

mission: empowerment!

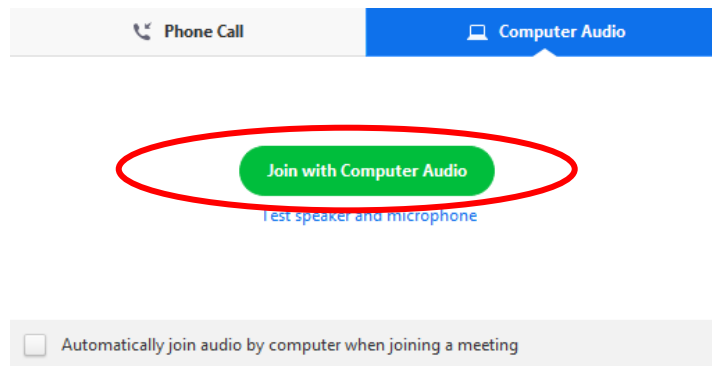
WORKSHOPS AND EVENTS THAT EDUCATE, INSPIRE AND EMPOWER

Zoom In-Meeting Controls

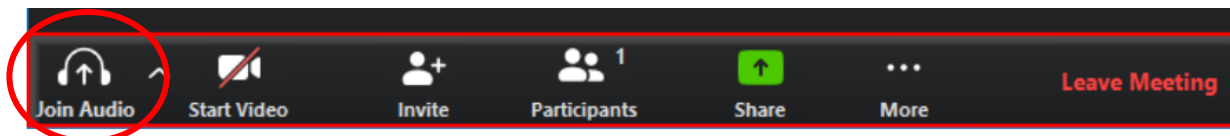
While in the Zoom meeting, here are some controls that are helpful to know about. We ask that you review this in advance, as we won't be covering all of these during the meeting in order to save time. They are fairly easy to figure out and "play with" during the meeting as well, but for those who like detailed information in advance....here it is!

JOINING WITH COMPUTER AUDIO

When you first joined the meeting, you should have been prompted to "Join with Computer Audio" (if you haven't already set it up to do this automatically). You should have clicked that green button:

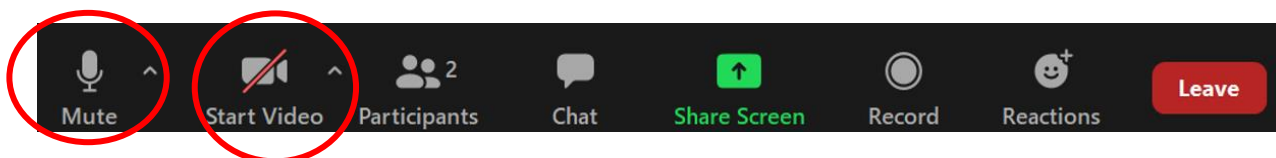


If you did not "join computer audio" you will see a button on your bottom menu that says "Join Audio". Click this.



VIDEO AND AUDIO CONTROLS

While in the meeting you can mute and unmute yourself using the microphone icon on the far left on your bottom menu. You can stop and start your video using the video icon on your bottom menu.



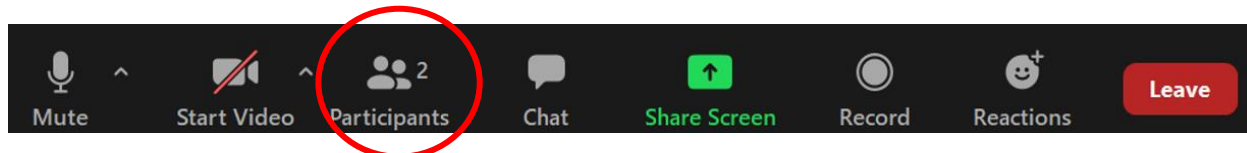
****Note:** We ask that you keep your video on as much as possible, for those willing, as we want to keep the workshop interactive. It helps participants to connect with each other, and it also helps to keep the presenter's energy up if he/she can see their audience and their audience's reactions. It is especially helpful to have video on during "breakout rooms" when you have the opportunity to break off into smaller groups for discussion.

