

ZOOM MEETING TRAINING

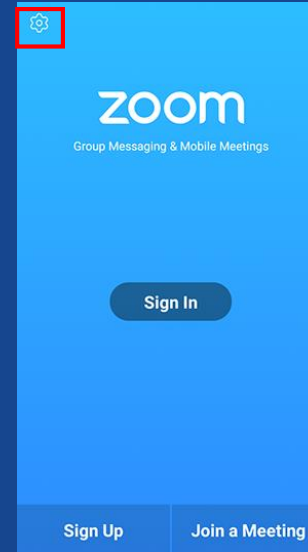
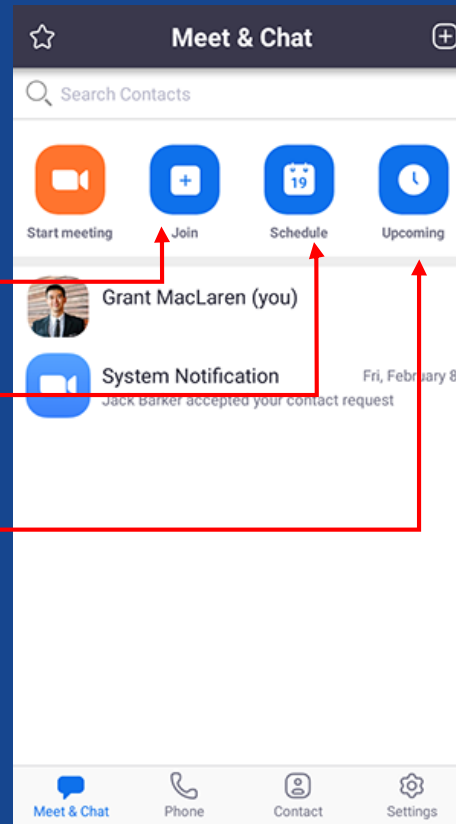
Rotary Club of Oakland

GETTING STARTED WITH ZOOM MEETING

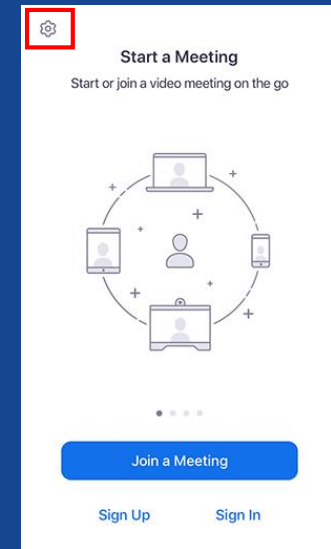
USING ZOOM MEETING FROM MOBILE

3

- Sign in to access all the features
- You can also join a meeting without signing in by clicking on the gear icon to access basic meeting settings
- **Start a meeting:** Start an instant meeting using this option
- **Join:** Join a meeting using a meeting ID
- **Schedule:** Schedule a one time or recurring meetings
- **Upcoming:** View, edit, start or delete your scheduled meetings



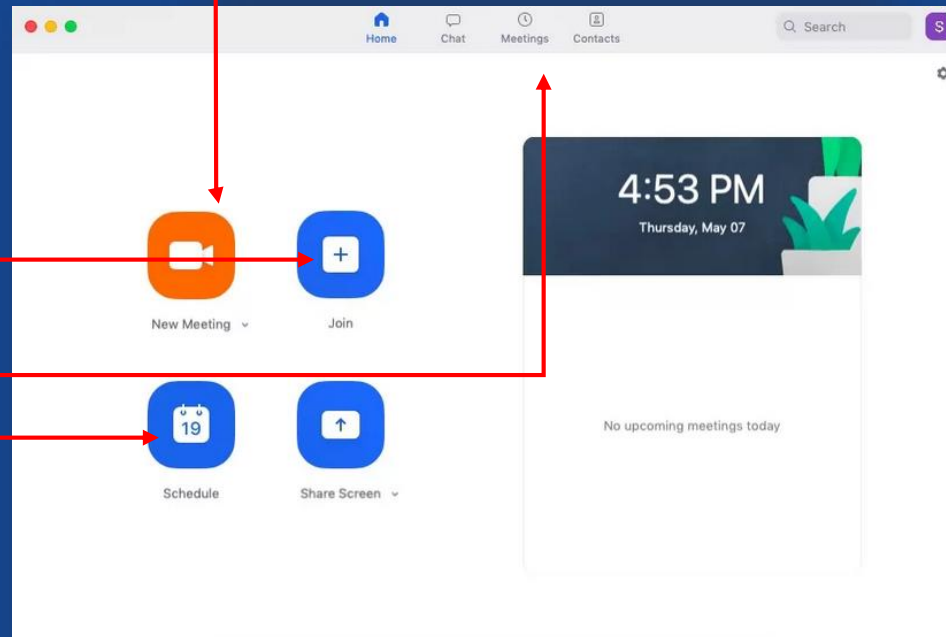
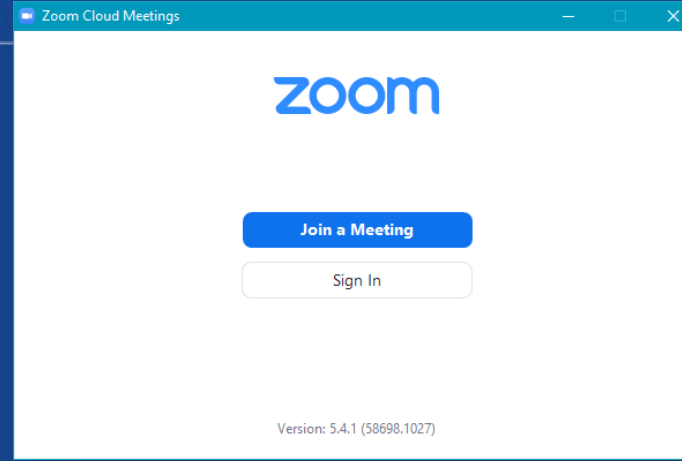
Android Phone



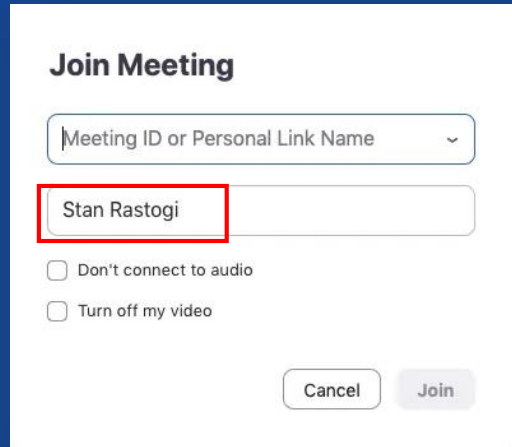
iPhone

USING ZOOM MEETING FROM DESKTOP

- Sign in to access all the features. You can also join a meeting without signing in by clicking on 'Join a Meeting'
- **Start a meeting:** Start an instant meeting using this option
- **Join:** Join a meeting using a meeting ID
- **Schedule:** Schedule a one time or recurring meetings
- **Upcoming:** View, edit, start or delete your scheduled meetings



