

Zoom Participation Guide

May 11, 2020

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Get Ready to Participate (1-2 days before Zoom event)

Familiarize Yourself with Zoom

If you are new to Zoom, please familiarize yourself with these online tools before the workshop.

- **Zoom:** join a Zoom test meeting to ensure your internet, video and audio are properly set up: <https://zoom.us/test>

Tips

Please let your meeting host know in advance if you:

1. Plan to connect via phone only. Please let your meeting host know ahead of time what number you will be calling in from. *Why:* We will change your screen name in Zoom from your phone number to your name so online participants are aware that you are a participant.
2. Plan to use a device with the Chrome Operating System (OS) such as a Chromebook. *Why:* Zoom does not move Chrome OS users into breakout rooms, so we will have to use a workaround for your breakout.

Improve How You Will Appear in Zoom

If you care about how you appear in Zoom, there are a few things you can do to look and sound better:

- **Lighting:** use lighting pointed toward your face. Avoid lighting and bright windows behind you.
- **Eye contact:** practice looking at your camera when speaking, to replicate eye contact.
- **Virtual background:** if you don't want people seeing the space you are in (your messy house or kids playing in the background!), try a virtual background in Zoom. Click on the **^ arrow** next to the video icon on the bottom toolbar on the lower left. Select **Choose Virtual Background**. You can choose one of the pre-loaded backgrounds or upload your own. *Note:* it is good to avoid backgrounds that will be distracting for other participants. For details, including system requirements, see: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

- **Headset:** Use a headset or earbuds on your phone for the audio. *Why:* this typically provides higher quality sound and reduces the risk of feedback or echo for other participants.

Join the Meeting (10-15 minutes before workshop)

Tips

To the extent that you can:

1. Participate from a quiet, comfortable space with good internet connectivity.
2. Connect using a computer or a laptop with a large screen or dual screens rather than a small tablet or phone. *Why:* Some documents and other tools will be hard to see and use on a small screen. Some features of zoom, such as annotation features, are difficult to use on the small screen.

Connect to Zoom

Connect to the Zoom meeting using the information provided via email. There are several ways to connect:

1. **From email:** Click on the link in the email.
2. **Via app, with logging in:** If you have downloaded and installed the Zoom client software on your device, use it to login and join the meeting.
3. **From Zoom website, without logging in:** Navigate to Zoom at <https://www.zoom.us>. In the upper right corner, click on Join Meeting. Enter the Meeting Id and click Join.
4. **From Zoom website, with logging in:** Navigate to Zoom at <https://www.zoom.us>. In the upper right corner, click on Sign In, or if you don't have a Zoom account yet, Sign Up. Follow the prompts to login, and then select Join Meeting.

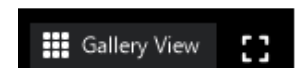
Tips

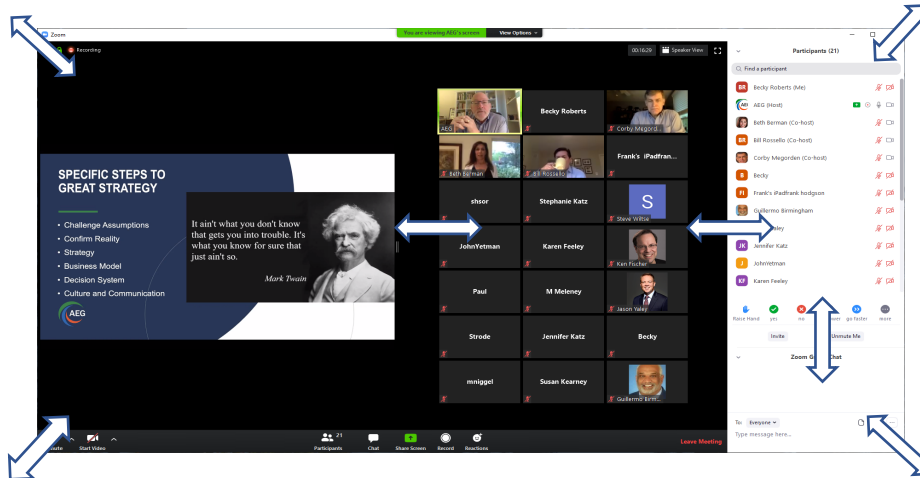
1. **To use a device to connect online and a phone for audio:** connect to the meeting online first, select Connect Via Phone and follow the instructions, including using your personal id. *Why:* Zoom will connect your screen presence and phone presence and treat you as a single participant. This is particularly important for breakout sessions.
2. **To show your picture when your video is off:** login to Zoom using either the Zoom client software or from your browser. Upload a picture to your Zoom profile. Then anytime you connect to a Zoom call when you are logged into Zoom, your profile picture will display when you have video turned off.
3. **If you join from the Zoom website,** you will be unable to participate in Polls. Polls are only available to participants who join the meeting via the Zoom app.

