

ELCA Coaching with Jill Beverlin

ZOOM Hospitality Document

- **If you have not used ZOOM before**, please log on a few minutes early to allow for the minor "set up" details to be taken care of on your computer.
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- **Using earphones and making sure your microphone is muted when not talking** will maximize your ability to hear and limit feedback issues. (Note: the microphone can be muted by moving your cursor to the lower left of your computer screen once you are in the ZOOM room. You will see the microphone icon pop up. If you tap it you will see a circle with a red line through it - this means you are muted. Simply tap again if you want to unmute and speak to the group.)
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- **We will appreciate seeing your face in the room** 😊 - in the lower left-hand corner you will also see a camera icon - tap on that and you will activate your camera.
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- **There is a chat area** where you can type comments to Everyone - or, if you click the drop-down arrow you can send a note privately to anyone else in the room.
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- **I will be sharing a PowerPoint on the screen** - so I recommend joining us from a computer instead of a phone if at all possible - it will make viewing this presentation much easier.
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- **I am attaching a worksheet** that will help you follow along with the presentation. Feel free to print or modify electronically to add your own notes. Whatever is helpful for you as a learner is best.
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- **Please come with your questions** - this is meant to serve YOU as you begin to engage in your work as a leader.
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- **Session length:** I will log on 5 minutes before our scheduled start time and will stay on for 5 minutes following to answer lingering questions.