Zoom Meeting Basics

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TODAY'S GOAL

1. Have a basic understanding of Zoom settings

2. Get familiar with Zoom in-meeting interactive features

3. Be ready for more advanced training

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What is Zoom? Zoom is a soft ware application that unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform.
Using Zoom enhances your virtual meeting capacities that make it easy to start, join, and collaborate across almost any device, including cell phones.
At the end of the training, you will have a basic understanding of zoom settings, get familiar with the interactive features you can use, and get ready for advanced trainings so you can host a meeting by yourself.

GROUND RULES

❖ If you have questions during the training, please type in the [Chat]

❖ Avoid multi-tasking

❖ Q&A time at the end

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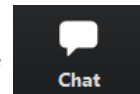
Before we start, please keep in mind that today's training will take about 45 mins.
There will be a quick break in the middle and a Q&A session at the end. Whenever you
have a question during the training, you fan leave it in the chat box, which I will show you
in a minute.
Since this is a virtual training, avoiding multi-tasking will help you concentrate.
Now let's get started,

IN-MEETING CHAT

What is your favorite place for vacation?
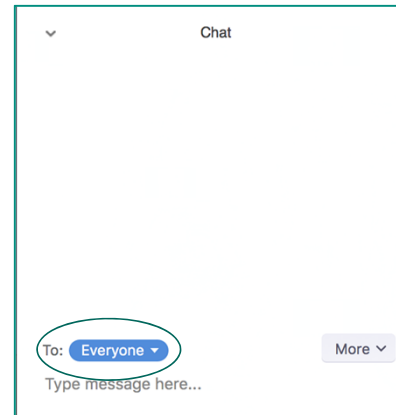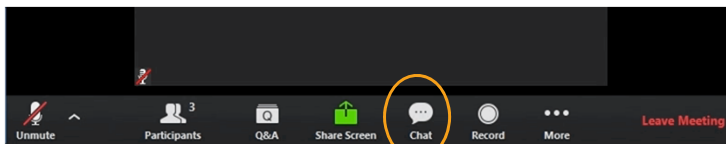
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In-meeting chat allows you to send chat messages to other users within a meeting. You can send a message to an entire group or a private message to an individual user.
If you are the host, you can choose who the participants can chat with or to disable chat entirely.
Private messages between participants are not viewable by the host.

The chat button is on the control bar at the bottom of your screen. If you click it, you will see a pop-up window. Click the arrow next to Send to: and choose everyone or an individual you want to chat with. Then you can type your chat message and click Send.

Now, let practice. Please use the chat box to tell everyone what your favorite place for vacation is?

TIPS FOR YOUR VIRTUAL MEETING SET UP

Lighting is important

No window behind

Using headphone
or earbuds

Camera position

No blank wall

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Most of us will probably work and conduct virtual meeting at home. Here are a few tips for your meeting set up. First, Lighting can be important.   if possible, use a light source behind your camera and in front of your face. Shining a light in your face will help others see you better. Choose a background that doesn't back-light you meaning no windows behind you.

Be sure the angle of your camera is front facing and includes a full view of your neck and shoulders.
Earbuds or headphones are preferable to avoid audio feedback and echo.
When possible, find a background with an element behind you that gives some depth so you are not visually washed out by a blank wall. If your background does not look as nice as you wish, you can use a virtual background so you don't have to worry about what is exactly behind you.

AUDIO SETTINGS

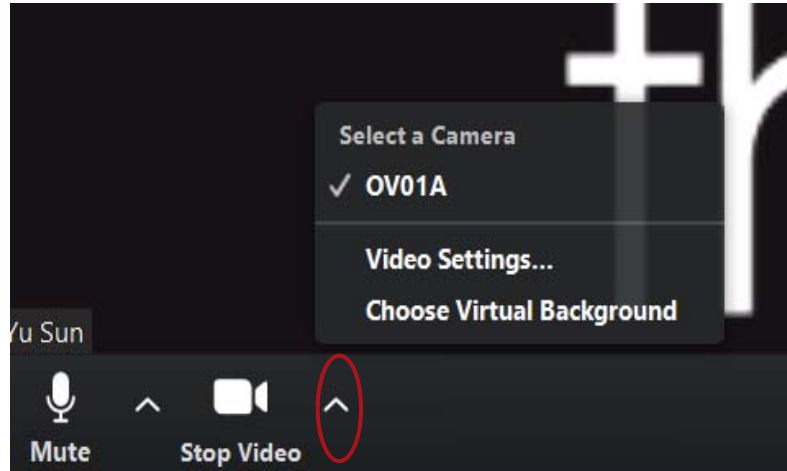@AchieveTheDream #ATD_Network #ATD_colleges

There are two basic settings you need to know. Audio and Video.

