

## Tips for Navigating a Virtual Meeting Via Zoom (online, with video)\*

### Prepare Your Device and Location - Then Log in Early

- As a courtesy to others, please find (or get to) a quiet location with a good wifi (or wired) internet connection (or wireless signal), and without background noise, that will remain quiet for the duration of the meeting. Using headphones or ear buds with a mic (if you have one) will make it easier for you to hear, be heard by others, and cut down on echoes.
- If you haven't used Zoom before, clicking the meeting invitation link will open your browser & bring you to a page that will automatically download the free Zoom app to your computer, tablet or mobile phone (whichever you're using to join this meeting). (**Note:** If you've previously joined a Zoom meeting on that device, skip this step—you already have it.)
- At login, before joining the meeting, a pop-up window will appear with a video feed of yourself. This is to check your webcam function & if you can be seen. If your image looks too dark, adjust the lighting in the room (or move to a brighter area). You can also check your audio (via mic) to make sure you can be heard. Also, make sure your device's speakers or sound volume is turned on/audible. Complete any needed adjustments before you click 'join the meeting.'
- Right after the meeting screen opens, check to make sure your audio is not on 'mute' (see below; if the mic icon on the lower left of the tool bar has a red slash through it, click on it to unmute yourself). Then say your name (so others know you've joined & in case the app doesn't identify you).

**Bottom tool bar functions:** *(controls in the tool bar that appears when you move your cursor to the bottom of the meeting pop-up screen)*



**Mute:** Control your own audio output.

**Start Video:** Control your video output.

\* **Please Note:** If you join the meeting by phone, you will not be able to see other participants or anything shared on screen by the meeting organizer. Other controls described in this handout are not available by phone. When you call in, enter the meeting ID #. Announce your name clearly when you join by phone, then follow the other prompts for muting & un-muting yourself during the meeting.

**Invite:** Use this option if you want to invite users other than your site participants to participate in the meeting. (May not be visible in all versions of this toolbar.)

**Manage Participants:** Opens a pop-up window that lists all participants. (Those who joined by phone may not be clearly identified in this list.)

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**Share Screen:** If enabled by the meeting host, you can share documents, images or web pages from your device's desktop. Starting **Screen Share** minimizes the main meeting window and highlights the window you are sharing (if you're sharing a window and not the desktop). You can stop sharing at any time by clicking **Stop Share**.

**Chat:** Click on the chat bubble to make a comment, 'raise your hand,' or ask a question. You can send it to all participants, or send messages to specific people (such as the meeting organizer) by clicking on their name in the participants list.

**Record:** If enabled by the meeting host, you can click **Record** to start recording the meeting for later playback. Recordings are stored locally on your computer in the folder set in Settings -> Recording.

## View Options:

At the top right of your screen, choose one of 2 options to see others during the meeting:

- **Gallery View (this is the default view):** shows each participant in their own small window, in rows across the screen.
- **Active Speaker view:** shows enlarged view of whomever is speaking at the time & switches automatically when someone else takes the floor.

You can also toggle a partial or full-screen view of the Zoom meeting with the controls in the upper right of the app window, in case you want to use a separate app on your device during the meeting.

## Stay Muted, Except When Speaking

**After introducing yourself at the start of the meeting, please mute your microphone at all times,** except when you are ready to speak, or are speaking. The chat feature can be used to send questions or comments. If you are using video, you can also raise your hand so you are seen and can be called on. The person running the meeting should also regularly check in to see if people want to speak.

## Use Both Video and Audio if Possible; If not, Audio Only

- If your video feed or audio seems choppy, it's probably due to a slow connection speed, or limited internet bandwidth in your home or office (especially if others there are also online at this time). If that happens, please turn off your video feed (by clicking on the camera icon), as this will help the meeting audio come in more smoothly.
- If you accidentally get dropped from the meeting, or disconnect yourself by mistake, please log back in, using the original invite link. (No need to re-announce yourself.)
- If audio quality continues to be a problem, click 'Leave Meeting' (red button at the bottom right of your screen), then call into the meeting with your phone using any one of the phone numbers provided in the invitation. (When participating by phone, you can hear what others are saying, and jump in to make a comment. But you won't be able to see other participants, or see any documents shared.)