Customize Your Zoom Display

If you are participating online, you can customize your view of the Zoom meeting in a variety of ways:

- **Change how your name displays:** click on the three dots in the upper right corner of the box with your name and image. Select Rename. A window will pop up that allows you to rename yourself.
- **Change between full screen and a smaller window:** Click on the icon in the upper right corner of your Zoom screen to toggle between full screen and a window.
- **Change between speaker and gallery view:** Click on the icon in the upper right corner to toggle between speaker view and gallery view to see the meeting participants.
- **Change how much space is devoted to screen share, speaker or gallery, participants and/or chat:** Hover over the line between sections on the Zoom screen until you get a \longleftrightarrow double-ended arrow. (See image below.) Drag the line to change how much space is devoted to each section. *Why:* This can be useful to do things like display additional participants or increase the size of a screen share.

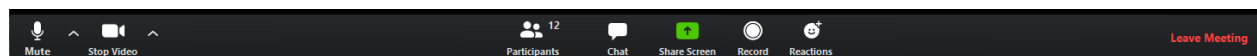




Participate in the Workshop

Zoom Tips

The Zoom toolbar appears at the bottom of the Zoom window. Depending upon your settings, it may be persistent or you may have to hover over the bottom of the window to get the toolbar to display.



- **Mute/Unmute:** Please Mute your audio when not speaking. If you are using Zoom on your computer, click on the Mute and Unmute button on the tool bar on the lower left corner of the Zoom screen. If you are on the phone, use *6 to mute and unmute. *Why:* Muting eliminates annoying background noise and feedback.



Tip

To unmute when using Zoom on your computer: place your cursor anywhere in the Zoom window, then press and hold the space bar. While the space bar is down, you will be unmuted.

- **Start/Stop video:** To start and stop your face on live video, use the Start/Stop Video button on the tool bar on the lower left of your screen.



- **Hide your video feed from yourself:** If you find it distracting to see yourself on Zoom, hover over your picture or video feed. Select the three dots in the upper right corner of your Zoom. Select the bottom choice, Hide Self View. This hides your image from yourself only; other participants will still see your video, but you won't see yourself. To bring your image back, click on Show Self View in the upper right corner.
- **Participants:** To see a list of the participants, click on the Participants button on the center of the bottom toolbar. Click the button again to hide the participants.



- **Chat:** To view the chat, or if you wish to chat with the meeting hosts for technical support or with other participants, click on the Chat button on the center of the bottom toolbar. If you are in full-screen mode, a chat window will open in the center of your screen. If you are not in full-screen mode, chat will open on the right side of your window. Using the pull-down list in the To: field, select who your chat should go to. The default is Everyone. For technical support, select Hosts. Type your message and hit enter to send. Click on the Chat button on the bottom toolbar to hide the chat window. *Note:* Be mindful of the fact that private chats can be included in the recorded chat transcript. Also note that anyone using audio only will be unable to participate in chats.



Take a Poll

- During a webinar, the presenter may invite you to participate in a poll. The presenter will launch the poll, which will pop up on your screen. Click the circle(s) to answer the question and click Submit to complete your answer.
- When the participants are finished voting/answering the poll, the presenter will close the poll and share the results.
- **Note:** If you joined the meeting from the Zoom website without logging into a zoom account, polls may not be available to you.

