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## Fwd: Zoom guide

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**Doug Luginbill** <confmin@mcusacdc.org>  
To: Emma Hartman <office@mcusacdc.org>

Tue, Mar 17, 2020 at 5:13 PM

See Alison's cheat-sheet below.

----- Forwarded message -----

From: **Pastor, CCMC** <pastor@ccmcil.org>  
Date: Tue, Mar 17, 2020 at 5:07 PM  
Subject: Zoom guide  
To: Doug Luginbill <confmin@mcusacdc.org>

On using Zoom

### Here are the links and numbers for joining the chat:

Use this link to join from a computer, or if you have the Zoom app on your phone:

[insert link]

To join by smartphone, click this number

[insert phone number]

If you are calling from a non-smart phone, dial this number and enter meeting ID

[insert phone number]

Meeting ID: [insert]

### Tips and hacks:

If you experience difficulties with the microphone or speakers, once you have the chat window open, find the Zoom "preferences" menu tab and then select the speaker or headphones you want to use. If you continue to have trouble, just phone in--this nearly always works.

In the upper right corner you can toggle between "gallery" view (where you can see everyone) and "speaker" view (where the person currently speaking is the only one you see).

Buttons to mute video and audio are in the lower left corner

Using headphones sometimes improves sound quality; if you are meeting in a group, just use your device's speakers.

### And now for some words on Zoom etiquette

You will be muted when you enter the chat room; please keep yourself muted when you are not speaking to reduce background noise. **This includes those who call in.** If you don't know where the mute button is on your phone, look for it now! With a group this large, this will help us all have a much better experience.

It is very common on Zoom to step on each other's sentences because of sound delays. Please release yourself from shame if you do this--just stop talking and let the other person keep going! If you apologize, you step on them again, and then it's even more disruptive!

If you can't hear someone, cup a hand to an ear to signal to them.

### The creation of a Buddy System

Dear ones,

Remember the “buddy system” from summer camp and school field trips? Every so often you’d check in and make sure the other person was still having fun. We want to start a CCMC buddy group: people you can reach out to make sure they’re still OK, people to pick up your groceries if you can’t leave home, people to pray with and for as part of our larger community.

Alison and Celeste have put together a list of suggested buddy groups based on geography; if you are actually closer to folks in another group, let us know and you can switch!

We know many of us already have connections with neighbors and close friends and may be caring for people outside of these groups. If you need to opt out of receiving emails from your group, just let your group know. Also know that receiving emails does not obligate you to do anything; we know a lot of folks will be at maximum bandwidth in the coming weeks.

Once you have a buddy group, check in with each other by email and make a plan together to support each other over the coming weeks.

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*"Like Jesus, we are to love others not because of who they are, but because of who we are--all and equally the beloved of God." -Richard Rohr*