## Online services @St. Thomas UCC

With the 'stay home' directives in place, and in an effort to be good neighbors by limiting social contact, we're choosing to offer services, studies, and conversations online until the virus situation changes. The hope is that many from St. Thomas—as well as friends and family members of those connected with this church—will take part. To help with that, here's a list of instructions and guidelines for joining these gatherings:

## **Using Zoom**

Our online services and other meetings are using Zoom—which you can access for free, using a desktop, laptop, or smart phone (downloading the Zoom app for your smart phone will make using that device easier).

Look for the link of the service or meeting you want to attend on the STC website or Facebook page, then click that link no sooner than 10 minutes before the scheduled start time.

It can take a moment or two to connect, so it's a good idea to start the process 5-10 minutes before the scheduled start time. This also gives time to greet others who are participating!

Follow the on-screen prompts for 'launching' the meeting.

Meetings typically begin with microphones 'muted', and you can choose whether to use your camera or not.

Select Speaker or Gallery View (*speaker* highlights the person who is speaking; *gallery* shows the participants).

Stay as long as you like; use the 'leave meeting' button when you're ready to go.

## And some good practices when in a Zoom meeting:

- If it's a large group meeting—like a Sunday service—*mute* your microphone unless you're speaking. This will keep background noise from coming over everyone's speakers.
- Use the *Chat* function to ask a question or share a comment—and keep in mind that chats will be seen by all unless they are specifically made 'private'.
- Use only one device per room when connecting to Zoom.