We do know there are times and circumstances when people will not want their video on and that's perfectly fine. If you know you will be doing something that could be distracting to others (for example eating, stretching), please do turn your video off during those times.

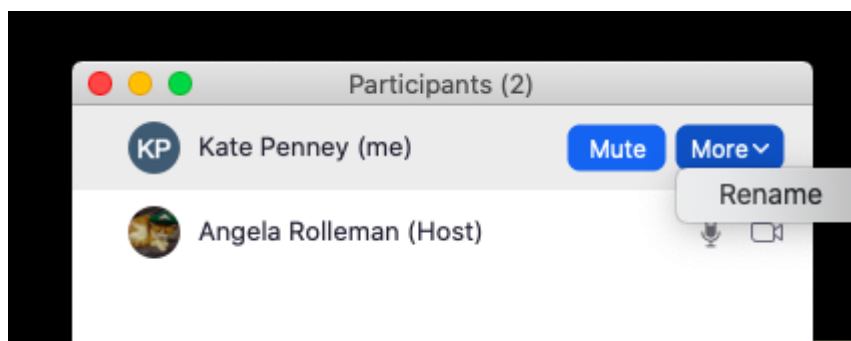
****Note:** We ask that you remain muted except during breakout rooms or during times when the presenter asks for a volunteer or for people to unmute themselves. There may be times when we have it set so that participants can't unmute themselves (to avoid distraction during the presentation) and then we will change this at times that we would like to hear from participants.

RENAMING YOURSELF

If your name doesn't automatically come up as the name you registered yourself with (first name and last name) we will ask that you rename yourself so that we can sign you in. To do this you first click in the "participants" icon of the bottom menu.

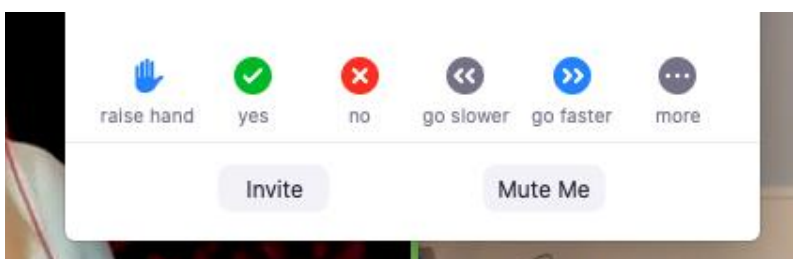


This will open a window to the left, where your name will be on the top. Click the "more" button and then the "rename" option.



NONVERBAL COMMUNICATION

In the same participant window, you'll see a menu at the bottom with communication tools such as "yes", "no" and raise hand. See below:

