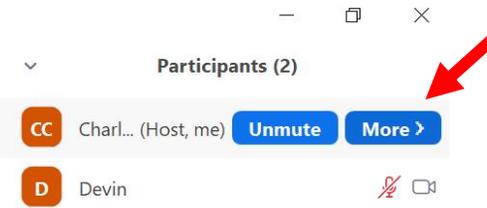
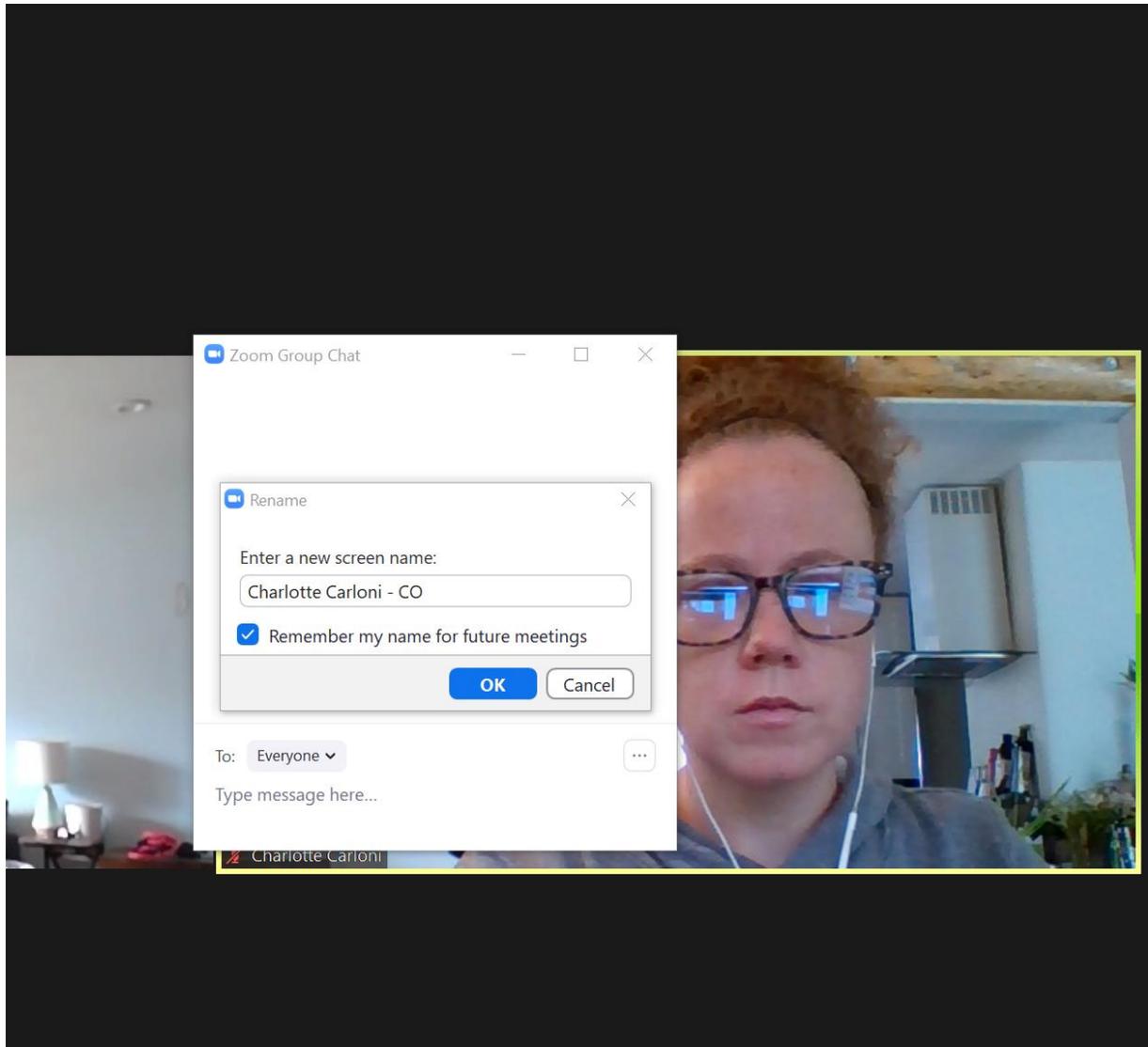


USING ZOOM FOR YOUR VIRTUAL MEETINGS

We will cover...