JOINING ZOOM MEETING



Join Meeting

Meeting ID or Personal Link Name

Stan Rastogi

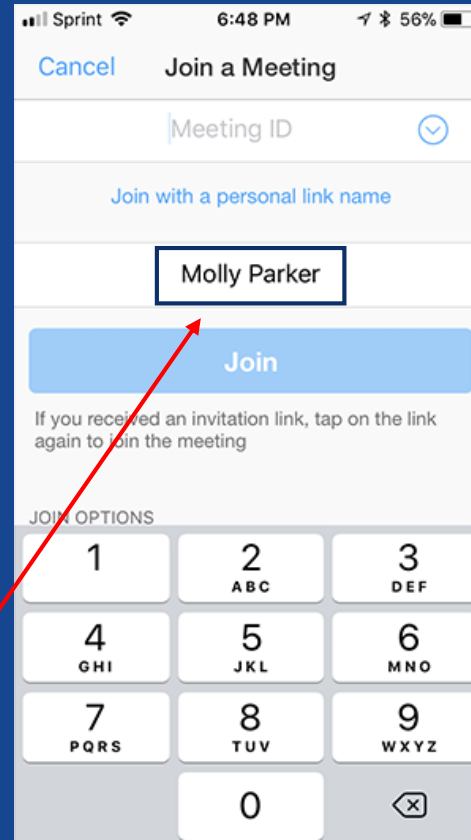
☐ Don't connect to audio

☐ Turn off my video

Cancel Join

Windows / Apple

- Enter meeting ID or follow the Zoom meeting invite link to join the meeting
- You can set the display name that will be shown to other users



Cancel Join a Meeting

Meeting ID

Join with a personal link name

Molly Parker

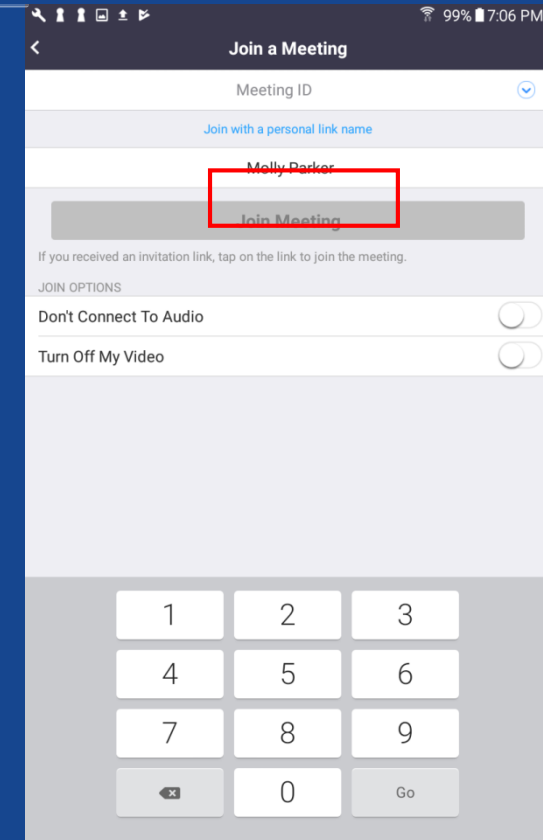
Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

1 2 3
4 5 6
7 8 9
0

iPhone



Join a Meeting

Meeting ID

Join with a personal link name

Molly Parker

Join Meeting

If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

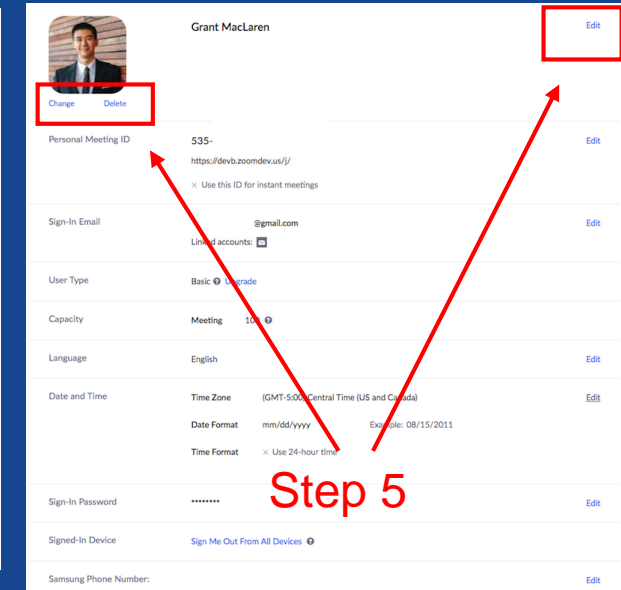
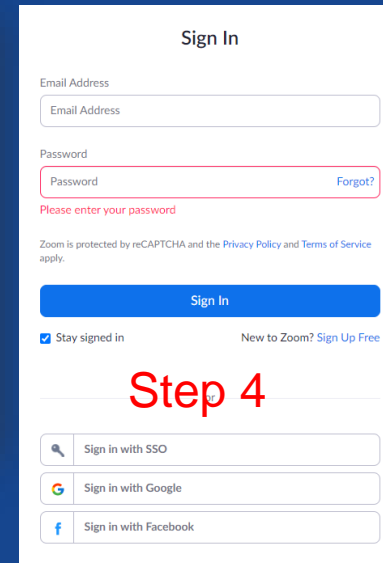
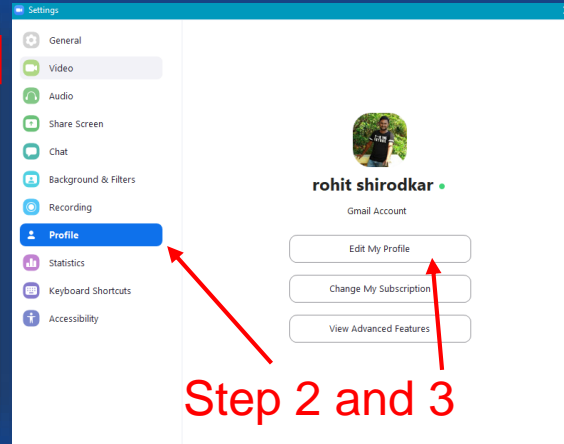
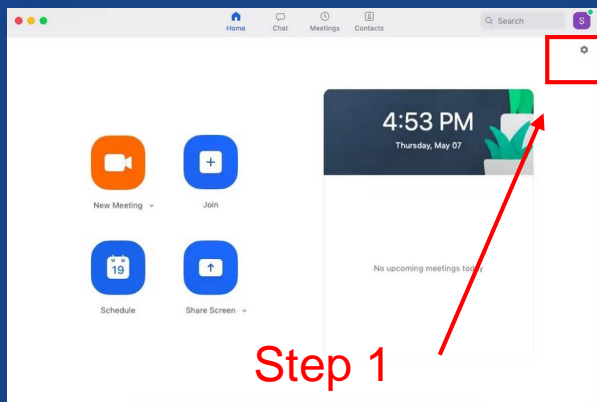
Don't Connect To Audio