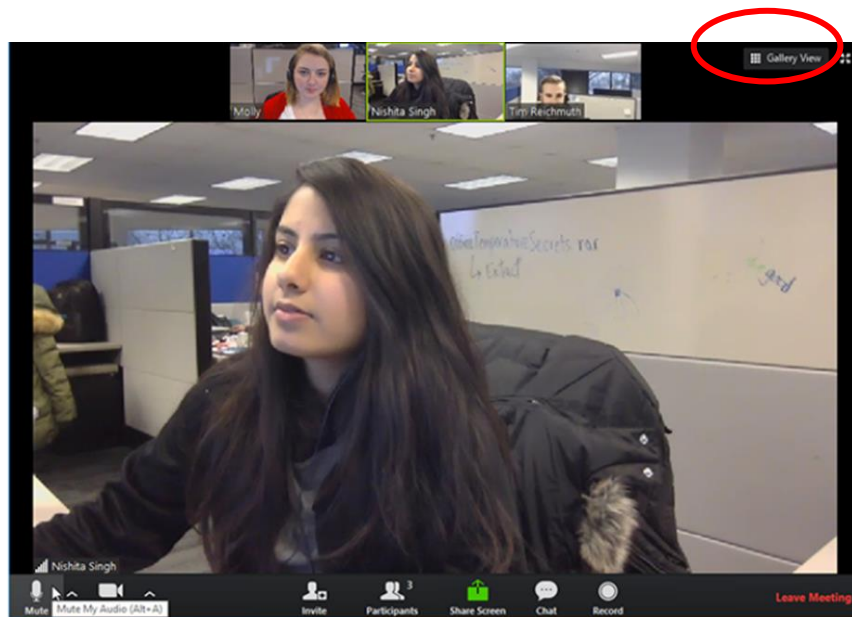


These buttons will be used only when the speaker is asking for your input on something, at which point he/she will ask you to choose a particular button so that they can see the tally.

Please do NOT use the raise hand button as it causes a hand to pop up in front of the speaker and is very distracting. We will use other means for Q & A.

SPEAKER VIEW AND GALLERY VIEW

When you join a Zoom meeting, it will be in speaker view by default. This means that the person speaking takes up most of the screen, and you'll see a small "gallery" of participants either at the top or side of your screen. While in speaker view, the icon in the top right will say "Gallery View". If you want to switch into gallery view, click that icon.



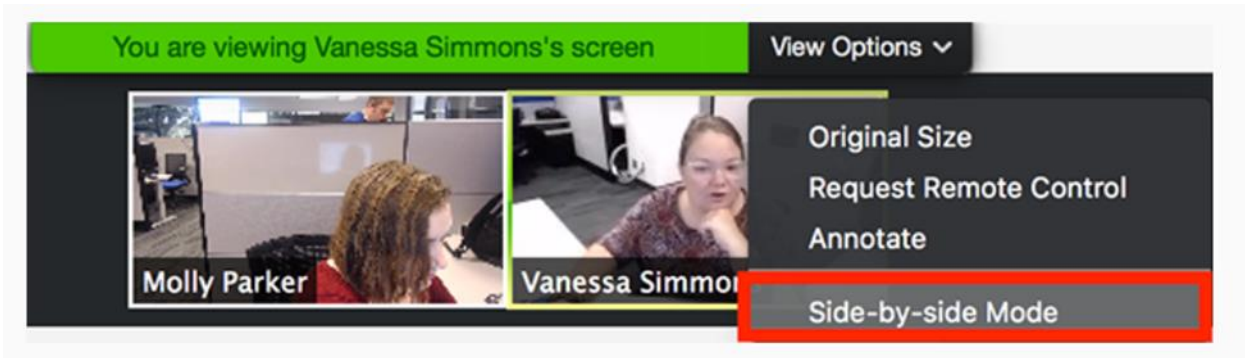
Gallery view shows up to 25 participants on one page. You can scroll from page to page using the arrows at the side. While in gallery view, you will see a “speaker view” icon at the top, if you want to switch back to speaker view:



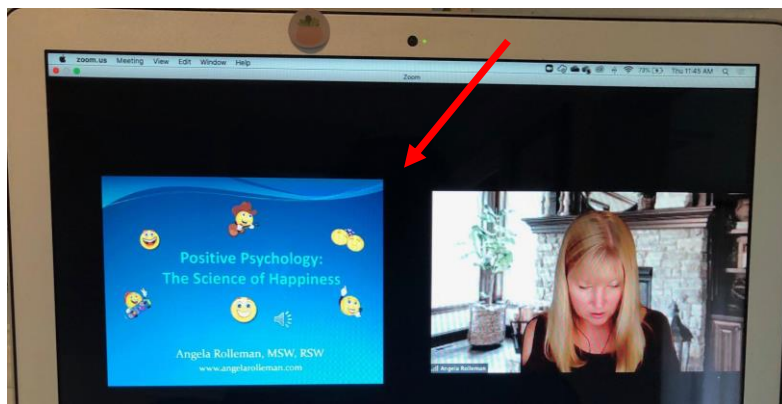
VIEW OPTIONS WHILE SPEAKER IS PRESENTING

When the speaker is sharing their screen (for example, showing a power point), you have different options you can choose in terms of what shows up for you. To access these, you first hover over your own box, and then click the “...” that you see in the right hand corner. This will bring up view options.

