

# Tech Tips:

Being on Zoom for the hybrid meetings, there are a few things that you need to expect given our equipment and technology. Also here are tips for you to try if you have issues.

Note: You will not be able to hear the president's initial remarks to start the meeting or the speaker's introduction since we will have our equipment tied into the speaker system at the church. Trying to go back and forth with the speaker system is what causes delays in the meetings, so you will hear the speaker on Zoom when they are ready to start.

What to do if you are having internet issues, screen freezing, low volumes or sound going in and out. You can try turning off your video. That gives you more bandwidth so you will be able to still see the program and hear better.

## Steps to improve audio when on a zoom meeting:

- Use earbuds or a headset. - Ensure your meeting participants can hear you by using earbuds or over the ear headphones.
- Work from a quiet location. - To the extent possible work from a quiet location where you will not be interrupted.
- Avoid echoes - We all occasionally repeat ourselves, but if every one of your words echoes in a meeting it will be hard to understand you. **To prevent echoes**, make sure you join your meeting via a single audio source, i.e. computer audio or a phone line but not both. Similarly, when a group attends a meeting make sure only one member is providing the audio for the meeting.
- Don't overload your device - Close any unneeded applications and browser tabs during your Zoom meeting.
- Maintain a strong internet connection - Connecting your device to an ethernet jack will also provide a more stable connection than wireless. If that's not possible, moving closer to your router may help. When you're in a virtual meeting, ask other members of your household to avoid activities that use lots of bandwidth.

## Viewing Options:

### Viewing Options *without* screen sharing

#### Active Speaker View

**Active Speaker View** will automatically put the video of the participant who is speaking in a large video window, with other participant videos arranged in smaller windows at the top of the screen. (In meetings with only 2 people, the other person's video will appear in the large window and your video will appear in a small window.) You can use the arrows at the top of the window to click through and see other participant videos if they are not visible on your screen.



## Gallery View

In **Gallery View**, the video panels for all participants of the Zoom meeting will be the same size and distributed through the Zoom window. Depending on how many participants are in the meeting, there may be multiple pages that you can click through (using the left/right arrows) to see all the participants' videos. **Gallery View** is useful when you want to see as many participant videos and/or reactions as possible.

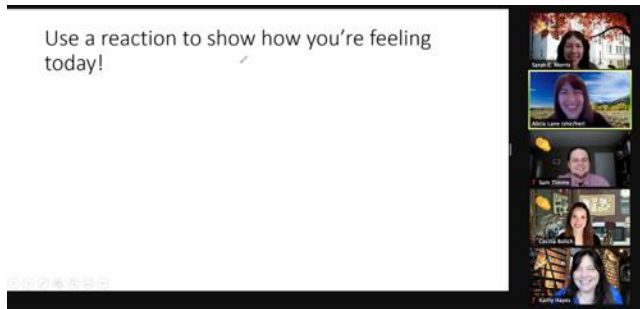


## Viewing Options with Screen Sharing (slides being shared)

### Side-by-side mode (for other meeting participants)

When someone shares a screen, Zoom will automatically switch to **Side-by-side** mode for all other participants. The shared screen will be on one side of the Zoom window and participant videos will be on the other side. You can adjust the relative space devoted to the shared screen by dragging the vertical gray bar.

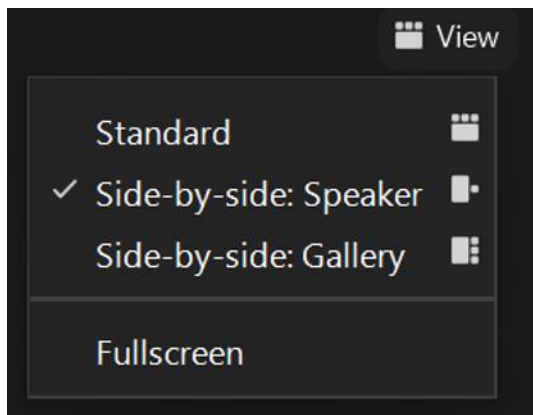
In **Side-by-side: Speaker** mode, only the video of the person speaking is shown. In **Side-by-side: Gallery** mode (shown below), the video of all or some of the participants is shown. You can drag the gray bar to see more videos.



### Switching between views.

By default, Zoom uses **Side-by-side Mode** when you view a shared screen.

At any point during a meeting, you can switch between **Active Speaker View** and **Gallery View** by clicking the corresponding button at the top-right of the Zoom window.



### Pin Video

To pin a video, click on the **Options** button (the ellipsis: ...) on their video and click **Pin**. Repeat to unpin the video. Usually the upper right corner of their picture.

If these fixes don't do what you need, it may just be a bad internet connection or an issue with your computer. If that is the case there is nothing you can do except to leave the call. You can try to reconnect for a better experience, but sometimes there is nothing anyone can do. Think of it as having a flat tire on the way to the meeting, and you end up missing it.

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#### Sources of material

[Improve Audio Quality in Zoom - IT Help \(service-now.com\)](https://www.service-now.com/zoom-help.html)

[Viewing Options During a Meeting: Teaching with Zoom \(emory.edu\)](#)

**For additional tips & tricks check out the following resource pages.**

[Top Tips To Improve Audio Quality in Your Zoom Meetings | University IT \(stanford.edu\)](#)

[How to Get the Best Audio and Video Quality on Zoom \(makeuseof.com\)](#)

**Zoom support also has some information:**

- [Adjusting your video layout during a virtual meeting – Zoom Support](#)
- Pin Video Links to an external site. [Pinning participants' videos – Zoom Support](#)
- Using Dual Monitors Links to an external site. [Using Zoom desktop client with dual monitors – Zoom Support](#)
- Video layout options while screen sharing Links to an external site. [Sharing Your Screen While Seeing All Meeting Participants – Zoom Support](#)