ways to switch between applications.) Alternatively, if you have more than one device, e.g. computer and smartphone or tablet, you can have **Zoom open on one device and BiGPulse open on the other**. Then you do not need to switch. You may need to refresh your browser on the second device from time to time.
Refresh browser (to see next vote in BigPulse)	Click the **refresh** button ↻ on the address bar or press ⌘ **Command + R**
To update Zoom to latest version	Launch Zoom (not in a meeting). Click on your id in top right corner (may be your initials or a photo). Scroll down to **Check for Updates.**
Poor or intermittent internet connection	Click **Stop Video** beside the Mute/Unmute icon. (This will reduce your bandwidth consumption and may help.)

iPad

Zoom Activity	iPad
See Zoom controls	Tap the screen
Unmute/mute	Tap **microphone** icon. Top of screen on right
Change your screen name	Tap **Participants** in top row of icons. Tap your own name. Tap **Rename** and type your name as **Firstname Lastname**. Tap **Done**. Tap the screen and menu disappears.
Hand up for Chair's attention.	Tap **3 dots** at right end of icon row. Tap **Raise Hand**. To lower your hand tap **Lower Hand**.
Switch between views	Tap **small 9 box grid** top left. Switches to **Gallery View.** Tap again for **Active Speaker** view
View more members on screen	Swipe left or right
Chat to the Host	Tap **more** under **3 dots** at end of icon row. Tap **Chat** in pull down menu. Type Message at bottom of menu. Tap **Send**
Switch between Zoom and Big Pulse	Tap **More** under the **3 dots** Choose **Minimise**. Pictures minimise, Zoom stays open. Tap the **Dock** and tap **Safari** icon. Choose **BigPulse**. Return to Zoom by tapping **Zoom** icon Alternatively, if you have more than one device, e.g. tablet and smartphone, you can have **Zoom open on one device and BiGPulse open on the other**. Then you do not need to switch. You may need to refresh your browser on the second device from time to time.
Refresh the browser (to see next vote in BigPulse)	Click the **refresh** button ↻ in the upper-right corner of **Safari** window to right of the Address Bar
To update Zoom to latest version	Update in the App Store
Poor or intermittent internet connection	Tap **Stop Video** beside the Mute/Unmute icon. (This will reduce your bandwidth consumption and may help.)

iPhone

Zoom Activity	iPhone
See Zoom controls	Tap the screen
Unmute/mute	Tap screen then tap **microphone** icon. Bottom of screen on left.
Change your screen name	Tap **Participants** in row of icons. Tap your own name. Tap **Rename** and type your name as **Firstname Lastname** then tap **Done**. Tap **Close** top left
Hand up for Chair's attention.	Tap **3 dots with More** at right end of icon row. Tap **Raise Hand**. To lower your hand tap **Lower Hand**.
Switch between views	Swipe left perhaps several times for **Active Speaker view**. Swipe right for **Gallery View**
View more members on screen	Swipe left or right
Chat to the Host	Tap **more** under **3 dots** at right end of icon row. Tap **Chat**. Type Message at bottom of menu. Tap **Send**
Switch between Zoom and Big Pulse	Double tap the Home button. Choose **BigPulse**. To return to Zoom, double tap the Home button. Choose **Zoom**. Alternatively, if you have more than one device, e.g. iPad and iPhone, you can have **Zoom open on one device** and **BiGPulse open on the other**. Then you do not need to switch. You may need to refresh your browser on the second device from time to time. If you have to use the one device, best to close all other applications other than Zoom and the browser, to make switching between the two as simple as possible.
To update Zoom to latest version	Update in the App Store
Refresh the browser (to see next BigPulse vote)	Click the **refresh** button ↻ in the upper-right corner of the **Safari** window to right of Address Bar
Poor or intermittent internet connection	Tap **Stop Video** beside the Mute/Unmute icon. (This will reduce your bandwidth consumption and may help.)

Android tablet

Zoom Activity	Android tablet
See Zoom controls	Tap the screen
Unmute/mute	In the row of icons at the bottom of the screen, tap **the microphone** the first icon on the left
Change your screen name	Tap **Participants** in the row of icons. Tap your own name. Choose **Rename** and type your name as **Firstname Lastname** then tap **OK**. Tap **Close** at top left
Hand up for Chair's attention.	Tap **Participants**. Tap **your nam**e, in the menu tap **Raise Hand**. To lower your hand, tap **Lower Hand**.
Switch between views	When Zoom controls are not visible, at bottom of screen there are three dots. Press rightmost dot to **switch to Gallery view**. Press middle dot to switch to **Active Speaker** view.
View more members on screen	Swipe left or right
Chat to the Host	On Zoom controls at bottom on the right, Tap **More** under the three dots. **Chat** appears in the menu. **Type your message** in the band at the bottom. Tap **Send.**
Switch between Zoom and Big Pulse	Tap the **symbol to the left of the Home** button and choose the browser where **BigPulse** is open. Tap it again and choose **Zoom** to return. Alternatively, if you have more than one device, e.g. tablet and smartphone, you can have **Zoom open on one device** and **BigPulse open on the other**. Then you do not need to switch. You may need to refresh your browser on the second device from time to time. If you have to use the one device, best to close all other applications other than Zoom and the browser, to make switching between the two as simple as possible.
Refresh the browser (to see next BigPulse vote)	Tap the refresh button ↻ in the address bar at the top of the screen.
To update Zoom to latest version	Updates automatically
Poor or intermittent internet connection	Tap **Stop Video** beside the Mute/Unmute icon. (This will reduce your bandwidth consumption and may help.)

Android phone

Zoom Activity	Android phone
See Zoom controls	Tap the screen
Unmute/mute	In the row of icons at the bottom of the screen, tap **the microphone** the first icon on the left
Change your screen name	Tap **Participants** in the row of icons. Tap your own name. Choose **Rename** and type your name as **Firstname Lastname** then tap **OK**. Tap **Close** at top left
Hand up for Chair's attention.	Tap the **3 dots** in the bottom right corner. Tap **Raise Hand**. To lower hand, tap **dots**, tap **Lower Hand**.
Switch between views	Swipe left perhaps several times for **Active Speaker view**. Swipe right for **Gallery view**
View more members on screen	Swipe left or right
Chat to the Host	Tap the **3 dots** in the bottom right corner. Tap **Chat**.
Switch between Zoom and Big Pulse	Tap the **symbol to the left of the Home** button and choose **BigPulse**. Tap it again and choose **Zoom** to return. Alternatively, if you have more than one device, e.g. tablet and smartphone, you can have **Zoom open on one device and BiGPulse open on the other**. Then you do not need to switch. You may need to refresh your browser on the second device from time to time.
Refresh the browser (to see next vote in BigPulse)	Click the three vertical dots in the upper-right corner of the **Chrome** or **Firefox** window to the right of the Address Bar. A drop-down menu appears with the refresh button $\circlearrowright$ at the top. Tap it.
To update Zoom to latest version	Updates automatically
Poor or intermittent internet connection	Tap **Stop Video** beside the Mute/Unmute icon. (This will reduce your bandwidth consumption and may help.)

Telephone

Unmute/mute	*6 to **unmute**, then *6 again to **mute**
Raise hand/Lower hand	**9 to** raise hand**, then **9 again to** lower hand