



HOW TO JOIN AND PARTICIPATE IN THE MC USA VIRTUAL DELEGATE ASSEMBLY

Video: [Joining the meeting](#)

Zoom app. Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Center](#). You do not have to create a Zoom account to join the meeting. Each delegate will need to log in using their individual device (laptop, cell phone, tablet, etc.)

Link. You will receive an email message from Shelley Buller on July 6 that contains the invitation link to join the meeting on July 10, as early as 12:40 p.m. EDT. You will need to wait for the host to start the meeting and invite you into the meeting space. The assembly begins at 1:00 p.m. and will adjourn at 3:30 p.m.

Your Name. Edit your screen name (right click on your name) to include your representative group (i.e., conference, congregation, Racial/Ethnic group, EB). For example,
Menno Simons-ACC
Robert Garza-IMH
Denise Childs-Hesston Mennonite

Mute. Please make sure your microphone is muted. For the sake of meeting etiquette, we reserve the right to mute you if necessary.

To be recognized by the Delegate Assembly Leaders, use chat.

Chat. The chat feature will allow attendees to chat with the **Delegate Assembly Leaders and tech support only**. Questions and comments to the moderator or tech support should be placed through the chat window.

Views. You can choose between Speaker or Gallery view by clicking the View button in the top-right corner.

Voting. Several voting polls are scheduled throughout the meeting. Simply click "Yes" or "No" or "Abstain." There is one vote per logged-in device. **Each delegate should join the meeting on a separate device.**

Troubleshooting. If you need tech support before or during the meeting, call or email or chat with the following persons:

Lee Penner, 316-281-4268, LeeP@MennoniteMission.net

Shelly Coffman, 574-523-3013, ShellyC@MennoniteMission.net

Delegate statuts. If you have questions about your delegate registration, contact Shelley Buller. 316-281-4257, ShelleyB@MennoniteUSA.org

Delegate materials (agenda, bylaws, etc.) are at the following link: [Delegate Resources](#)

Participant Meeting controls

The participant controls appear at the bottom of your computer screen if you're not currently screen sharing.



Participants have access to these features:

Join Audio  or **Unmute**  / **Mute**  : Mute and unmute your microphone.


Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.


- Windows: **Alt + A**
- Mac: **Shift + Command + A**


Start Video  / **Stop Video** : Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants : See who's currently in the meeting.

- **Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.

Chat : Access the chat window to [chat with the host](#).

Reactions : [Meeting reactions](#), [nonverbal feedback](#), and [Raise Hand](#) allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.

Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

[Joining by phone.](#) You can join a Zoom meeting by means of teleconferencing/audio conferencing (using a traditional phone). This is useful when:

- you do not have a microphone or speaker on your computer,
- you do not have a smartphone (iOS or Android) while outside, or
- you cannot connect to a network for video and VoIP (computer audio)

The meeting email will also contain the dial in number.

- On your phone, dial the [teleconferencing](#) number provided in your invite.
- Enter the meeting ID number when prompted using your Dial Pad.

Phone controls for participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting.

- *6 - Toggle mute/unmute

More information about using Zoom can be found here: <https://support.zoom.us/hc/en-us>

**Please test out your devices and settings
prior to the beginning of the delegate assembly on July 10.**