- Setting up your Zoom account and the free vs. paid version of Zoom
- Scheduling a meeting and sending out the invite
- Ensuring your meeting is secure
- Audio and video tips to ensure your participants are connected
- Type of content that works best on Zoom
- How to manage participants, screen sharing, muting and unmuting attendees
- Additional tips and tricks
- Q & A

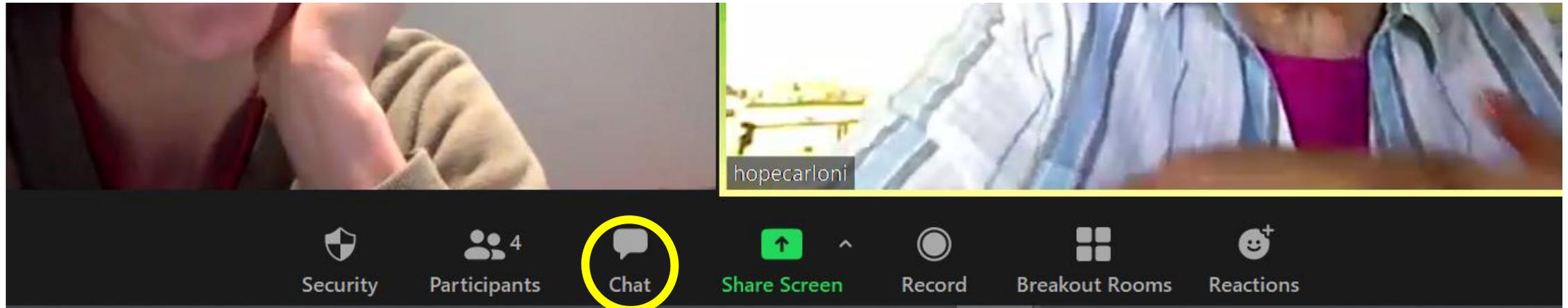
Change your name



Hover over your name in the righthand sidebar, select "more" and "rename"

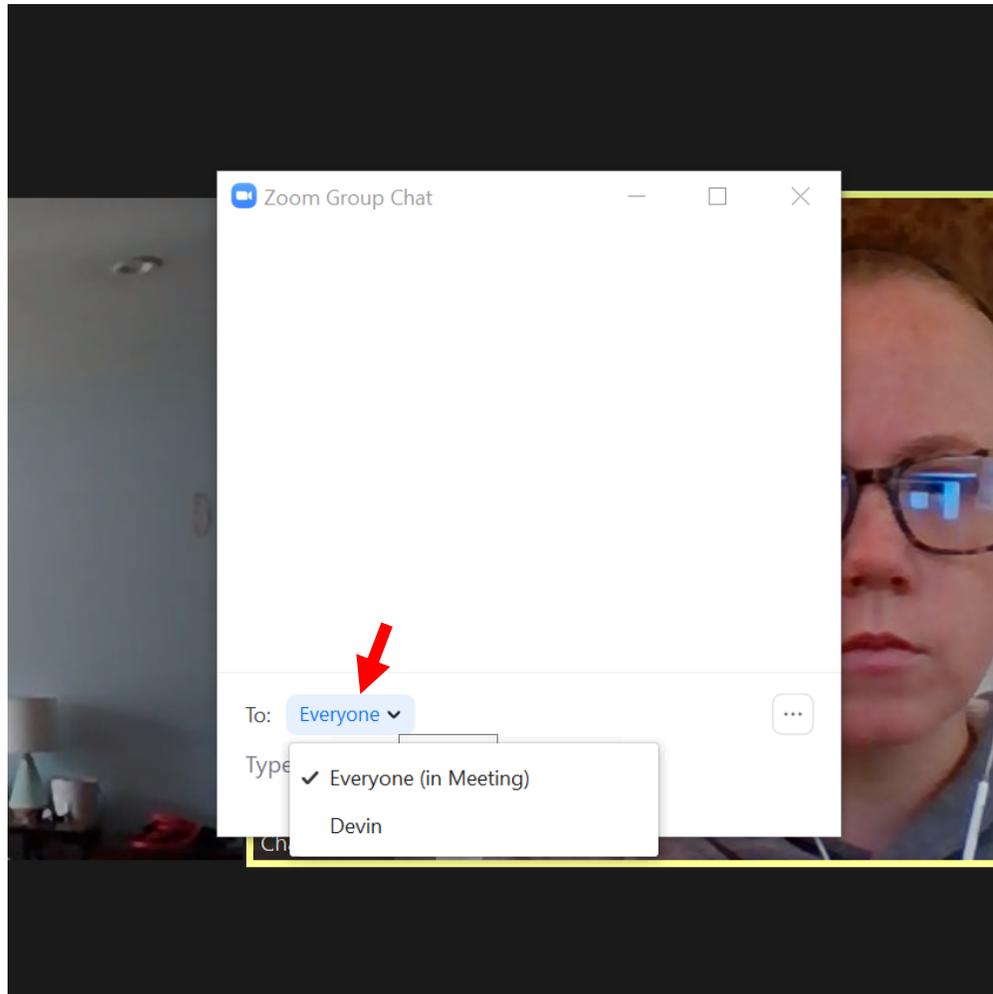
Note: for IC Convention, we will ask that your Zoom name be *First Last – State*