Turn Off My Video

1 2 3
4 5 6
7 8 9
0 Go

Android Phone

CUSTOMIZING YOUR PROFILE FROM DESKTOP



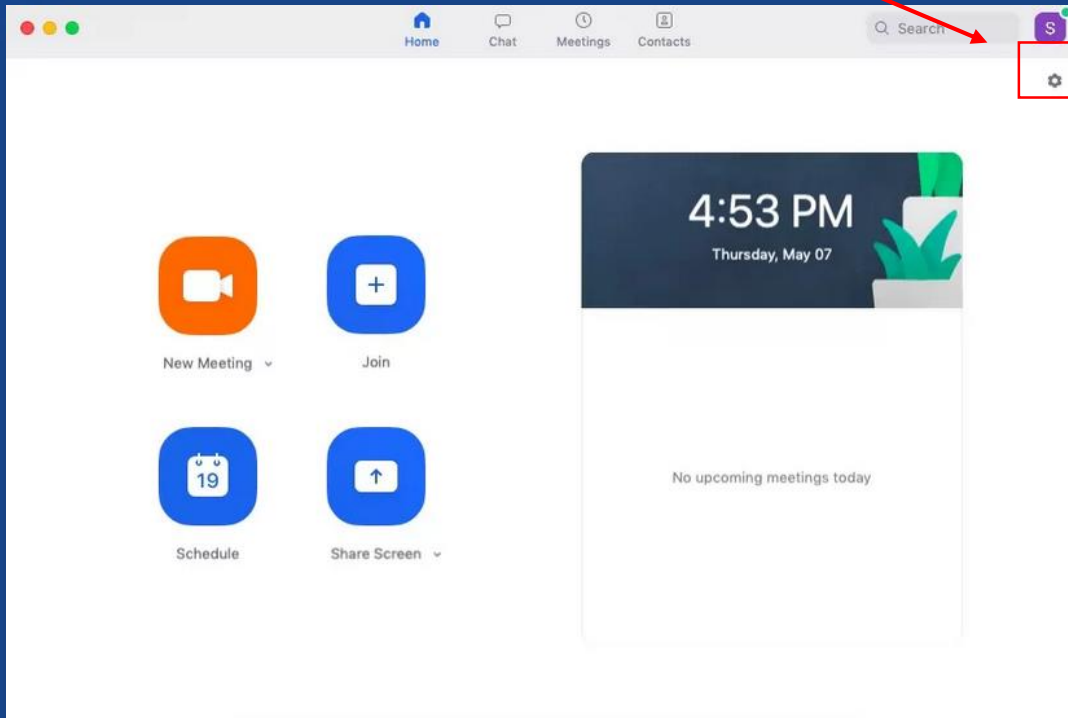
- Step 1: Click the 'Gear' icon from the zoom app
- Step 2 and 3: Go to your 'Profile' and click on 'Edit My Profile'
- Step 4: Now you will be directed to Zoom Web Portal. Sign into your zoom account to edit your profile information.
- Step 5:
 - **Profile picture:** To add or change the profile picture click on 'Change' then adjust or crop your photo

- **Changing name:** Click on the edit option on the right side of your name to add or change your name
- You can also add other information such as your company name, job title, location etc.

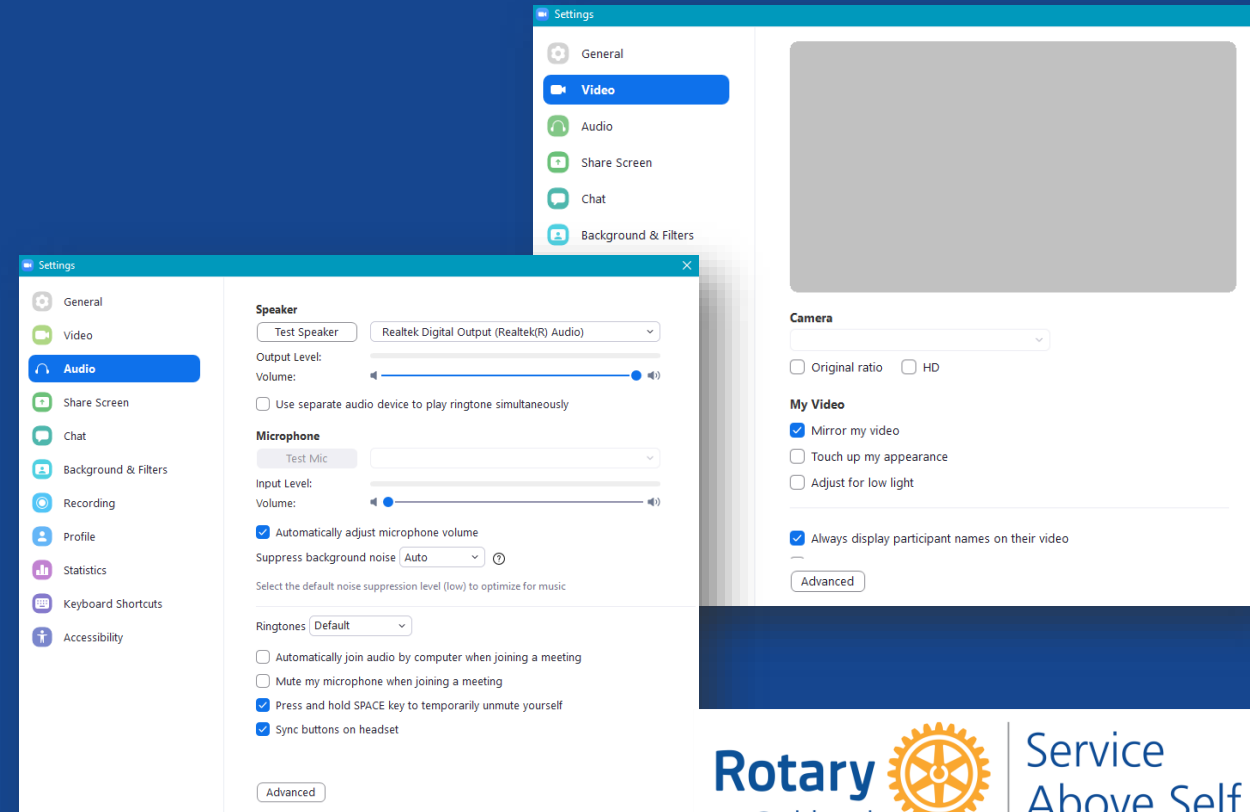
CHECKING AUDIO AND VIDEO SETTINGS

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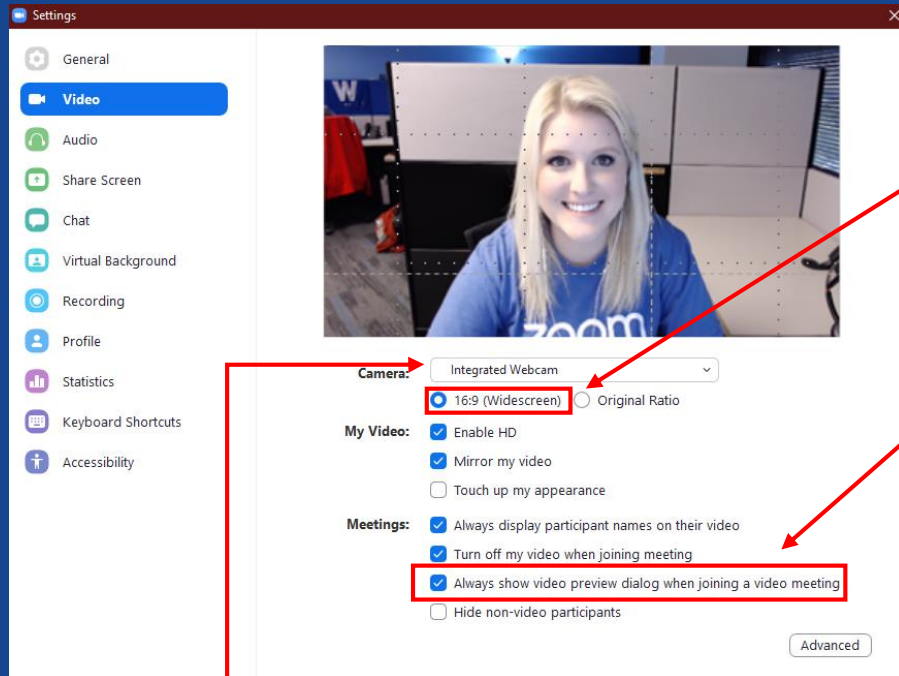
- Select the 'Gear' icon from upper right corner



