

Hello and thank you for registering for our Aug. 6 “Silence & Sunset” virtual event. To ensure your experience is enjoyable we are providing some tips to help prepare for the evening of reflection. If you have questions between now and then please send an email to mail@gbfranciscans.org and we will try to assist as best we can. Thank you and God bless!

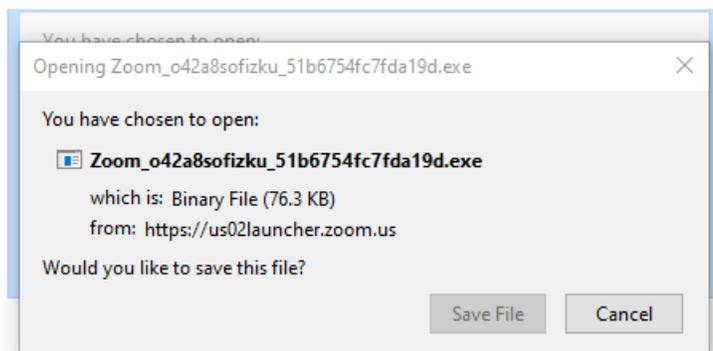
Computer requirements:

- Strong, stable internet connection
- Zoom application software (free; more below)
- Camera and microphone if you want to participate in our social afterward (approximately 7 pm)

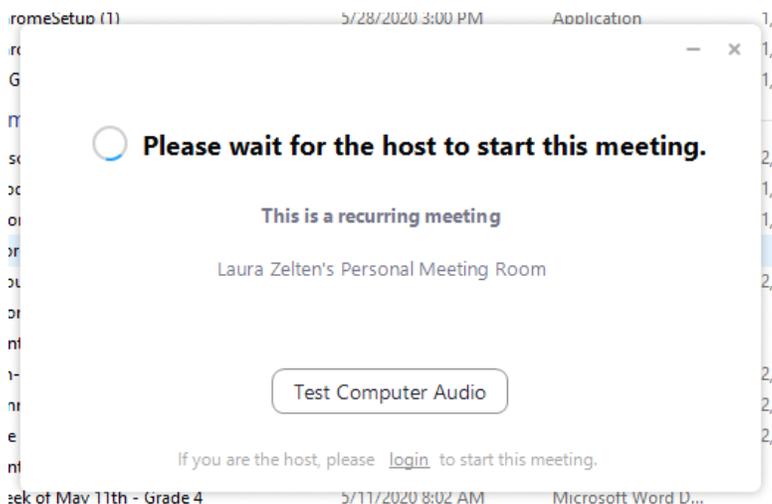
Before Aug. 6:

Below is the link to our Zoom meeting for “Silence & Sunset”. Even though the meeting doesn’t open until Thursday night, go ahead and click on it before then so you can download Zoom’s software and test your computer’s sound: <https://us02web.zoom.us/j/2490366462>. You do not need to create a Zoom account to experience “Silence & Sunset”.

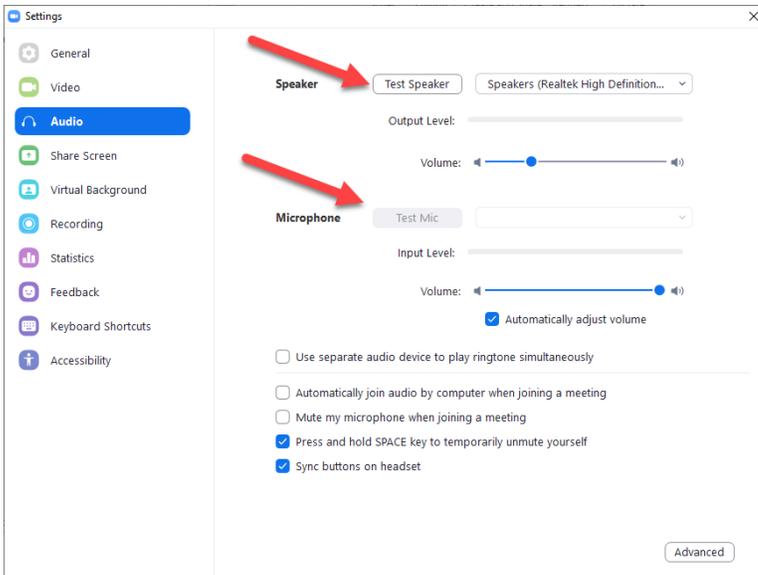
When downloading Zoom, you might see a message like this. Select “Save File”. Apple, Android and Kindle devices will be instructed to download Zoom from your App Store.



The next message you’ll see should look something like this one. Click on “Test Computer Audio”.



On the next screen, click on “Test Speaker” and adjust the volume as needed. If you plan to attend our social afterward, then test your microphone by clicking on “Test Mic” and adjusting the volume.



Tools to know:

There are a few tools within Zoom you’ll want to be familiar with to enhance your experience. The image here shows the location of the tools on a standard desktop computer. If you are using a tablet, iPad or smartphone, then the tools might be located elsewhere on your screen.