Asking questions – chat feature



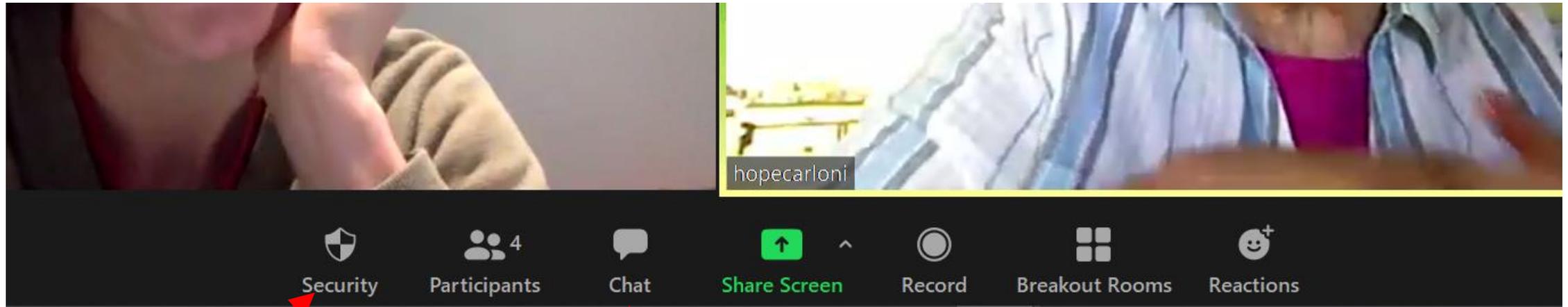
The chat feature allows you to send messages to all participants or to select participants.

Asking questions – chat feature



The default setting in the chat box is to send a message to everyone on the call. To select a specific person to message privately, click the down arrow next to “everyone” to access a pull-down of all participants.