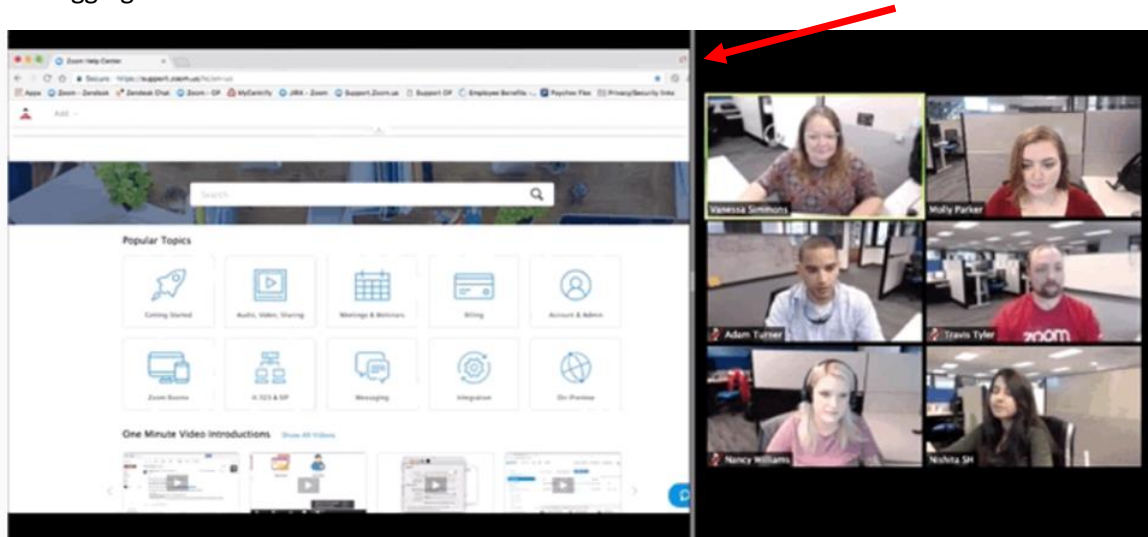
One helpful option is called “Side-by-side Mode”.



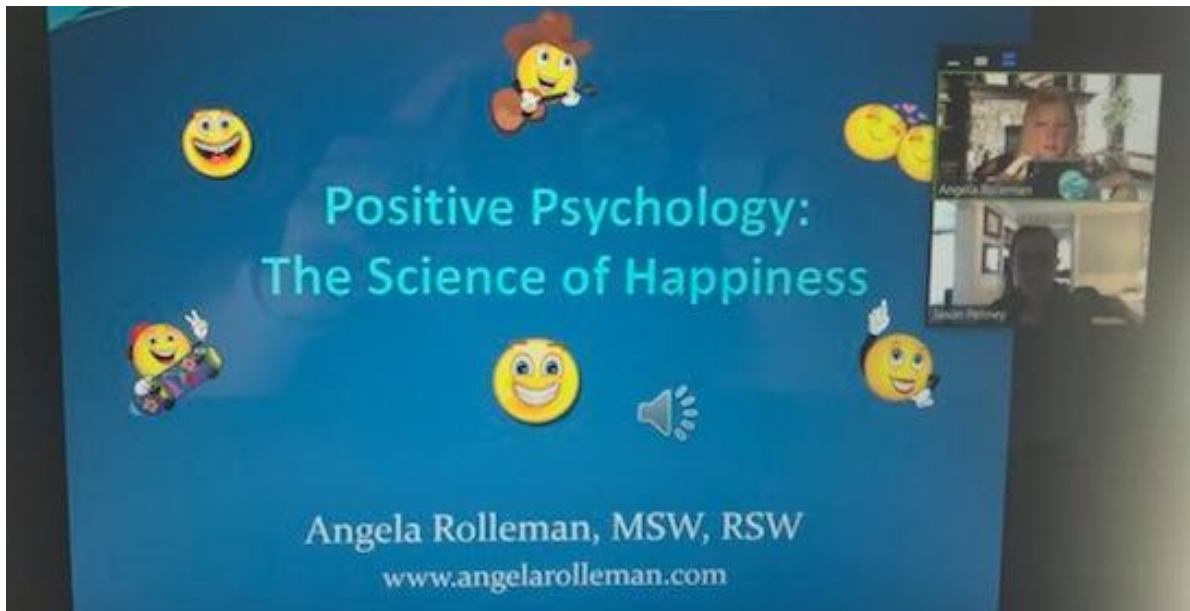
While in “side-by-side mode”, if you are in Speaker View, you will just see the speaker to the side of the powerpoint. You can control how large or small the speaker and the powerpoint is by holding your cursor over the line in the middle and dragging back and forth.