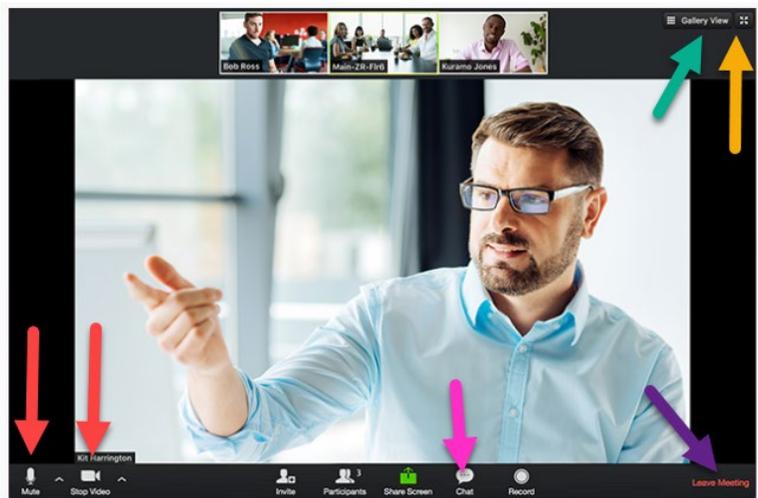
Red Arrows – One click on either of these will activate or deactivate your microphone or camera. These will be useful during the social hour.

Gold Arrow – Indicates Full Screen mode icon. Enlarges the Zoom window to fill your screen.

Green Arrow – Changes who you see on the screen.

- **Presenter View** -- Please use “Presenter View” from 6:30 to 7:00 pm. Presenter View is shown here.

- **Gallery View**– This mode lets you see who is in the meeting. If you’d like, use “Gallery View” during the social hour to see all the people participating. Depending on your device, there might be multiple pages to scroll through to see all the attendees. Gallery View is disabled on older computers.



Pink Arrow – Opens the Chat window. Please refrain from chatting between 6:30 and 7 pm Thursday.

Purple Arrow – When you are ready to leave our Zoom meeting select this option.

Zoom offers a test meeting. This is a great opportunity to practice using Zoom, find the tools mentioned above and become familiar with the app so, come Thursday, you are comfortable with Zoom and can focus on the presentation. The test meeting is at <https://zoom.us/test>.

On Aug. 6:

Around 6:15 pm, please click on <https://us02web.zoom.us/j/2490366462>. If you need it, the Meeting ID is 249 036 6462. Sister Laura Zelten will welcome you. At 6:30 pm when we think everybody has joined, we will mute all microphones and start the presentation. This is a pre-recorded presentation which will last about 20 minutes.

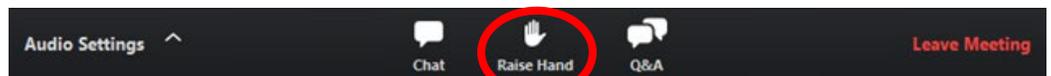
During the prayer/quiet time, you will see a countdown clock. This shows how much time is left before Sister Laura returns for the closing prayer.

If you can't stay for our Social Hour and need to leave please select the "Leave Meeting" option.

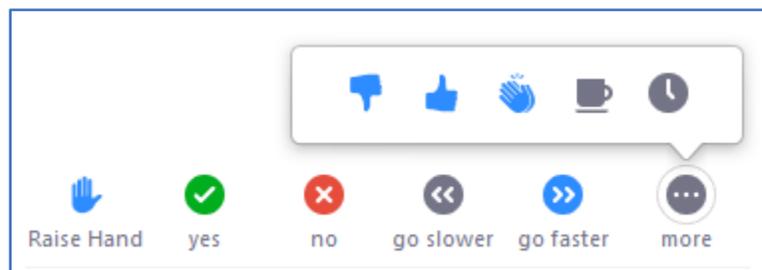
Social (optional):

We hope you'll stick around for our Social Hour! Here are some tips to make this a great experience:

- Be sure your camera is uncovered and your microphone is working. You can test both ahead of time in Zoom's test session, <https://zoom.us/test>.
- Please keep your microphone off until the Sister Laura gives you the floor. When you are done speaking please turn off your mic again.
- To direct the flow of conversation, we will ask people to raise their hands before speaking. There are two ways to do this:
 - Physically raise your hand and we'll try to keep an eye out for you.
 - Use the virtual "Raise Hand". Again, where this icon appears and what it looks like will depend on your device.
 - "Raise Hand" might appear on your toolbar.



- Or you might need to click on the "Participants" button.  From there you will see the "Raise Hand" icon.
- Or you might need to click on the "More ..." icon which contains the "Raise Hand" icon.



At the end of our Social Hour you may select the "Leave Meeting" option. As hosts, we will end the meeting, too, which will disconnect everybody from the meeting.

See you on Thursday!