- Check your video and audio settings from 'Video' and 'Audio' sections respectively



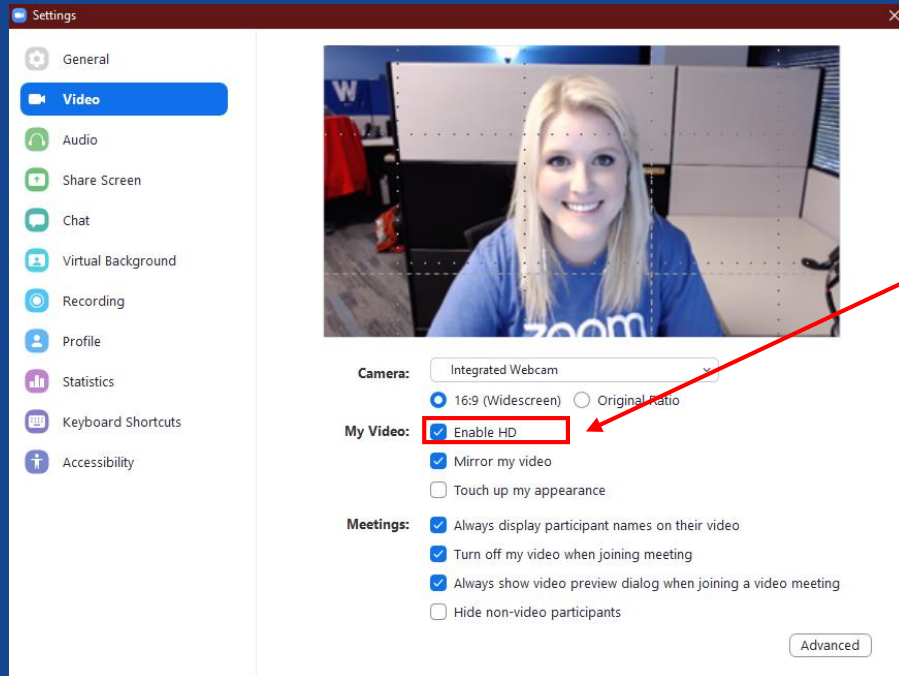
CAMERA & LIGHT SETTINGS



- Use the widescreen camera for better camera view
- You can check the video preview of yourself before joining the video meeting.

- Select the correct camera from the list, if your video is not visible
- Check the position of your camera and adjust it at eye level or higher
- Try to look at the webcam while talking

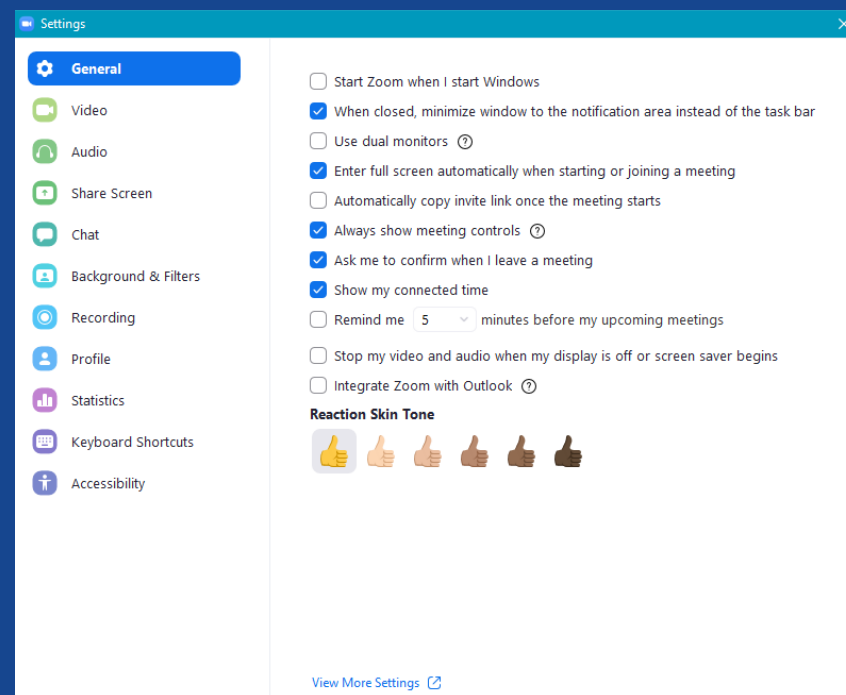
INTERNET SETTINGS FOR SLOW CONNECTION



- If you have a slow internet connection or you are facing a disturbance, it is best to uncheck 'Enable HD' option or join meeting with 'Audio' only
- Stop your camera feed when you are not talking as this also consumes your internet bandwidth.
- Close any unwanted background applications. Zoom uses memory and processing power of your computer and is not prioritized over other applications. Closing other applications will improve your zoom video experience.

