Updated: 11/2/2026

Zoom In-Meeting Controls During a Presbytery Assembly Meeting

It is important to make sure that you are using the most recent version of the program/app.
Please make sure to update Zoom before the meeting!

To reveal the control options:

- Desktop and laptop computers: Move your mouse over the Zoom window.
- Tablets and smartphones: Tap on the screen. Use your finger to slide the menu right or left.
- Telephone (Call-in) use keypad controls. See below.

Note: The number of buttons displayed on the Zoom control menu depend on screen size. Some smaller laptops may display a menu more like that of a tablet, putting some controls under the "More" button. Turning a phone on its side will allow more menu options to be visible.

Video and Audio Controls for all platforms are in the bottom left-hand corner of the screen

- The Video Button turns your video feed on and off.
  If you have your video turned off, and you would like to speak during the meeting, please turn your video on so that we will be able to spotlight you, for the other attendees.
- The Microphone Icon will mute and unmute you.
- Telephone (Call-in): Use the *6 keys on the phone to mute and unmute.

To minimize the potential for background sound, we ask that you leave your microphone muted unless you are called on. At that point, you may unmute yourself.

Live Transcription/Closed Captioning

- Desktop/Laptop: The button is found on the main Zoom menu (or the More menu), and should be labeled "Show Captions." Click it and you will see the transcript begin in the main window. [*To adjust subtitle size/color, click the Up Arrow on the Captions button and select Caption Style. This opens a Settings sidebar. You will see a slider control labelled 'Font Size.' Move it to the left or right to adjust the caption size*.]

- Tablets & smartphones: There should be a button labelled "Captions" or "Show Captions" on the main Zoom menu at the bottom of the screen, or under "More". The transcript will automatically begin at the bottom of your screen. Resizing is currently unavailable on mobile devices.

Speaking during the meeting: the Raise Hand function.

All computers, tablets, and smartphones: If you are using the current version of Zoom, there should be a Raise Hand Button on the main Zoom Menu, or under the More button. If you don't see it in either of those places, look for the Reactions button. Click or tap on it; you should see a pop-up menu appear containing several icons. Look for a large button, specifically labeled 'Raise Hand.'

Telephone (Call-in): use the *9 keys to activate Raise Hand.

Choosing Raise Hand notifies the Host that you would like to speak by displaying a hand icon on your video window, and beside your name in the participants list.

Once your 'hand' is raised, the option for 'Raise hand' is replaced with 'Lower Hand;' however, please do not 'lower' your own hand, unless you no longer wish to speak. We will take care of 'lowering hands' as each person finish speaking.

The Chat Control

- Desktop and laptop computers: On the main control bar.
- Smartphones and tablets: On the main control bar, or under the 'More' menu.

Chat opens an additional panel in Zoom that's used to send messages. For Assembly meetings, it can only be used to send messages to the Host and Co-hosts.

If you are experiencing a technical issue, you may send a request for assistance to Rhonda and Stephanie through the chat window. To help them diagnose the issue, include information about the type of device you are using (ex. Computer or smartphone) and whether you are accessing Zoom through the desktop app, mobile app, or a web browser.

Voting: The Polling function

When a vote is called, a pop-up screen will open with the question to be voted on, and the options for your answer.

1. All voting members will choose Yes or No to cast their vote.
2. Visitors, Guests, and Corresponding Members to the meeting should choose 'Visitor.'
   (If a guest is viewing the meeting by sharing another attendee's device, no response is needed for that guest.)

Only one response may be submitted per device; therefore, if you are a voting member of the assembly who is attending online, **you must register for the meeting**, receive your individual link, and **you must connect to the meeting by your assigned link** using a separate computer, tablet, or smartphone.

Other information for using Zoom:

Instructions for Joining Zoom on various platforms and devices

Changing your displayed name on Zoom

In-depth information for all Zoom Participant meeting controls