

Definition of “ZOOM EXPERTISE”
for
Presbytery of Tampa Bay ZOOM Meetings

1. You have already downloaded **ZOOM** onto your computer or device and will make sure the program is **updated**, if needed, no later than the day before the meeting.
2. You can launch **ZOOM** and, when entering, initiate both audio and video with ease.
3. You can **rename** yourself, using your first and last name, your role initials (below), and your church or ministry.
 - **/TE/(church or ministry or HR)** - Minister/Teaching Elder member
 - **/REC/Church** - Ruling Elder Commissioner from a congregation
 - **/RE/PTB** - Ruling Elder PTB Staff, Officer, Commission/Committee Chair
 - **/RE/PJC** - Ruling Elder member of the Permanent Judicial Commission
 - **/RE/FmrMod** - Ruling Elder former Moderator of PTB
 - **/RE/GA224** - Ruling Elder Commissioner to 224th GA (2020)
 - **/RE/CCE** - Ruling Elder Certified Christian Educator
 - **/CP/Church** - Ruling Elder Commissioned Pastor currently serving a congregation
 - **/CCE/Church** - Non-Ruling Elder Certified Christian Educator in educational ministry
 - **ZCM - (name)/CM/Organization”** - Corresponding Member:
 - **ZZG - (name)/Guest/(Church or Organization)** - Guest
4. You can go back and forth between **GALLERY** and **SPEAKER** views.
5. You can access the **PARTICIPANTS** window and can **RAISE** your **ZOOM HAND**
6. You can access the **PARTICIPANTS** window and vote “**YES**” or “**NO.**”
7. You can participate in a **POLL**.
8. You can **MUTE** and **UNMUTE** with ease by either clicking the **MUTE** and **UNMUTE** button or by holding down the space bar while muted in order to speak.