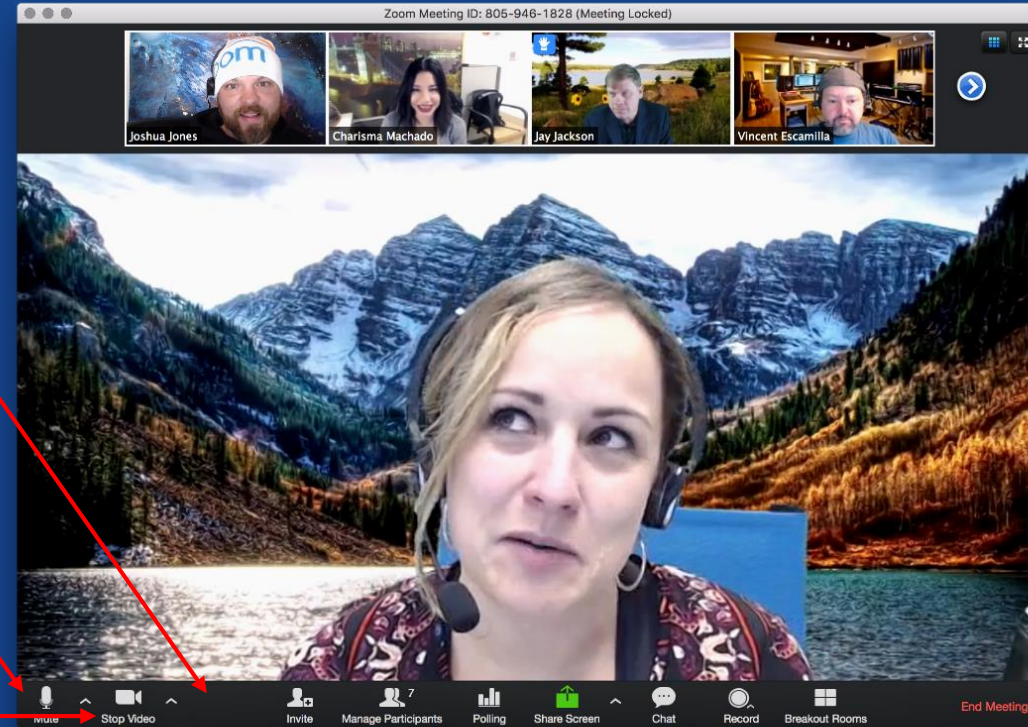
GENERAL SETTINGS

- Make sure that the following options are 'checked' in your general settings



MAINTAINING MEETING PROTOCOLS

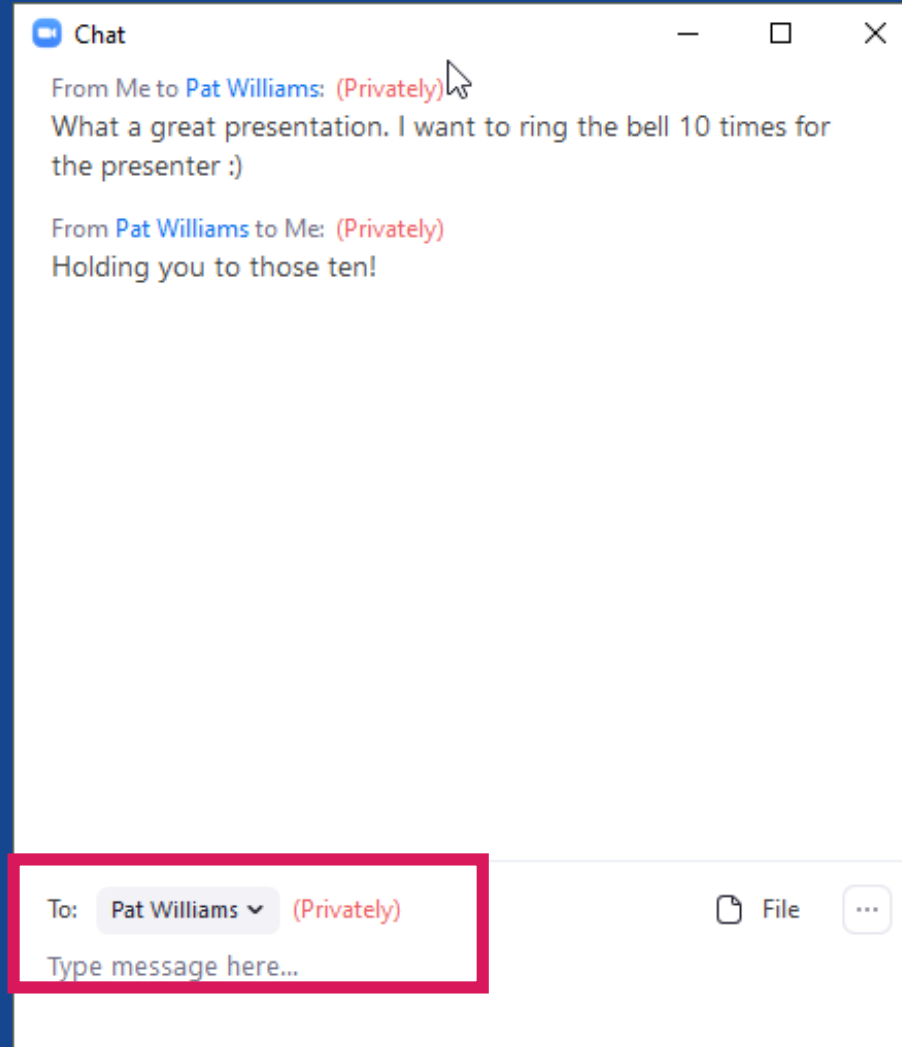
- Hover your mouse at the bottom of the screen to bring up the menu
- Always mute your audio, when you are not talking. This will prevent your background noise from disturbing the meeting.
- Stop your video, if you wish to not be seen or if you have to step away. If you have a poor internet connection, keep your video off.
- Chat window can be used to send a message to everyone or to a particular individual
- Click on participants to view all the attendees



MAINTAINING MEETING PROTOCOLS

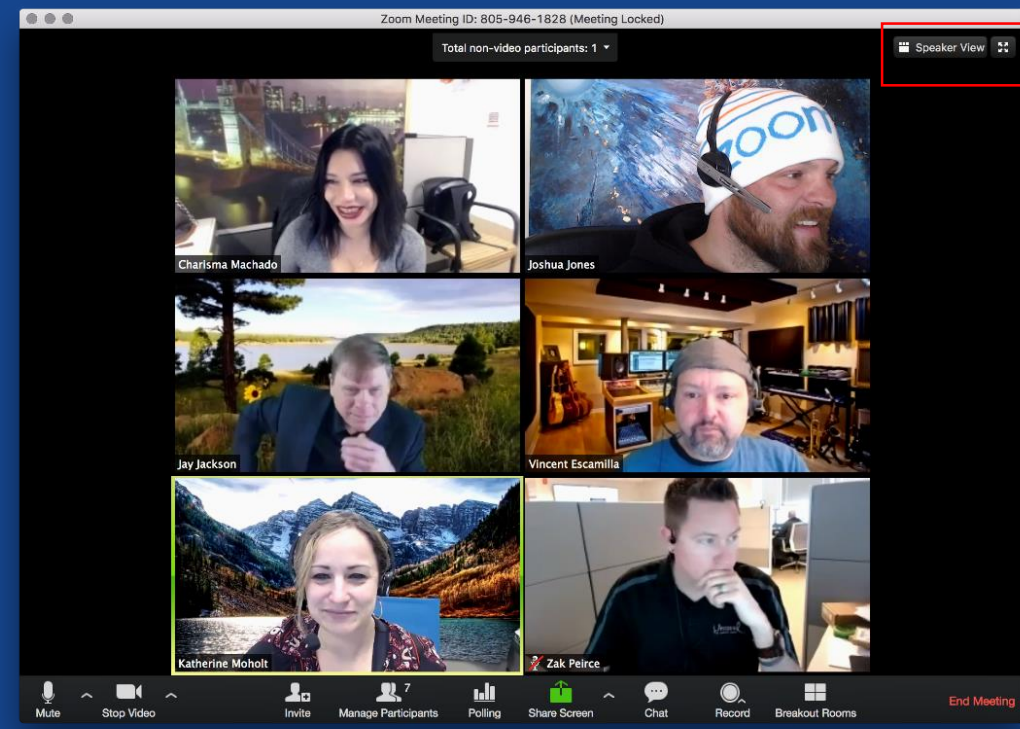
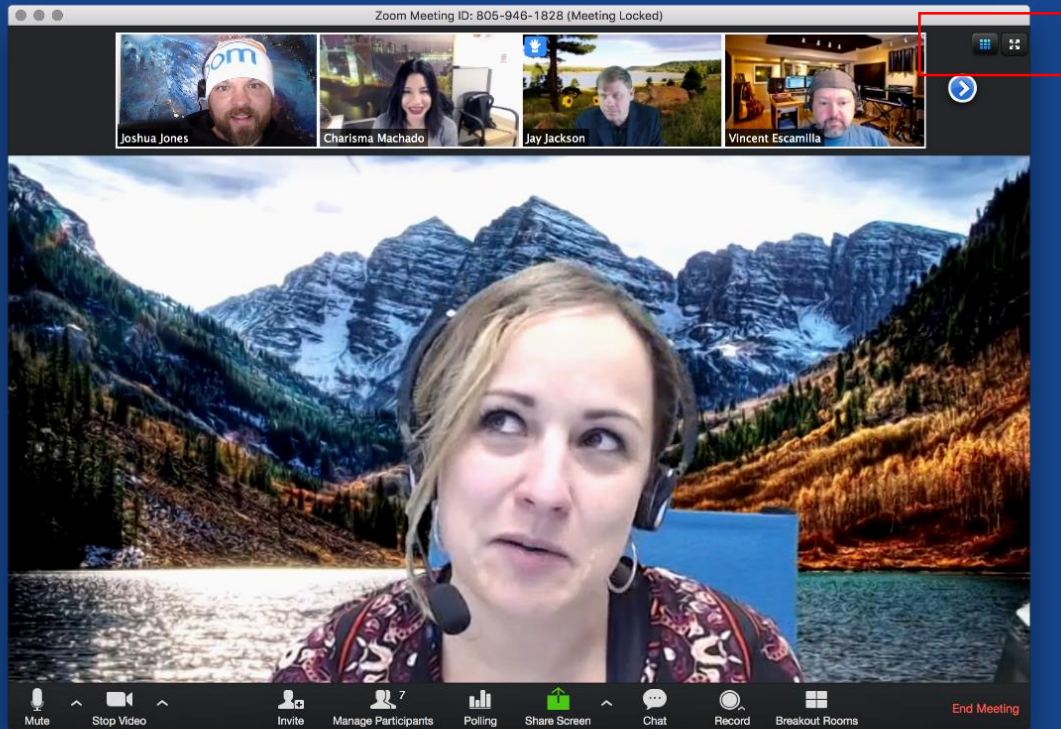
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- Chat Privately



