

# Online Etiquette Guide

The United Methodist Church of the Resurrection

## General tips for online group participation

1. **Inspect your technology:** ensure your camera/video, audio, WIFI, and screen sharing are in working order before your meeting.
2. **Be aware of your surroundings:** Adjust your setup so you have sufficient lighting and limit things around you which might become a distraction for you or the members on your call. Lighting best works when it is in front of you and your screen rather than behind you.
3. **Mute your microphone when you're not talking:** In order to eliminate all unnecessary distractions, encourage everyone on the call to mute themselves when they are not talking. Not only does this reduce the possibility for audio feedback, but it gives other participants the ability to chime in and share their thoughts without distraction.
4. **Multiple devices:** If multiple devices are being used in close proximity, consider moving into a different room or space to avoid distractions and feedback.
5. **Stay seated and stay engaged:** Try to keep yourself engaged with the call by looking at everyone on the call. Also, it may be tempting to check your inbox or do other kinds of work during the call, but please refrain from doing so. You will miss out on connection opportunities or a chance to share your thoughts. Use attentive body language: sit up straight, nod your head to show you are staying engaged, and don't let your eyes wander away from the call too much.
6. **Responding to comments:** It can be helpful to unmute your mic to validate another group member's comment when they speak. Try not to let anyone's comment go unrecognized. This takes more effort in an online setting than in person, but this practice insures everyone feels seen and heard. If the flow of the conversation seems stagnant, trying asking questions or engaging others on the call to spark momentum. If no one else on the call has a response to a comment, thank the person for sharing their thoughts/comments. This ensures them that you are staying engaged with what they're saying and makes them feel seen and heard.
7. **Be respectful of the conversations:** We hope your group will be a safe environment where everyone feels they can contribute to the conversation. To avoid people talking over each other, try using the "raise hand" function on Zoom and call on others one-by-

one to share their comments. You may find it beneficial to share these expectations and guidelines with everyone before the meeting begins.

8. **Security:** Set up a registration where a link will only go to those who have registered. Use passwords and other suggested precautions. Secure your Zoom meeting from Zoom-Bombing. Zoom-Bombing is a type of online vandalism where random people are joining a Zoom meeting for the purpose of disruption. To continue our successful momentum with online programming, we need to follow guidelines to keep the meeting rooms safe for all attendees.

Here are a few recommendations by IT professionals to minimize exposure.

- Change screen sharing to “Host Only” in your settings
- Disable “Join Before Host” so people can’t cause trouble
- Disable “File Transfer” so there’s no digital virus sharing.
- Disable “Allow Removed Participants to Rejoin” so booted attendees can’t slip back in

Want to learn more about Zoom security practices? Check out this link on the Zoom blog: <https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom->

## Digital Small Group Platforms

### Zoom:

Zoom only requires the host to have a Zoom account (free or paid version) and also has a phone-in option for those with limited internet access. This platform has both mobile and desktop capabilities including screen sharing, breakout rooms, chat, and meeting recording. Participants can download the application to their phone or computers, or simply use the link to the meeting in any browser (Internet Explorer not recommended).

The biggest downside to Zoom is the 40-minute and 100 participant limit on the free version. If your meeting were to go over 40-minutes you would have to close out the meeting and restart it to get another 40-minutes. However, the Zoom Pro Plan gives you unlimited time for \$15/mo.

#### **How to Use:**

Open [Zoom](#) in web browser or [mobile app](#) ([Apple device](#), [Android device](#), [Chrome web browser extension](#))

- Login

- Click “Host a meeting with video on”
- Click “Invite Participants”

You can copy URL or INVITE to send to others via text message, email, etc.

## **OR**

You can watch Zoom tutorials on how to join a meeting, schedule a meeting, manage breakout rooms, etc. by using the link below:

<https://learn-zoom.us/show-me>

## GOOGLE MEET:

Google Meet is a free platform which allows up to 100 participants on a call and has screen sharing and chat capabilities while also working on both mobile devices and desktops. Unfortunately, this platform does not have the same capabilities as Zoom. It does not have recording capabilities, it does not have breakout rooms, and there is no phone in option unless you purchase a business account.

### **How to use:**

Open Google Meet in a web browser (works best on Google Chrome) or mobile app.

- Login
- Click “New Meeting” button
- Select either “Create a meeting for later” or “Start an instant meeting”
- Click “Add others” and type in their email address (if they do not have a google account, it will send them an invite to setup an account) **OR** copy link and send via text message, email, etc.

You can watch tutorial videos by clicking the link below.

<https://support.google.com/a/users/answer/9282720/google-meet-training-and-help>