Dashboard*



Restrict what participants can do

Expand or collapse participant view

Open chat function

Share your screen

Record meeting

Break participants into separate rooms

"Thumbs up" or "clapping hands" appear in the top left of your video

*I am using the paid version

Views – Speaker View

All attendees



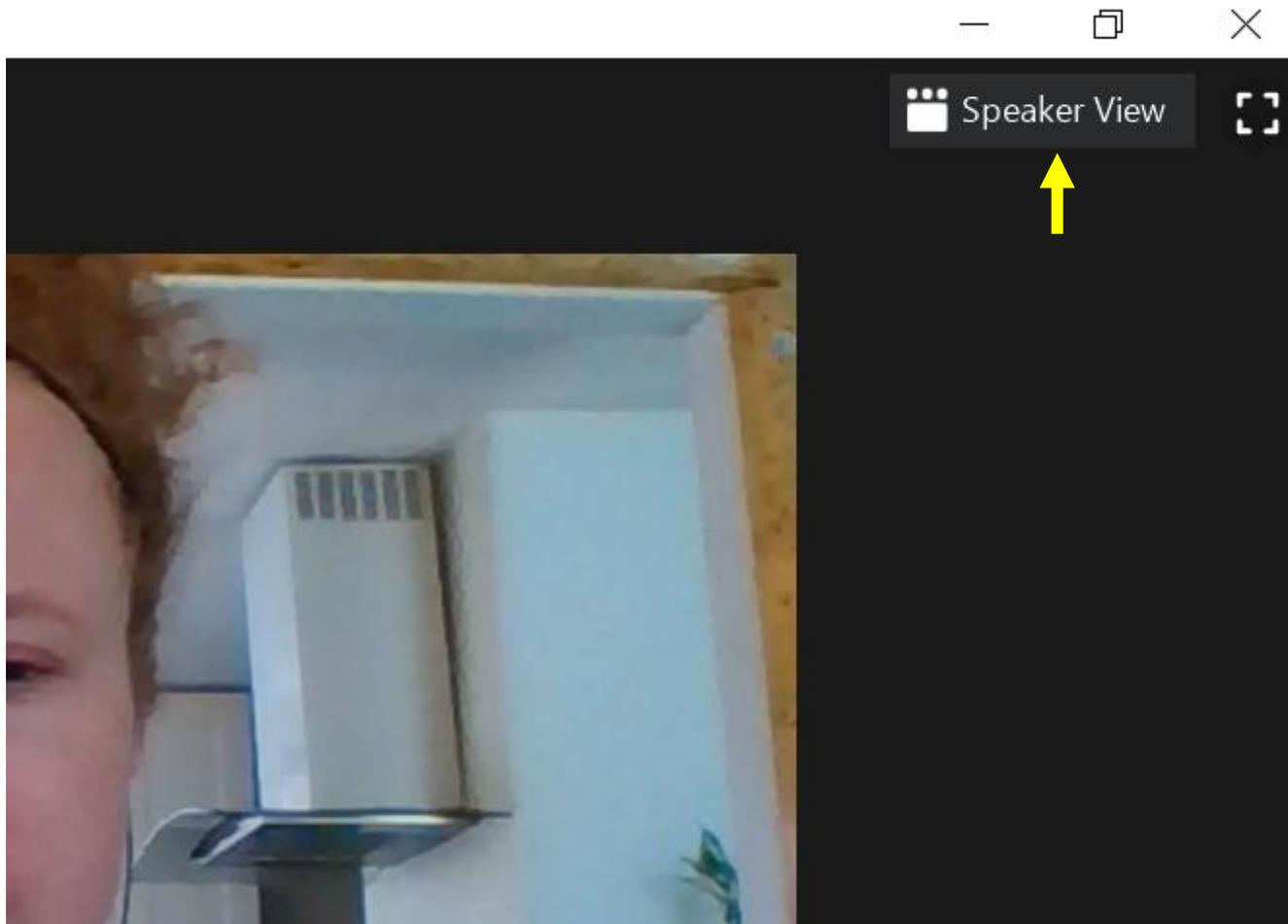
Person speaking



Views – Gallery View

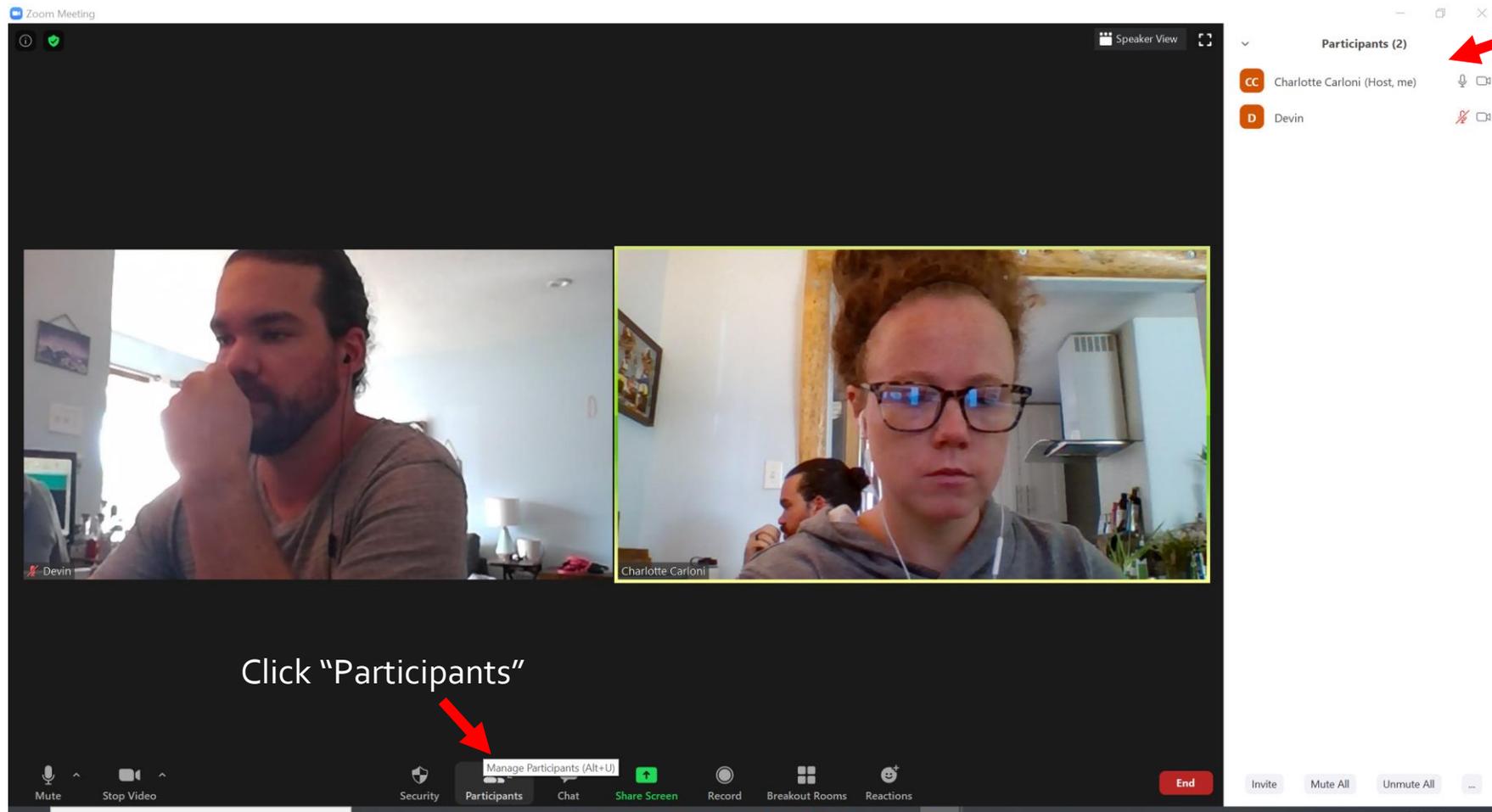


Views – Change View



Upper right-hand corner of your screen, click on “speaker view” and it will automatically change to “gallery view”