MAINTAINING MEETING PROTOCOLS

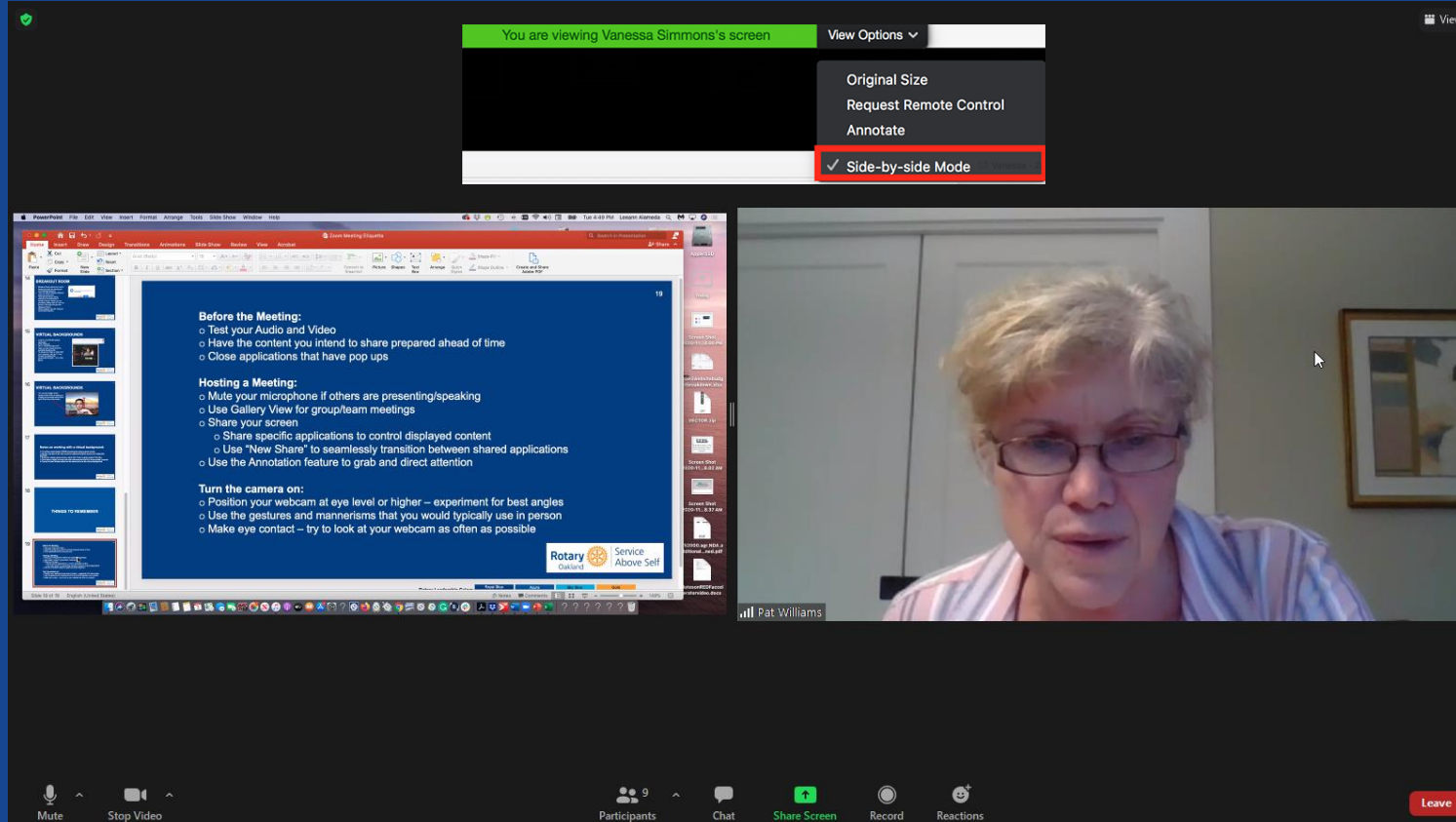
13



- Toggling between 'Speaker view' and 'Gallery View'

