

Zoom Meeting Instructions

Please carefully read these instructions prior to the zoom meeting so it will go smoothly for you.

You will receive an INVITATION by email with the date, time, and a link to click, and a password to enter. It is as easy as 1-2-3 CLICKS. You do not have to download zoom or an app. Just click the link, enter pw, easy! Really, really easy. Simple enough that very little children do it for schooling these days and 90-year-olds are doing it to see their great-grandchildren. You can do it too! Please don't worry about the "security" concerns because **we use a password, and a waiting room, so unwanted people cannot enter**. Phew! Also, be aware that the host can instantly remove an unwanted intruder *if* a zoom meeting was not using a password.

There are two different types of zooming. **1.** Social/fun/happy hour type **2.** "The formal presentation" with a speaker. In a formal presentation, the host/organizer, and the speaker with a power point presentation, cannot disrupt the entire event to help someone struggling with technical difficulties. So, you may want to practice with a friend or family member before the event. Or go online to watch some zoom tutorials. On the day of the event, the host and speaker will need to focus on managing the room, the presentation, and the Q+A conversation at the end. They will need to maintain the integrity of the meeting, so it will not be possible to offer individual technical assistance.

Here are some really helpful step-by-step easy instructions. *You can do this!*

This MENU BAR will be across the bottom of your screen. You only need to use 4 of the icons.

Other icons are for the speaker/presenter. Please DO NOT use them (ie: invite, share screen, record, etc).

You will need to use: **1. headphone icon 2. video camera icon 3. participant icon 4. chat icon**



1. Mute **2. Video off**
Unmute Video on

3. Participants **4. Chat by typing**
in the room drag chat box to where you want it

- i. Once you are in the Meeting, a menu bar across the bottom of the Zoom screen will show you the participation options:
- ii. After you have joined, the **headphones icon** on the far left will be a speaker. Click on it to mute and unmute yourself. The **video camera icon** to the right of the headphones controls whether your web camera is sharing your video. Clicking on it will turn the video of you on and off.
- iii. Click on Participants to see who is in the meeting. A sidebar will appear on the right of the window or in a separate pop-up.
- iv. The green share icon is for presenters. If you plan to share a presentation, make sure the meeting coordinators know so that you can practice ahead of time.
- v. Click on Chat. Always have your chat box open. If we cannot hear you or see you, we can give you instructions via the chat box! Chat can be private to the host, or shared with everyone. You can click and drag your chat box to move it to a corner if it is blocking your screen.
- vi. You should not have a light or window BEHIND you (or you'll be a dark silhouette). Have a light/window shine on your face. Your face should be about 18-24 inches from your own camera. During the meeting look forward toward the screen/camera, not sideways (or we will be looking at your ear). Zoom in a quiet place with no distractions behind you.
- vii. **Important Best Practices + Zoom Etiquette:** *For socializing/happy hours, keep your video and audio on. Unmute yourself! It's a more relaxed forum. Someone might be able to help with your tech issues. Try not to monopolize the conversation; share the love and give everyone in the room equal speaking time, please. Feel free to wear relaxed clothing (even pajamas) and bring your favorite beverage/snacks. Perhaps bring a fun ice breaker game idea to enhance the overall experience. Have fun and enjoy yourself 😊* **For formal presentations with a host and a speaker, please keep yourself on mute during the entire presentation.** Microphones are very sensitive and even moving around in your chair can be a distraction for others. If the meeting is more formal (ie: a presentation being done by a speaker), use the chat and raise your hand functions when you want to have a turn to speak. Sometimes the presenter may request you save your questions until the end of the presentation. Still keep the video on to support a sense of meeting together and so the speaker has an obvious audience. 😊 With humor intended: wear clothes (pants optional) and remember not to use the RR while publicly zooming.

HAPPY ZOOMING!