View Participants

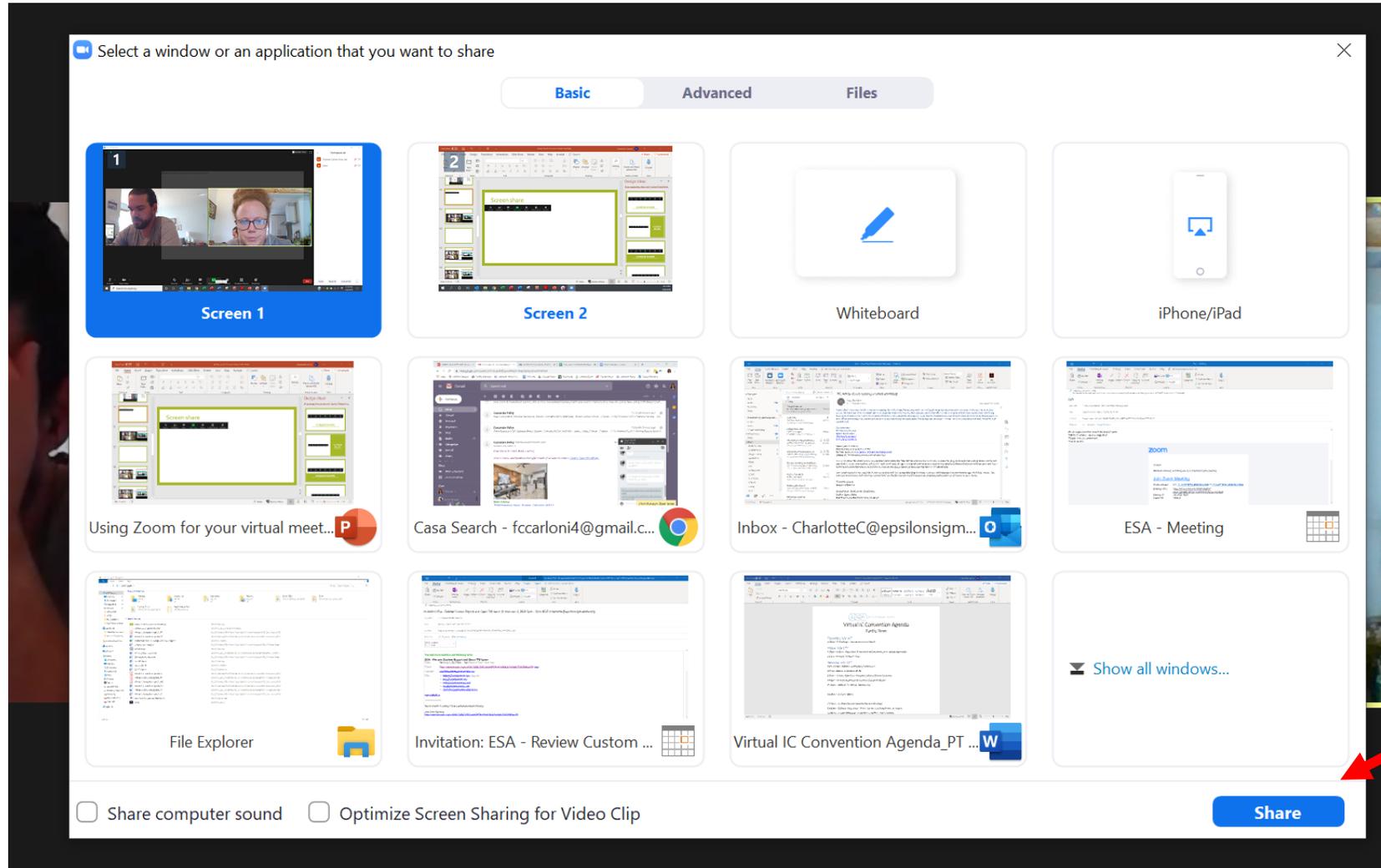
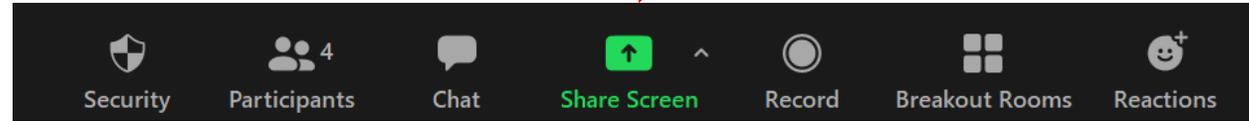


Click "Participants"



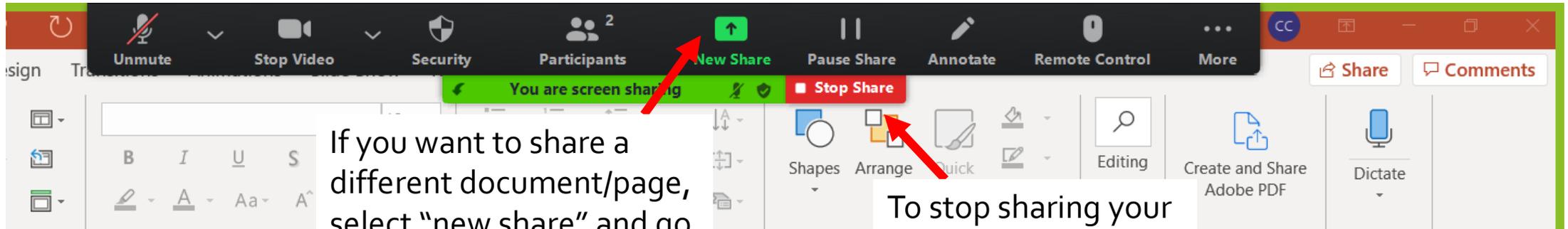
List of participants will open in this box