Go ahead and Click on arrow to the right of your "Unmute Button" and select audio settings.

If you are a participant and mostly listening, we suggest you to have yourself on mute. You can unmute yourself when you are ready to talk.

There is a push-to-talk feature that is easy to use. While on Mute, if you press and hold the space-bar, you will be temporarily unmuted so you can share. When you release it you are muted again.
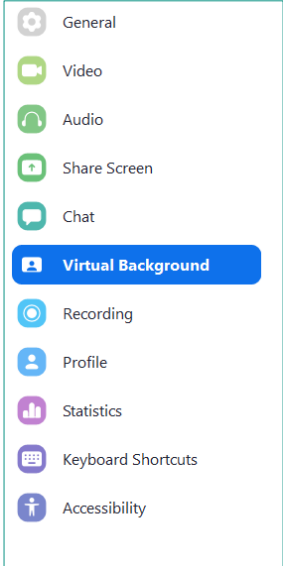
Now, Click on arrow to the right of "Stop Video" to select Video Settings.
In the Video Settings dialog, there is a **Touch Up My Appearance** option. This option retouches your video display with a soft focus. This can help smooth out the skin tone on your face, to present a more polished looking appearance when you display your video to others.
You can also set up your virtual background under video settings.

CHOOSE YOUR

VIRTUAL BACKGROUND

General
Video
Audio
Share Screen
Chat
Virtual Background
Recording
Profile
Statistics
Keyboard Shortcuts
Accessibility

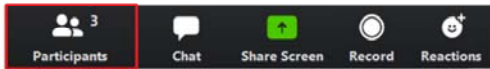@AchieveTheDream #ATD_Network #ATD_colleges

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You will have this menu if you click "choose virtual background"
The virtual background feature allows you to display an image or video as your. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background. You can choose the pictures provided by Zoom or upload your own images or videos as a virtual background.
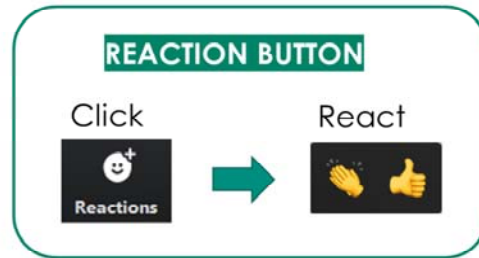Using virtual background helps establish a professional image.

During a Zoom meeting, there are a few nonverbal feedback you can provide.
Click on participants on the control bar and below the participant list, you have
various nonverbal feedback you can do, including raise hand, agree or disagree. You
can put up a coffee cup if you want a break. You can try it now if you want, and click
again to put down your hand. We will also use this feature for the Q&A session at the
end of the training.
You can also provide reactions. Click the reaction button on the control bar and then
you have the options of clapping hands and thumbs up.
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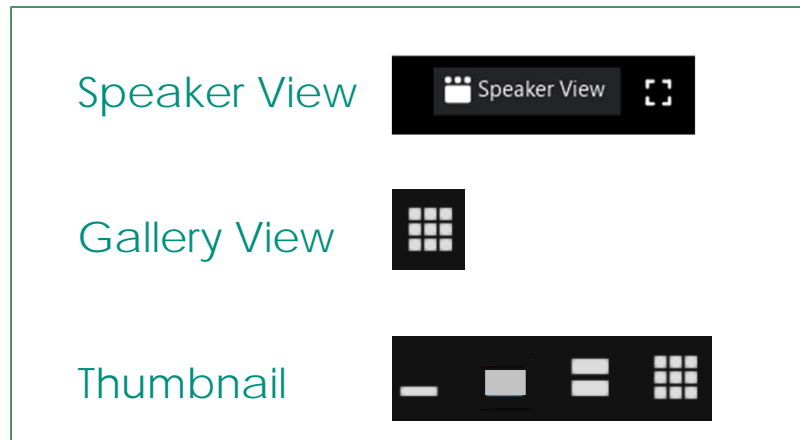
Zoom provides various layout options.
On the top right corner of your screen, you can switch between speaker view and gallery view. The square next to it allows you to select full-screen. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Escape** key.
1. Speaker view displays a large view of the person currently speaking when no one is sharing screen. It helps audience feel more connected.
2. Gallery displays up to 25 participants on each screen, with the active speaker highlighted. Today we have more than 25 participants. When you are on gallery view, tap the right arrow to display the next group of participants on the screen, and tap the left arrow to display the previous set.
3. When someone in the meeting is sharing screen, you will be able to use Thumbnail. Thumbnail combines the Speaker view with a scaled down version of the Gallery view, and gives you a few options to display your screen.
I'd like to encourage you to click on these different options and see how your screen changes, and find out what works best for you, helps you engaged, and gives you the best experience of Zoom meeting.

