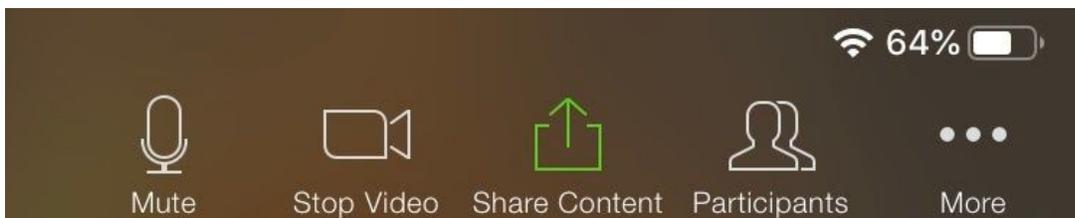
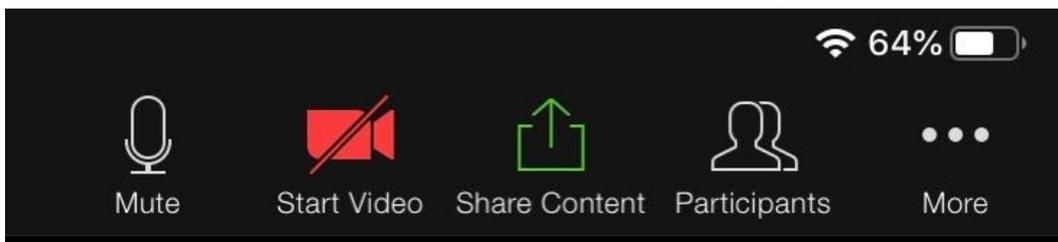


Netiquette and other idiosyncrasies when videoconferencing — you may not need to read this if you've been doing videoconferencing for awhile. If this is all new to you, though, you might find it helpful.

Netiquette is a term coined to cover the basics of being polite with one another when in a digital environment. Just as you would cover your mouth when you cough, try not to interrupt, etc. when talking with someone in person, there are some “rules” for electronic engagement, especially when in a group.

First, always keep your camera on. I know it's hard to see yourself on the screen, but it makes you present and a participant. Of course, that means you'll need to be somewhat presentable. I also advise checking out how you look on camera in terms of background and lighting. When I teach class, I always ask students to be in a distraction-free environment. Sometimes, that's their bedroom. I have to say it was a bit unnerving to have a student sitting on their bed, participating in class. But, they were dressed, paying attention, and the room was tidy. While you can take your phone, tablet, or laptop just about any place, you might not want to!

There's an icon which indicates whether your camera is on or not. If it's red or has a line through it, the camera is not on. If the camera icon is clear, you're on.



Of course, if your camera is on, we'll see you. If it isn't, we'll see the white person icon.

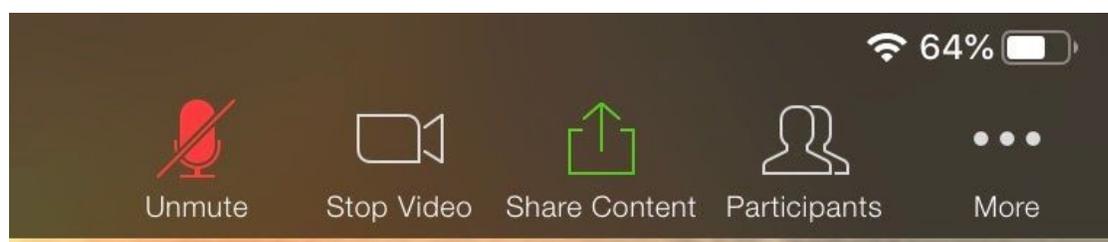


If the screen is simply black, you don't have a camera. If your device doesn't have a built-in camera, you can use an external camera. I've actually used an older digital camera as well as a webcam specifically designed for video-conferencing. As long as you have a cable/wire that will connect the camera to your device, it should work.

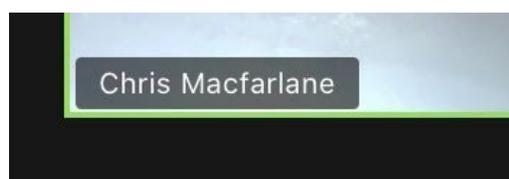
The other option you have is to choose **gallery** view or **speaker** view. With gallery view you'll see multiple people at the same time. Depending on the number of people logged on, everyone might be on one screen, or you might have to scroll across multiple screens. The person who is speaking will be highlighted — there's a green frame around their picture. With speaker view, only the person who is speaking will show up on your screen. When we do the Zoom fellowship, you have the option of choosing the view. When we hold a service on Zoom, Pastor Tracie will select the view.