Screen share



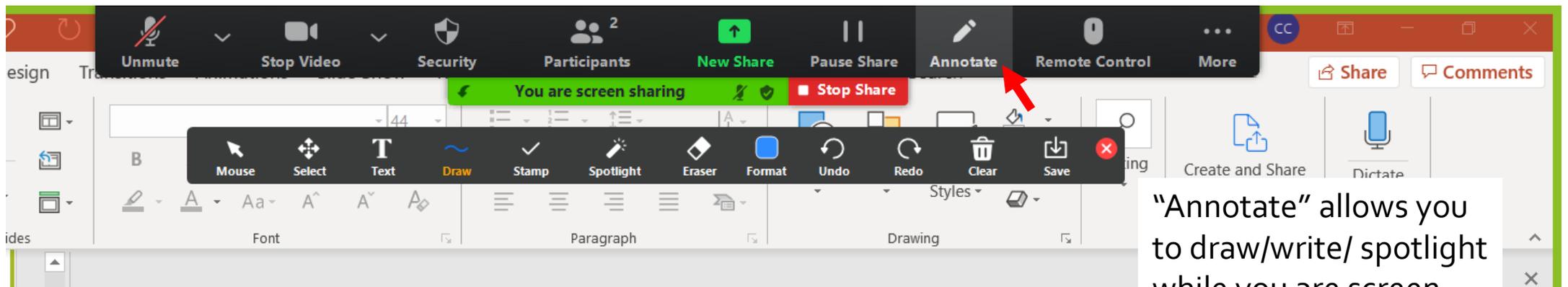
Screen won't start sharing until you click blue "share" button

Screen share - dashboard



If you want to share a different document/page, select "new share" and go through the same screen share process

