

zoom



**Friends** *of the*  
**San Juans**

Zoom with  
Us!

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# Zoom Meetings

## Housekeeping

## Getting Started

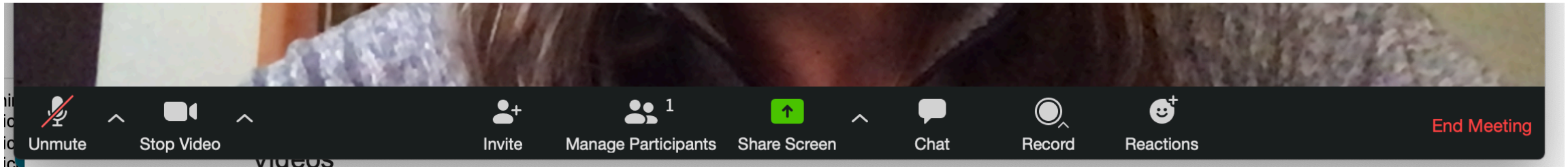
- You will get an email from the Host
- Click on the "**join**" link in the email.
- The Zoom launcher will load.
- Click "**Allow**"
- "**Join**" with computer audio!
- (You are muted upon joining the meeting.)
- Unmute and say hello! Go back to mute.

# Etiquette

**To ensure a great meeting for all please note:**

- Adjust your volume and screen for viewing.
- Check your background- what do viewers see?
- Make sure you are facing light (not backlit).
- Close other programs on your computer.
- Do not eat during session.
- Stay engaged and look happy!
- Stay Muted to avoid background noise.
- RESPECT others talking time.
- Raise hand to make a comment or to talk.
- A good moderator will notice and help facilitate effective meetings and watch nonverbal cues, like hand raising.

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In Zoom, hover your mouse near the bottom of the screen.

You will see the horizontal menu like this...

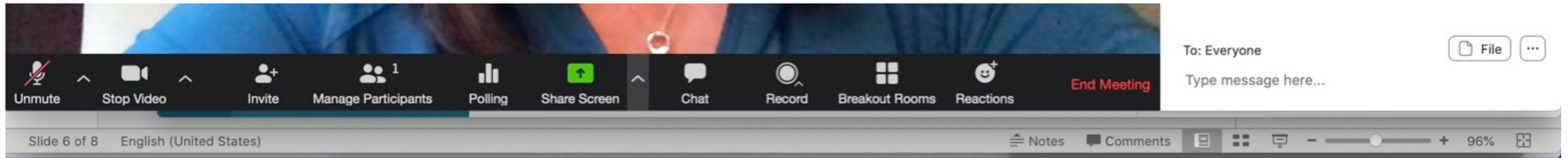
- You can **mute/unmute** and **stop your video** if you needed to step away for a moment.
- **“Participants”** If you click on this icon, you will see who is on the call. A column will appear indicating who is on the call. Here is where you can **raise your hand** to engage.
- **“Share Screen”** means if you have a document or photo to share, you can do that here.
- **“Chat”** button allows you to make a comment without changing the conversation.
- **“Reactions”** Here you can applaud or give a thumbs up. Did everyone get that? 👍



This is our FABULOUS team at Friends.

This is "gallery" view. You can see all participants. You can select "speaker view" which shows smaller photos of all and a bigger image of the current speaker. Viewing options are all yours! Hover your cursor in upper right-hand corner to change.





\*This is a paid platform, host, menu bar.

## Advanced fun...

- See the ^ after “stop video”? You can click on it and add a background or enhance your features for fun.
- Do you want to take a poll? That can be enabled with a paid account. You can gather information from participants with questions drafted on the spot, or in advance.
- If you are moderating a call-watch for people “raising their hand to talk” or enlist a co-host to help moderate.

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## Advanced for the host...

- The host can [assign a co-host](#). There is no limitation on the number of co-hosts you can have in a meeting or webinar.
- Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:
  - Start [closed captioning](#) and assign someone or a third-party to provide closed captioning
  - Start live streaming
  - End meeting for all participants
  - Make another participant a co-host
  - Start [breakout rooms](#) or move participants from one breakout room to another
  - Start [waiting room](#) (co-hosts can admit/remove participants from the waiting room)
  - Co-hosts also cannot start a meeting. A host can assign an [alternative host](#).
- You might have someone join with computer video and their phone. You can join those together in the participant menu. Hover over their name, click on the button with "...", chose merge phone and video. This will prove helpful if you move participants to break out rooms.

# Thank you

- You don't need your own Zoom account unless you want to Host a meeting. You can have a free account: 40 minutes per meeting. Paid accounts offer more features.
- Sign up on Zoom.us with an email and then you can host meetings. Its really that easy.
- We are not experts, just big FANS of Zoom!! We hope this has been helpful.

The Zoom logo, consisting of the word "zoom" in a lowercase, blue, sans-serif font.

## Housekeeping in ZOOM