If your device doesn't have a built-in camera, you can use an external camera. I've actually used an older digital camera as well as a webcam specifically designed for video-conferencing. As long as you have a cable/wire that will connect the camera to your device, it should work.

Second, and probably even more important, you'll need to manage your microphone. If you leave your microphone on throughout the meeting or time together, especially when there are multiple people on, there's a good chance you'll produce some background noise that will not be helpful. When you're listening (not talking), make sure you mute your microphone. Before you speak, unmute your microphone.



You'll also see the status of your microphone next to your name in your video output.

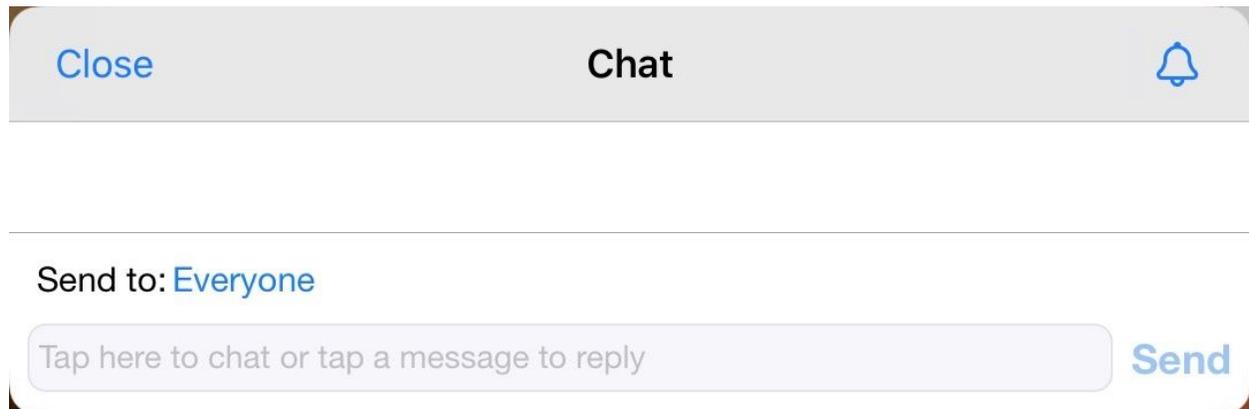


If there's no microphone next to your name, you're "live."

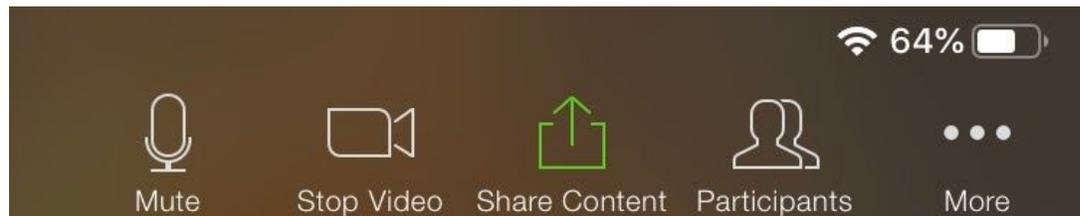
If you have earbuds/pods or a headset, that is the best option for listening and talking. You'll get the clearest sound and best voice output. However, this only works for one person!

Finally, if you find that your sound isn't working — you can't hear or be heard, check your computer (not Zoom) settings. If you can't hear, there's probably something going on with your speakers. If we can't hear you, it's a microphone issue.

Zoom includes a chat function. It is located under **Participants**. You have the option to chat (send a text message) with everyone; or, you can focus your chat to selected individuals.



Zoom also lets you **Share Content**.



With this option you can create a whiteboard or bring up a file that everyone can look at. If you want to get really fancy, you can actually make comments from your screen on the shared file.

If you need to do some troubleshooting or would like to have a practice session, I'm more than happy to help you with that. I have two standing engagements, but otherwise am pretty available — no place to go! From 11 - 11:30 am; M - F, I read my grandkids a story using Facebook Live. On Tuesdays from 2:45 - 4:20, I teach a class.

Peace,
Chris