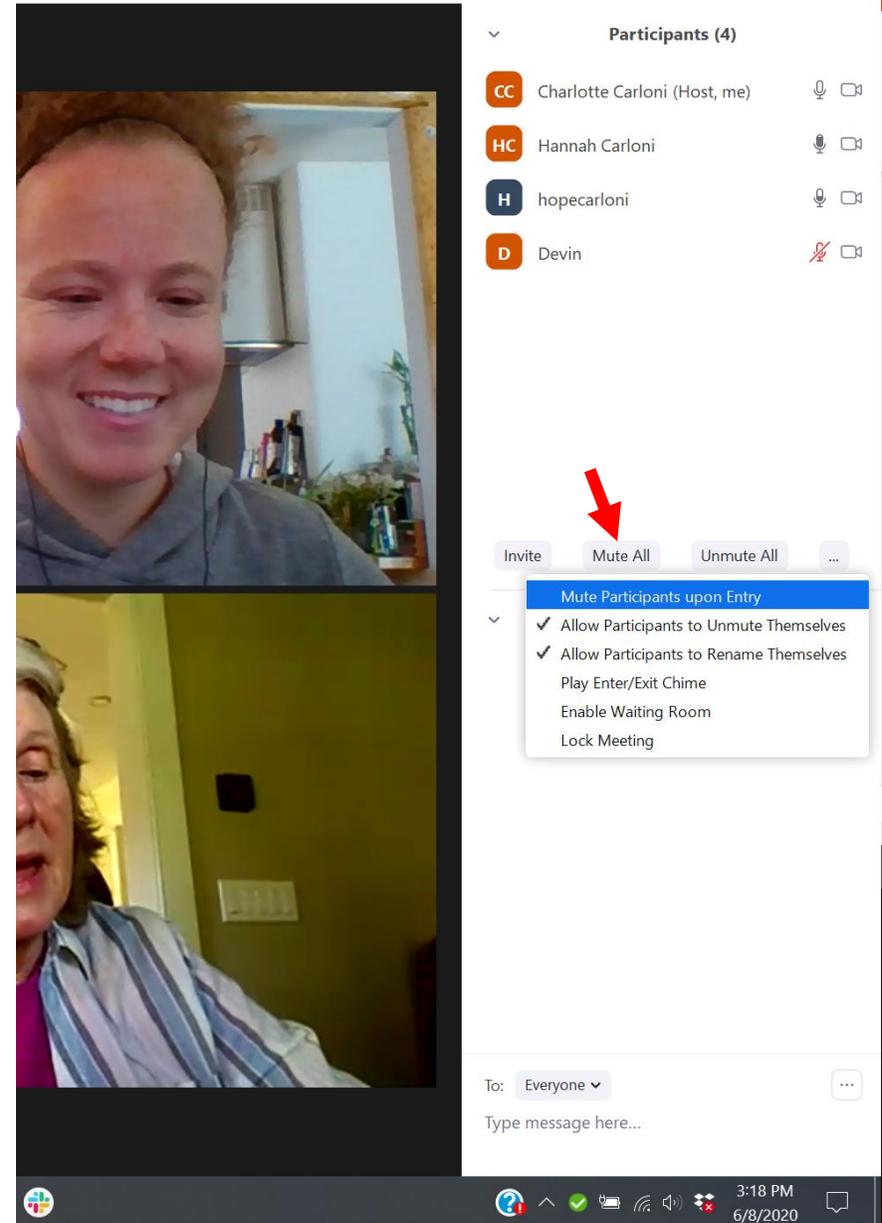
To stop sharing your screen, click here



"Annotate" allows you to draw/write/ spotlight while you are screen sharing

Managing Participants

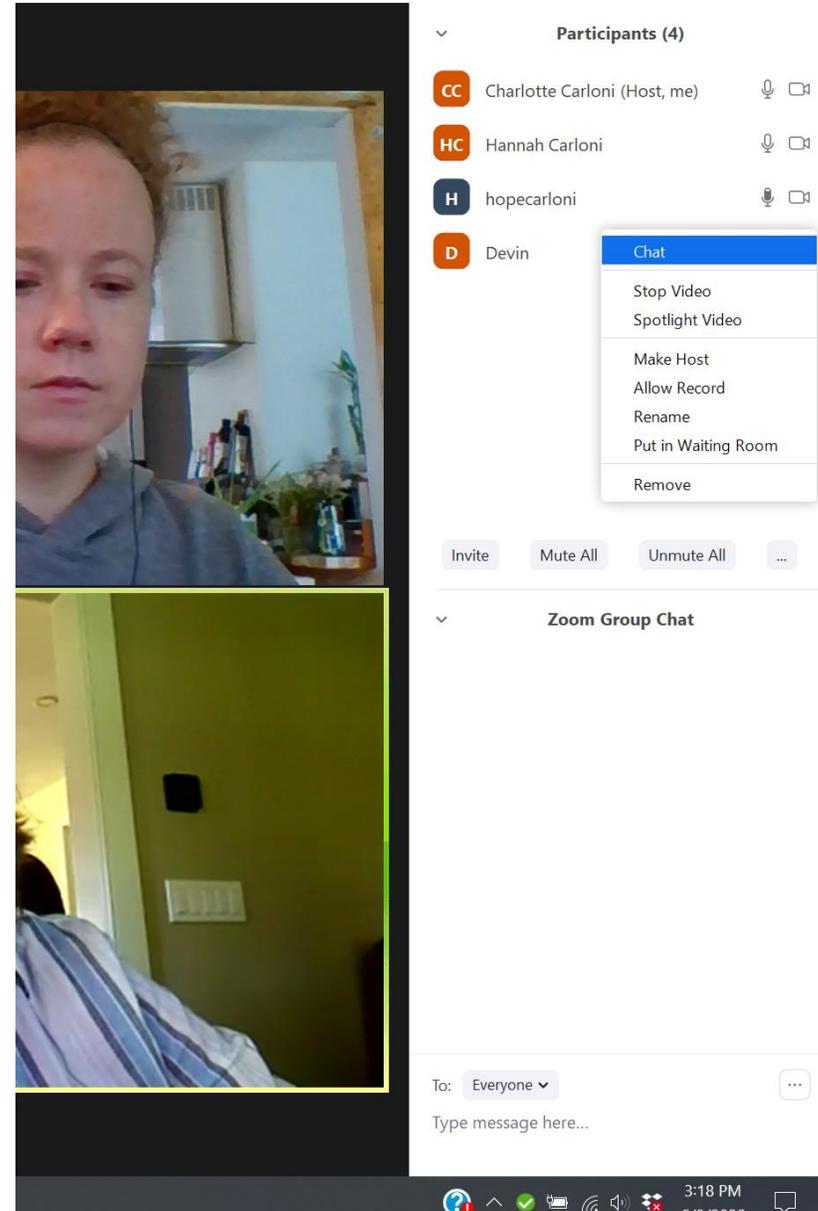
Feedback/background noise from a participant can ruin a meeting. If the meeting is not a discussion, consider muting participants until it's time for discussion. Participants aren't purposely causing background noise, but it happens.



The screenshot displays a Zoom meeting interface. On the left, two video thumbnails are visible: the top one shows a woman with reddish hair smiling, and the bottom one shows a woman with grey hair. On the right, the 'Participants (4)' panel lists: Charlotte Carloni (Host, me), Hannah Carloni, hopecarloni, and Devin. Below the list, a red arrow points to the 'Mute All' button. A dropdown menu is open, showing options: 'Mute Participants upon Entry' (highlighted), 'Allow Participants to Unmute Themselves' (checked), 'Allow Participants to Rename Themselves' (checked), 'Play Enter/Exit Chime', 'Enable Waiting Room', and 'Lock Meeting'. At the bottom, the meeting controls show 'To: Everyone' and a text input field 'Type message here...'. The system tray at the very bottom indicates the time is 3:18 PM on 6/8/2020.

