



Northeastern Minnesota Synod

Evangelical Lutheran Church in America

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NETIQUETTE INSTRUCTIONS

How to Enter Zoom:

- Participants receive an email with Zoom link.
- On desktop devices, click link provided and follow prompts to join gathering.
- Handheld devices may require Zoom App before clicking on link provided.
- Enter Zoom room; wait to be admitted if needed; choose grid view to see full screen of participants. Please mute your microphone as you enter the Zoom event.

How to Make Space for Others During a Zoom Event:

- When choosing not to speak, please mute yourself to reduce background noise and distractions for others in the group.

How to Use the Chat Room:

- During the speaker's presentation or at any time during the gathering, feel free to write in the chat; use the 'chat' tab at the bottom of your screen.

How to Use the Mute and Video Controls:

- On your device, in the Zoom room, locate the icon of a microphone with up and down arrows.
- Click here to control your ability to be heard, to mute yourself.
- Next to the microphone icon is a video icon button.
- Click here to take the camera off of yourself if you choose to do so.

How to Ask a Question:

- During the presentation, you may use the chat room described above, to ask a question.
- You may also seek the attention of the moderator/host by typing in the chat, raising your hand. After you are recognized to speak, unmute yourself and speak/ask a question.

How to Name Yourself:

- In the Zoom room, on the screen with your picture, there should be three small dots in the upper right hand corner of your picture.
- Click on these dots.
- A "rename" option appears.
- Type in the name you would like everyone to see for yourself.

Who to Contact with Technical Issues:

- For right now, contact the synod office and/or Pastor Rollie (Rollie.Bockbrader@nemnsynod.org).