MAINTAINING MEETING PROTOCOLS

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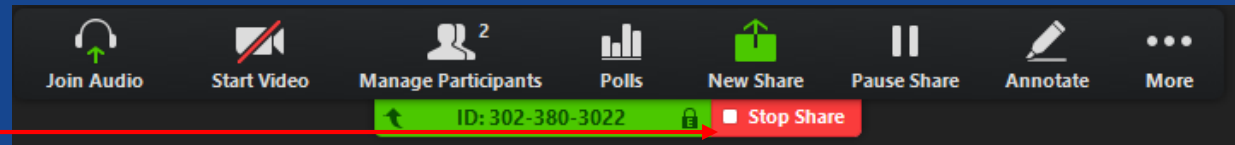
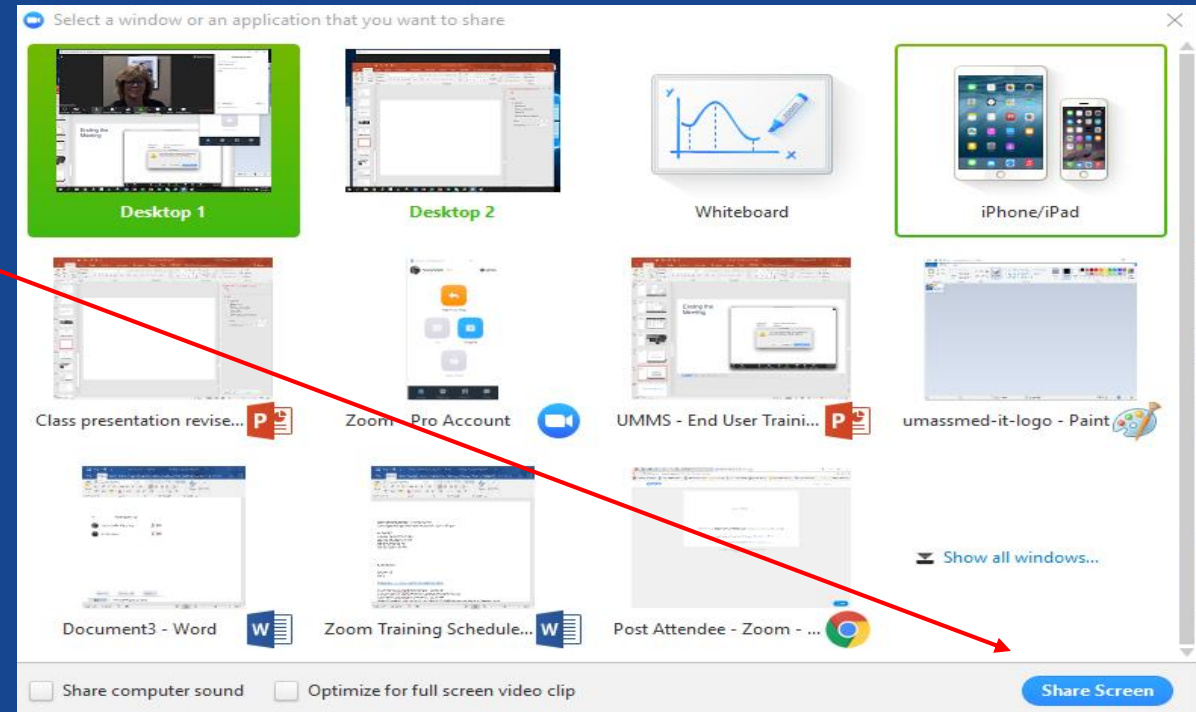


Select the “Side-by-side mode” to see the presenter and his/her presentation during the “Screen Share” selection.

MAINTAINING MEETING PROTOCOLS

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- 'Share Screen' option allows participants to share their desktop or particular application screen with others
- Please do not share your screen unless you have been asked to show your PowerPoint Presentation. If you do it accidentally, please immediately click on 'Stop Share' button

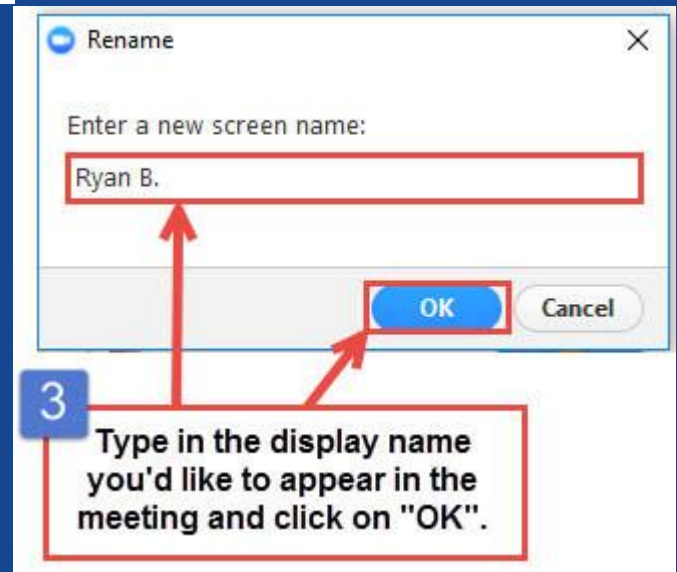
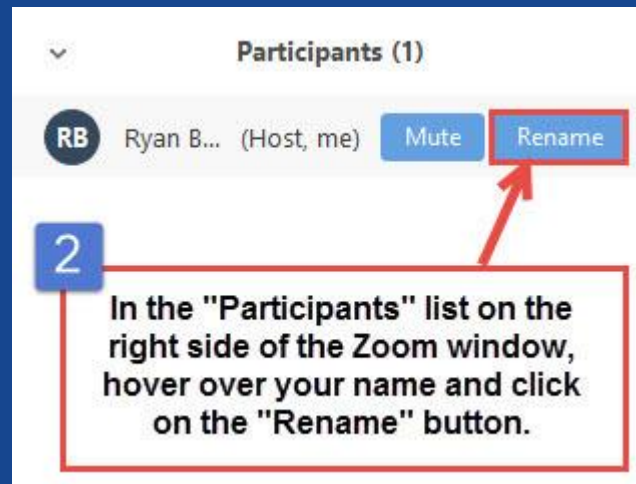
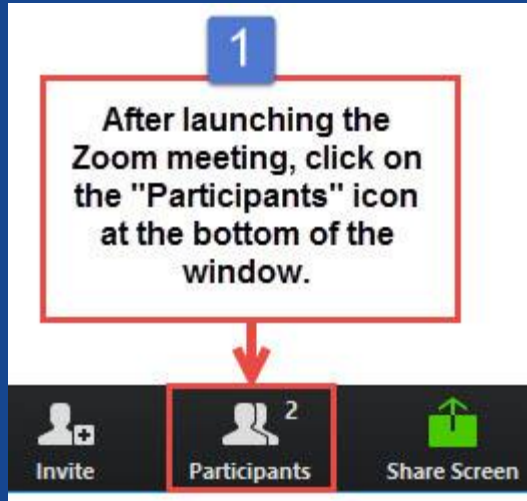


MAINTAINING MEETING ETIQUETTE

- Drinking is OK, if you are eating stop your video
- If you're moving around, or walking away from your screen, stop your video
- Use chat rather than unmuting and speaking at the Thursday meeting
- You should always be muted if you are not speaking
- Remember you're on camera and our meetings are streaming live on the internet