SHARE SCREEN AND WHITEBOARD

Your Screen

A Whiteboard

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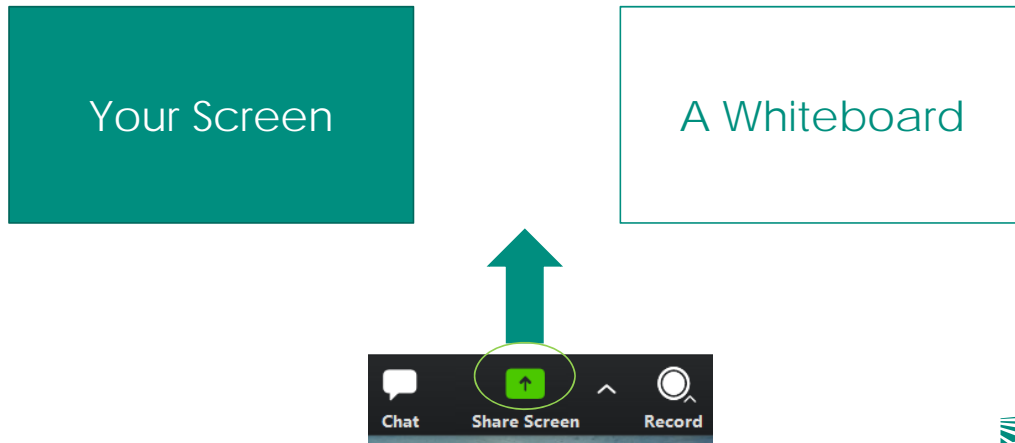
Zoom allows for screen sharing on desktop, tablet and mobile devices.
You can choose an individual application that is already open on your device. Click the **Share Screen** button located in your control bar. Select the screen you want to share. You may want to have what you plan to share ready in advance, so the meeting goes smoothly.
You can also share a whiteboard. This feature allows you to share a whiteboard that you and other participants (if allowed) can annotate on.
Once you click "share", Zoom will automatically switch to full screen to optimize the shared screen view. If you want to change the content you share on the screen, you need to stop sharing first, and then select another screen to share. There is a new share button available for quick switching between the shared screens. But because the previous screen is still shared, the new shared screen will have a colored outline. If you don't like that, stopping sharing first is what you can do.
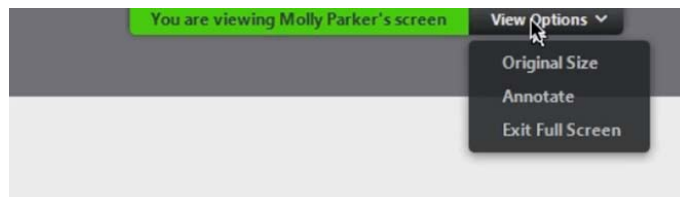
Before we continue with more hands-on activities, let take a quick break and respond to some questions you have.

ANNOTATION

You are viewing Molly Parker's screen   View Options ⌄

Original Size
Annotate
Exit Full Screen

As a participant, you can annotate on a shared screen as a viewer or the one that started sharing your screen. While viewing a shared screen or shared whiteboard, click **View Options** > **Annotate** at the top. Then you can insert text, draw lines, arrows and shapes. You can also erase parts of your annotation, or delete all annotations.