Managing Participants

If you are the host of the meeting, you also have the chance to manage certain participants. You can stop or spotlight video, make host, rename or remove. If the participant is not already muted you can mute them here as well.

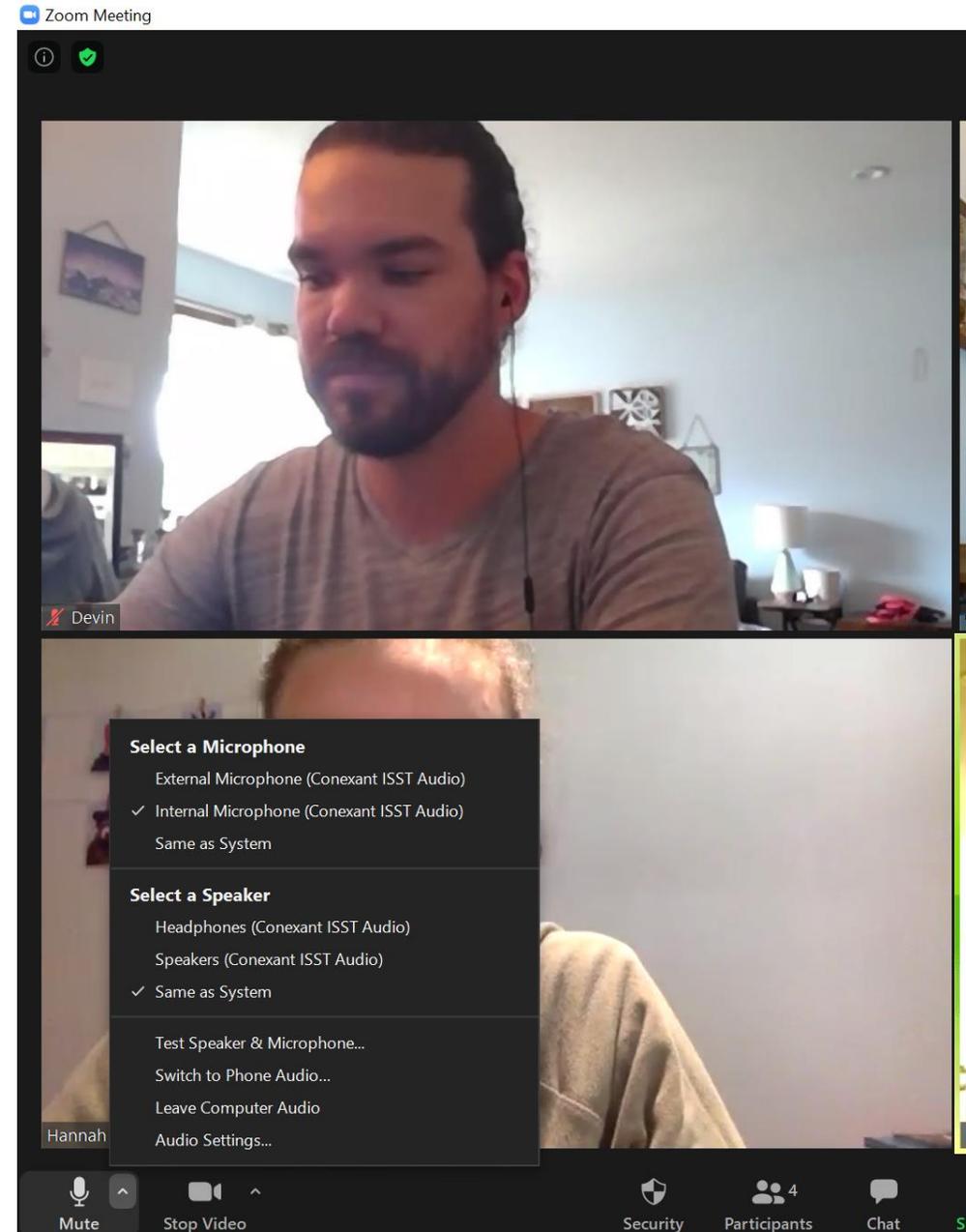


Troubleshooting

The most common issue we see in Zoom stems from the audio. Before the meeting starts, suggest participants join through the link and take a few minutes to test their microphone and audio (they can do this before the meeting starts).

Headphones works best. They lessen the chance of background noise.

In the bottom left-hand corner, you can access your microphone and video settings.



Recording a meeting

You can record a meeting and save to your computer (free version) or to the cloud (paid version). You will have access to a file of the video that can be shared.

Note: if your meeting is long the file will be very large and may not be able to be emailed.



Ending a meeting

The option to end the meeting shows as a red “End” button on the lower right-hand corner of your dashboard. If you are the host, when you click to end you will be given the option to “End meeting for all” or “leave meeting”.

If you choose to just leave the meeting, the rest of the participants are able to stay on. If you end the meeting for everyone, all participants will get a notice that the host ended the meeting.