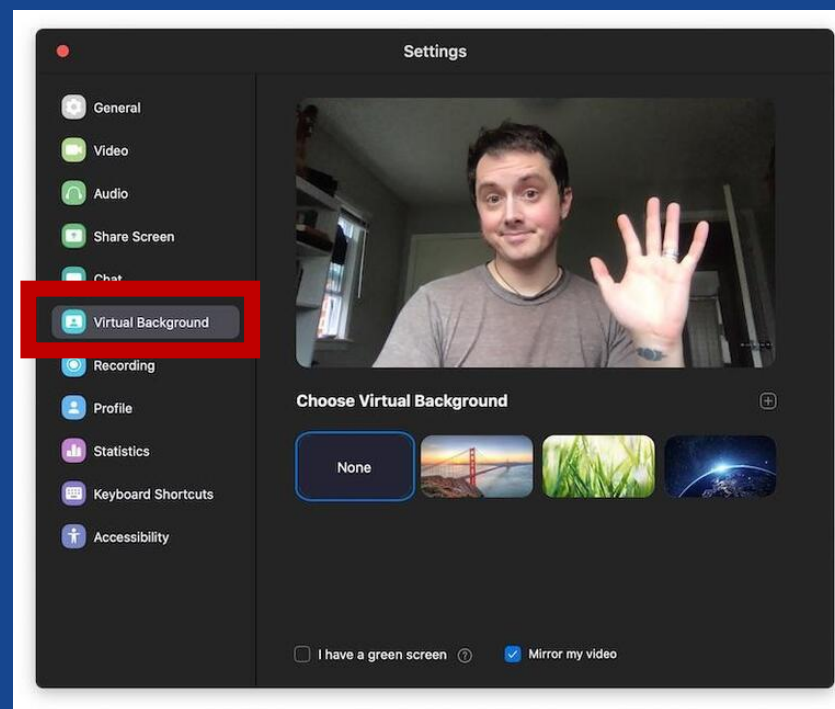
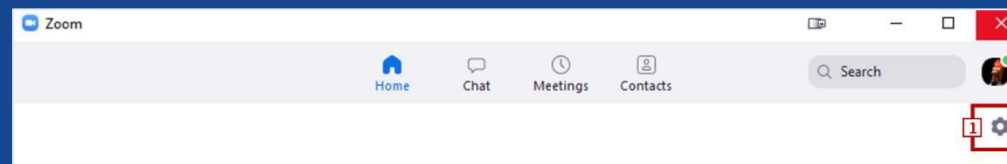
RENAMING YOURSELF DURING A MEETING

- To change your name after entering a Zoom meeting, click on the “Participants” button at the top of the Zoom window
- Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”
- Enter the name you’d like to appear in the Zoom meeting and click on “OK”



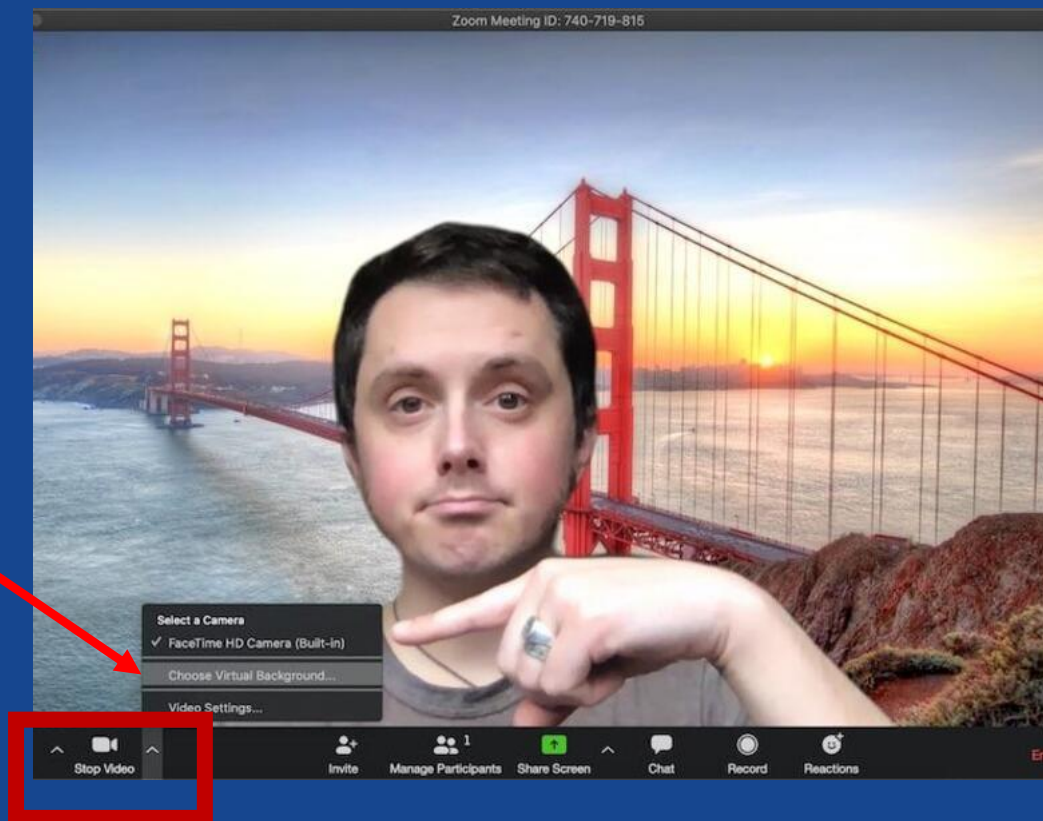
VIRTUAL BACKGROUNDS

- Login to your ZOOM desktop application
- Click "Settings"
- Go to "Virtual Backgrounds"
- Here you can choose from the available backgrounds
- To upload an image or video from your computer, click the "+" and choose the desired file.
(supported file types – JPG, MP4, MOV)



VIRTUAL BACKGROUNDS

- You can also change the virtual background during a meeting by clicking on the arrow button to the right of the Stop Video button

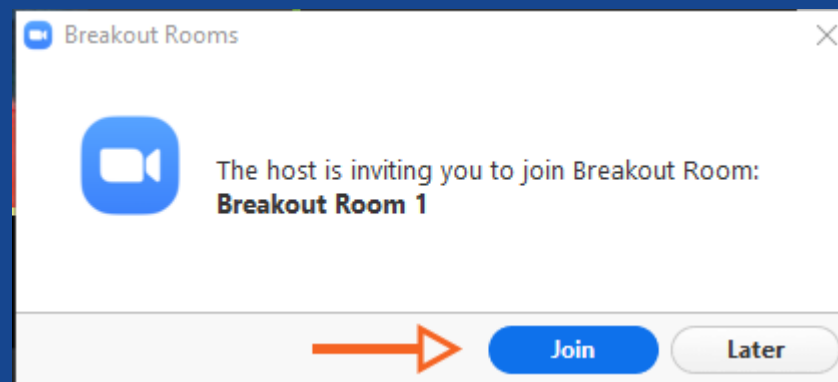


Notes on working with a virtual background:

- ❖ To achieve best results, Zoom recommends using a green screen
- ❖ Please note that it will also work fine without the green screen (for supported devices)
- ❖ If you are using a green screen, check the "I have a green screen" tick box
- ❖ This feature might not work well with old/weak devices/PCs & low-quality cameras
- ❖ Try not to wear clothes which are the same color as the virtual background

BREAKOUT ROOM

- Breakout Room allows the host to temporarily split the participants into separate sessions
- Host can switch between different sessions at any time
- Host will announce, before assigning the participant to the Breakout Room. When you are prompted, please click on 'Join' as shown in the picture to join the 'Breakout Room'.
- When needed, host will merge all participants together



THINGS TO REMEMBER

Before the Meeting:

- Test your Audio and Video
- Have the content you intend to share prepared ahead of time
- Close applications that have pop ups

Hosting a Meeting:

- Mute your microphone if others are presenting/speaking
- Use Gallery View for group/team meetings
- Share your screen
 - Share specific applications to control displayed content
 - Use “New Share” to seamlessly transition between shared applications
- Use the Annotation feature to grab and direct attention

Turn the camera on:

- Position your webcam at eye level or higher – experiment for best angles
- Use the gestures and mannerisms that you would typically use in person
- Make eye contact – try to look at your webcam as often as possible