

Tips for Attending Sunday Coffee Hour

Attending Sunday Services on Zoom means you need to see and hear what's happening — fairly simple for anyone who is comfortable watching videos on YouTube or other places online.

Attending coffee hour on Zoom means that other people need to hear — and hopefully see — YOU, a bit trickier.

If you need to set up Zoom on your computer, follow the instructions for Zoom Setup here: <https://zoom.us/support/download>

Test Your Computer

Hopefully, your computer has a built-in camera and microphone. If you aren't sure, please give yourself time to test it before Sunday.

- **You will need a microphone.**
 - Virtually all laptops and tablets have a built in microphone but most desktops don't.
 - The headset that came with your phone likely has a microphone on it. You can use the headset for the meeting.
 - When you log onto a Zoom meeting, you can choose to “test speaker and microphone.” Give yourself a few minutes to do this before the meeting starts.

- **You will need a camera.** (Actually, you're okay if you don't have a camera, but then we can't see you, and we'd like to!)
 - Virtually all laptops and tablets have a built in camera but most desktops don't.
 - Cameras are not very expensive. They clip on the top of your screen and you are good to go.
 - All phones have a camera. If you are planning to use your phone you might want to purchase a stand for your phone...or you can work out how to prop it up in the right place for your call.
 - For Security reasons you will want to unplug your camera when you are done with your zoom call.
 - When you enter the Zoom coffee hour, you will see what you look like on camera.

Coffee Hour Guidelines

- When you first enter coffee hour, it might be a little noisy as we initially sort people into “breakout rooms.”
- You should get a message on your screen asking if you want to join a breakout room. You do! Please join the breakout room when you’re invited.
- You will be randomly sorted into a breakout room. Conversation in that room is up to the gathered people.
- If you are having trouble with technology – you can’t see or hear, or people can’t see or hear you – please leave the breakout room and return to the main session. You can work on your technology issues there.
- If you would like to join a different conversation, leave your breakout room and return to the main session. You can ask Rev. Cathy to put you in a different room. Be sure to let Rev. Cathy know what room you were just in, or else she might put you back in!
- When you are ready to leave coffee hour, select “Leave Meeting.”

Best Practices

- Think about how your face is lit. Lighting should be in front of you, not behind you. You might want to sit close to a lamp.
- Please use a headset (microphone and earphones such as came with your phone. Your computer might need a set with a USB plug on one end).
 - If you don’t have a headset, take care to “mute” yourself when you are not talking.
- Once you are in the meeting, you can ensure your display name is what you want it to be by clicking on “participants” and moving your cursor over your name. A menu of options will appear, including “rename.”
- If you get an “internet unstable” message during the meeting, that means YOU have unstable internet. Stopping your video may help strengthen your internet connection.