



DIOCESAN SYNOD 13 MARCH 2021

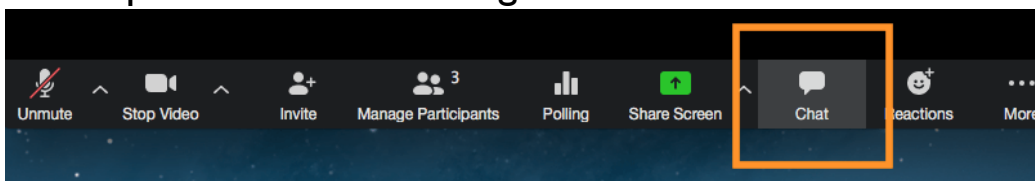
In case you have not used Zoom in a large meeting before, here are a few tips to help you.

GETTING LET INTO THE MEETING

When you click the link you will need to wait for us to admit you. It may take a moment as there are up to 120 people to let it! **Please make your user name your real name** as that will be on our list (i.e. not “iPad4”!!)

I WOULD LIKE TO SPEAK IN THE MEETING

1. Let us know on ‘Chat’. Any of the ‘Hosts’ at the top of the participant list can help. Send them a message on the ‘Chat’:



Select the name of a Host (not “Everyone”!):



2. You can also use the “Hands up” function if you can locate it – hover your mouse etc. over your name in the list:



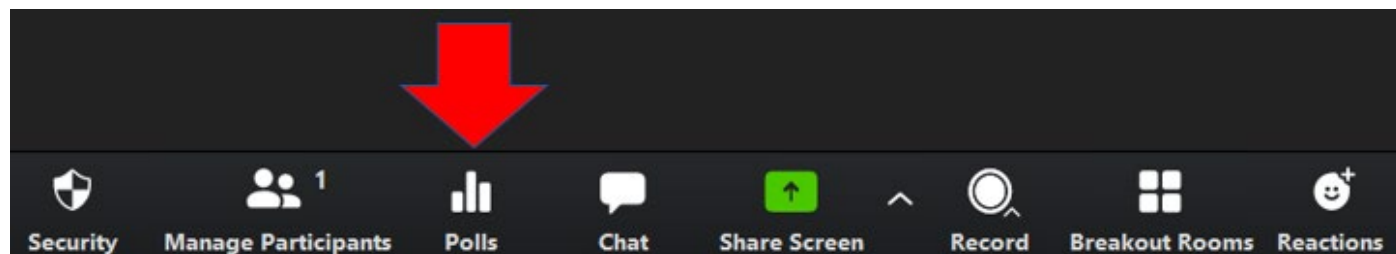
We will let you know when the Chair can let you speak, and your video picture will be brought to the front of everyone’s screen.

I HAVE A TECHNICAL OR OTHER QUESTION

Let us know on ‘Chat’ (*as above*). Any of the ‘Hosts’ at the top of the participant list can help

I AM BEING ASKED TO VOTE ON A MOTION

You will see the following option:



We will guide you through it before the meeting starts, with a ‘test’ vote.