

NYQM's Zoom GUIDE FOR ATTENDERS
2020-07-18

****If you cannot connect to Zoom or are having problems, contact our hosts at NYQMzoom@gmail.com and someone will assist you.***

****Zoom meeting ID's and passwords will be sent two days prior to the meeting, the night before and the day of the meeting via NYQM's email list. Didn't get it? Contact NYQMzoom@gmail.com or your monthly meeting clerk.***

****All the reports and the agenda for the meeting can be found on the website: www.nycquakers.org***

- on the front page of the website are links for the reports and the 'Zoom Friends Guide'***
- in the tab "For NYQM Friends" and then "July Meeting 2020" or use this link***

Here are a few suggestions to keep our online meetings harmonious:

- If you are not speaking, please keep your microphone muted.***
- Remember to unmute your microphone before speaking and turn it off again when you have finished.***
- Please identify yourself by name in the meeting. If you would like help changing the name displayed on your video, send the correct spelling to the host in chat.***
- It is wonderful to see our friends' faces. Please enable video if you feel comfortable.***
- The chat function is available to contact your hosts, but is not available to chat with other attendees.***
- If you experience any difficulty or require assistance during meeting for worship, use chat to message the host privately or email NYQMzoom@gmail.com.***

NYQM Morning Meeting for Worship with a Concern for Reflection in Our Times: 11am-12pm

****The virtual meeting room opens at 10:45am for Friends and attenders to begin to gather.***

****NAME TAGS: please put your name and meeting on your video. For assistance, use the chat feature, it contacts only the hosts. Phone users will be contacted by the hosts to name their phones.***

****MESSAGES:***

- Microphones are muted at the start of meeting. To give a message, please unmute yourself and at the end of your message, turn off your microphone.***
- At the start of your message, please give your name. Contact the Hosts through Chat if you need help with renaming.***

Interim time between Meetings:

****At the close of meeting we will have an hour before the Meeting for Business starts. You may stay on-line and chat. If you have any questions about using Zoom functions, our greeter will assist you during this time.***

* If you wish to leave and are returning, please turn off your video and mute yourself. On return, turn on your video.

NYQM Meeting for Worship with a Concern for Business: 1-2pm, 2pm Annual Meeting of the Corporation

*three ways to ask to speak:

raise your hand

type your name into chat

wave in the video: this is the least effective as we will be working with several screens.

Phone users:

Mute / Un-Mute: * 6

Raise Hand: * 9

Message from the clerks: this is our first Zoom meeting and we are anticipating having two to three screens of Friends with us. What we miss most, is not seeing the body in total as we discern a sense of the meeting. We also anticipate that any discussions will be somewhat slower moving in this process. Please help us along!