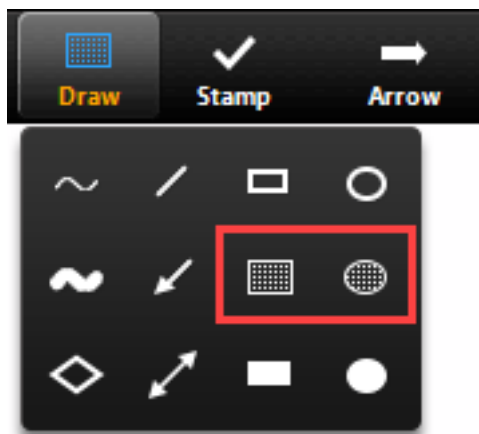
Use the Annotate Features

- While viewing a shared screen or shared whiteboard, at the top of your screen next to the green bar indicating the screen being shared, click View Options. Scroll down and click Annotate.
- You will see these annotation tools:



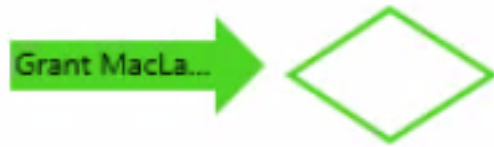
- **Mouse:** Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.
- **Select** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.
- **Text:** Insert text.
- **Draw:** Insert lines, arrows, and shapes.

Note: To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.



- **Stamp:** Insert predefined icons like a check mark or star.
- **Spotlight / Arrow:** Turn your cursor into a spotlight or arrow.
 - **Spotlight** (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.
 - **Arrow:** Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed.

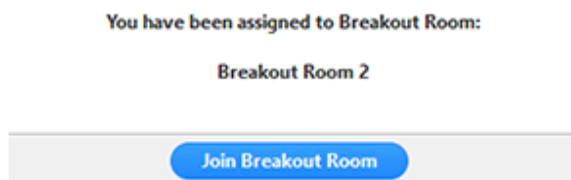
You can use this feature to point out your annotations to other participants.



- **Eraser:** Click and drag to erase parts of your annotation.
- **Format:** Change the formatting options of annotations tools like color, line width, and font.
- **Undo:** Undo your latest annotation.
- **Redo:** Redo your latest annotation that you undid.
- **Clear:** Delete your annotations.
- **Save** (only available if you started the shared screen or whiteboard): Save all annotations on the screen as a screenshot. The screenshot is saved to the [local recording](#) location.

Join and Participate in Breakout Rooms

- When invited to join a breakout room, a pop-up window will appear such as the one below. Click **Join Breakout Room** to go into the breakout room. While in the breakout room, you will have access to the same full controls you had in the main zoom meeting.

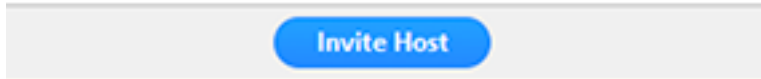


- **Asking for help** -- If you need assistance, click **Ask for Help**. It will notify the meeting host that you need assistance and they will be asked to join your breakout room.
- Simply click **Ask for Help** in the meeting controls.

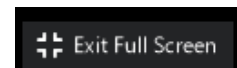


- Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.



- **Leaving the breakout room.** You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room. To leave the breakout room, click **Leave Breakout Room**.
 - Choose if you want to leave the breakout room or the entire meeting.
 - When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 30-60 seconds.
- When you join or return from a breakout session, Zoom will automatically mute you, so you need to unmute to participate in a conversation.
- When you return from a breakout, Zoom automatically sets your Zoom window to full screen. If you have configured your Zoom window to your preferred size, you need to click on the double box in the upper right corner to exit full screen.



Troubleshooting

If You Have Poor Internet Connectivity

- If your internet connection is not stable or you have other technical issues, you can join the Zoom meeting using your phone for audio and your computer for the visuals only.
- Turning off your video can sometimes improve your connectivity.

How to Ask for Help

- Send a Zoom Chat message to the Hosts.
- Email your Zoom host.