To annotate, select the Annotate tool while sharing your screen. This option will bring up a new toolbar with a variety of ways to doodle on your screen. When you want everyone in your meeting to focus on your screen, you can use the spotlight, highlighter, pen, or arrow. The spotlight acts like a laser pointer and turns your cursor into a red dot. The highlighter and pen options act like, well, a highlighter or a pen. You can write, highlight, draw, or doodle whatever you want in 16 different colors. The arrow leaves a placeholder on your screen that will have your name on it for a more lasting reminder. When you're ready to move on to the next thing, you can erase the annotations by selecting the clear button.
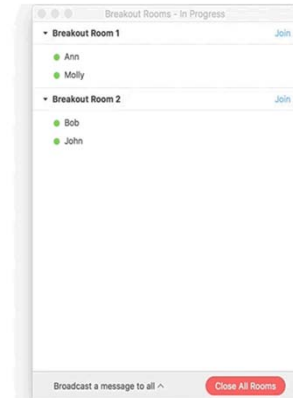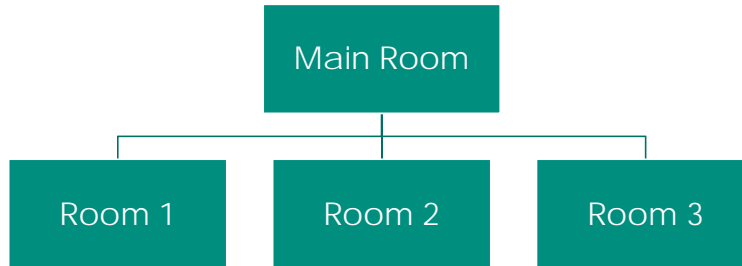
Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host, and only the host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually.

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help.**

The host can broadcast a message to all breakout rooms to share information with all participants.
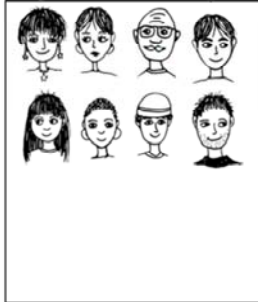
https://support.google.com/docs/answer/9109474?hl=en

POLLING

The last feature I want to talk about is "polling", which allows you to create single choice or multiple choice polling questions, launch the poll during your meeting, and gather the responses from your attendees.

Let me show you how it looks like. I am launching the poll now. This is to help us assess your needs. Please select your choice and click "submit"
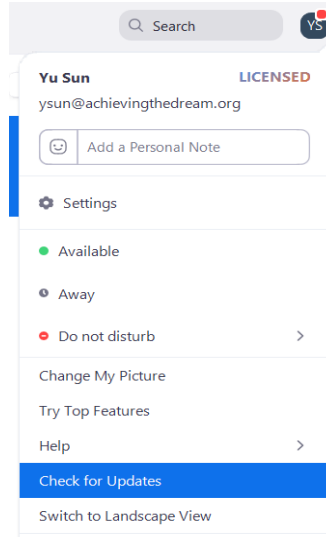
Now I am going to share results.

ENSURE YOU ARE UP-TO-DATE

Step One
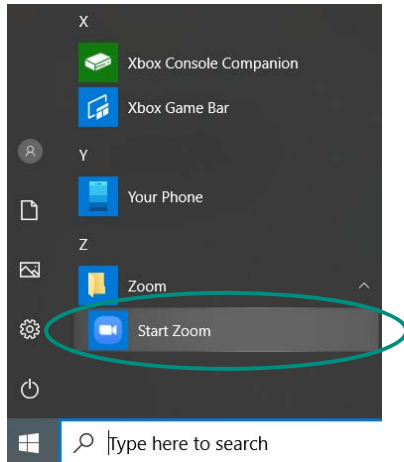
Step Two

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In order to enjoy all the features, you need to make sure that your Zoom is up-to-date if you have already had the application installed on you device. We know that Zoom has been periodically updating its version. What you can do is to start Zoom and check for the updates. This ensures that you have the newest features and also protects your privacy and security.

ENSURING A STABLE CONNECTION

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A stable connection ensures the quality of Zoom meetings. If you have connectivity or speed issues such as dropped calls, or your audio is spotty, try to connect via a hard-wired Ethernet Jack (Category 6 is best).
Wireless can work just fine. If possible, choose a location closest to your wireless access point, that will improve your signal,.
If connecting from a laptop and plug in the laptop wall power, pay attention to the battery, because battery use can adversely affect video quality.
Zoom also provides dial-in phone number for you to join the meeting, which is listed on the invite. Have the phone number as a backup in case you are disconnected.

NEXT TRAININGS

Virtual Coaching Engagement Strategies

April 21, 2020 01:00-2:00 PM Eastern Time

Zoom Basics (same content as the April 15 session)

April 28, 2020, 02:00-3:00 PM Eastern Time

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Questions?
Feedback?
Comments?

Thank you!

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