While in “side-by-side mode”, if you are in Gallery View, you will see a small gallery of participants beside the presenter’s powerpoint. You can control how large or small each side is by holding your cursor over the line in the middle and dragging back and forth.



If you are *not* in side-by-side mode, and if you are in full screen, you will see the presenter’s powerpoint taking up most of the screen, but there will be a small gallery “popped out” on the screen:



At the top of that gallery you will see a number of buttons/lines. Here's what each does:

Small line (far left):

Minimize Video Panel

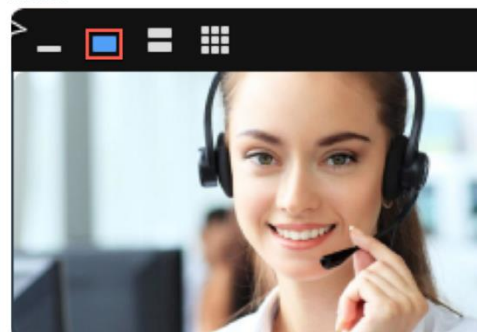
The Video Panel can be minimized to only show who is actively speaking, by clicking the minimized icon.



Small box (second from left):

Active Speaker View

To view Participant's video as a large Active Speaker panel, click the Active Speaker Panel icon.



Two lines (third from left):

Gallery View Strip

To view participants in Gallery View, click the Film Strip icon at the top of the panel.



Note: By default the participants will be viewed in a vertical film strip, however if you drag the video panel to the top or bottom of your screen, they will be shown in a horizontal strip instead.

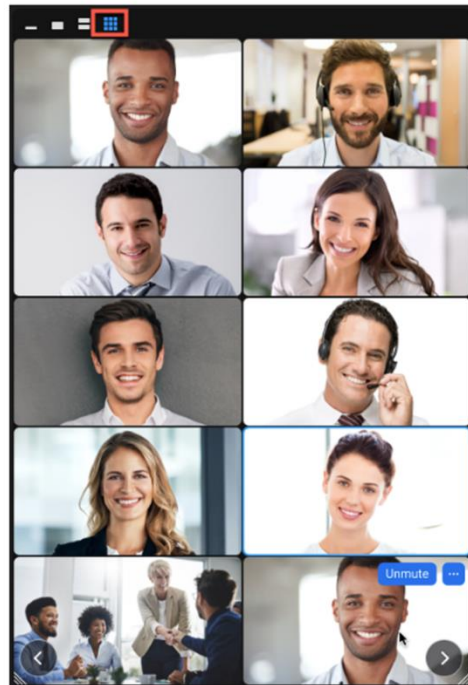


Grid (far right button):

Gallery View Grid

For the Grid option to show, there needs to be at least 6 participants in the meeting (1 person sharing and at least 5 viewers).

To view the participants in an adjustable Grid, click the Grid icon.

