

General Online Best Practices For Participants

- Recommend that you download the Zoom app (<https://zoom.us/>)
- To use Zoom, you will need one of the following:
 - Windows or Apple computer with speakers and a microphone. (Note: Webcams are recommended but not required.)
 - Mobile Device. iOS or Android.
 - Phone. Mobile device, desktop computer or laptop.
- To use Zoom, you will also need an internet connection. Minimum speed is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). 3G or 4G/LTE is sufficient for mobile devices.
- Recommend the use of a headset with microphone. Phone headsets/earbuds or a simple headset with a microphone can also work.
- Recommend tablet or laptop. Smart phones will work but not all features work well (e.g. whiteboards, breakout rooms). Join the meeting on a device with the largest screen available to you. This will allow for the best visibility of people and shared documents/presentations.
- If you do not have a webcam you may join the meeting, but you will appear as a box with your name written in it. If possible, please join the group and upload a photo of yourself. Your photo will appear in that box.
- Please mitigate background distractions. Mute your microphone when talking with other people in your room; if pets are noisy send them away; mute when coughing, sneezing.
- Please mute your audio and turn off your video during breaks to minimize distractions.
- If you have only moderate English skills or a hearing impairment you may struggle to hear well. If possible, invest in good audio equipment and try to test the system before joining a group.
- Consider lighting: limit backlighting behind you and try to be in a location where you have light in front of you, making you more visible to the others.
- View this as an opportunity to learn new skills as you participate.
- Take this opportunity to explore new things. For example, role plays can be used online, reading the Bible as a reader's theater, highlighting scripture as a visual while they pull out various observations and so on.
- **IMPORTANT NOTE:** If security is an issue for you or your group, you must use the Zoom app. Calling in by phone or using another third-party app to access the meeting reduces security. However, using the Zoom app on a phone is permissible for security reasons.