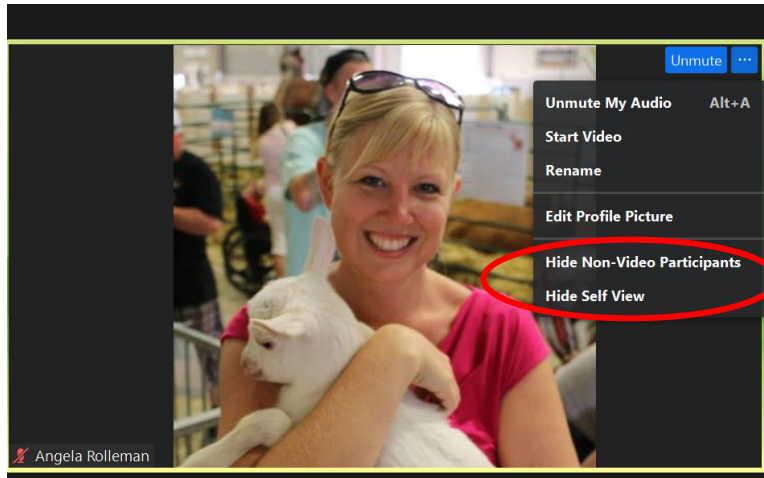


“HIDE SELF VIEW” AND “HIDE NON VIDEO PARTICIPANTS”

While in gallery view, if you hover over yourself and click the “...” icon in the far right. You’ll then see a small menu pop up with some options.

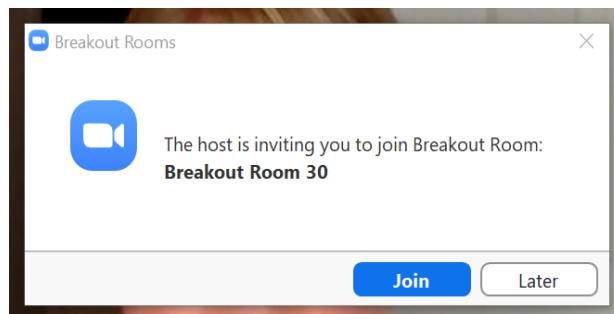
“Hide Self View” hides yourself from *you only*. The rest of the group can still see you if you have your video camera on.

Similarly “Hide Non-Video Participants” hides those people *from your view* – it does not impact what others see.

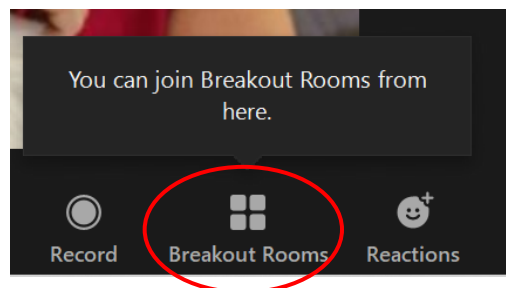


BREAKOUT ROOMS

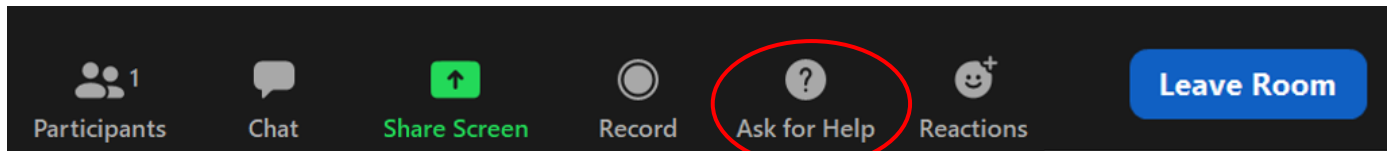
To help consolidate workshop material and to increase interactivity, the presenter may occasionally split the larger group up into smaller “breakout rooms” of 4-5 people (for example). This would be the equivalent of being asked to discuss something with your table group at an in-person event. When this happens, you will receive an invite – just click “join”



If you accidentally clicked “Later”, you can still join by clicking on the “breakout rooms” icon that has now appeared on your bottom menu:



When in the breakout room you will notice a button that says “Ask for Help” at the bottom, which will summon the host if you need help with anything. You can also “leave room” to go back to the main meeting:



****Note:** please make sure to unmute yourself and turn your video on while in the breakout rooms.

FOR FURTHER INFORMATION

Zoom has a great “help” section with video tutorials & quick start guides about anything you want to know:

<https://support.zoom.us/hc/en-us>