

## How to Zoom Info

Greetings workshop writers,

Jean and I (Sue) are so excited that you are joining us in this new format. Even though we can't hug you in person, we can still gather and learn as a community. Given our new, temporal normal, we are grateful for your willingness to join us in our virtual workshop.

**To Log In:** See the link included in this confirmation email along with the password.

If this is your first time using Zoom for a meeting, please read the instructions below to help you log on. So, here is how it will work.

### **FIRST:**

You do not have to register for a Zoom account to participate in our meeting. To host a meeting, you do.

### **SECOND: Getting Prepared**

1. If you are using a smartphone to Zoom, you will FIRST need to DOWNLOAD the Zoom.us app. A phone allows you to see only one speaker at a time I am told, but you can hear everyone. I-Pads and Kindles can be used to log on also.

2. If you are using your home computer, your device will need to have a microphone enabled and a camera enabled monitor for you to see and hear others.

3. If your computer does not have a camera or microphone, you may join us using your smart phone and log into Zoom via your computer at the same time. This will bring up an additional blank chat box to the Zoom meeting group with your ID, but that box won't display your image. (Video and audio feed will come from the second chat box from the phone ID) but this does allow you to view the speakers on a larger screen format than your phone. NOTE: Audio for your computer must be turned clear off otherwise it sends terrible feedback to the others.

4. Practice Zooming. I cannot say this enough. This is Important. The best way to learn is to jump in, but don't wait until our meeting. Practicing ahead reduces everyone's frustration level the day of our workshop. You are invited to attend a practice session with us on June 8 prior to the workshop. You will receive a confirmation email with information about the date and time once you register.

Being on the big screen and learning how and when to speak is uncomfortable at first for everyone. If we've all learned how to log in properly, we will reduce the delays which cut into our learning time. So please,

Watch video explaining Zoom: <https://m.youtube.com/watch?v=fMUxzrgZvZQ&t=13s>

Go to Zoom.us.com and follow instructions for creating your own meeting.

Copy the invite and paste it into an email and send to a friend.

Zoom with a friend and toggle through the Mute, Video and screen settings and laugh and learn and congratulate yourself on doing something new.

5. Read Meeting Etiquette rules below and know where your mute button is located.

### **THIRD: Joining a Meeting**

To begin:

Open your invitation email for our meeting. Scroll to the link address.

If it's blue hyperlink, double click it to get into zoom. If it's not, copy/paste link into address line to go to Zoom.us.com

Next: Cut and Paste the Meeting ID given in the email into the appropriate box. Do the same for the Meeting Password.

You may be asked to Download or run Zoom—Click on that to enable it.

Then click YES to both the Audio Question and the Camera Question—these allow us to see and hear you.

PLEASE NOTE: if asked to verify or test Audio and Video, follow the instructions—this tells you if your device is enabled and if you're ready to go. Again—Do not wait until the meeting to try this.

At this point there may be a place to click that says Join Meeting or you may see this below your photo box located on the computer screen as you log in. If so, you are in the preview feature. You can make a final check of your hair before you click Join, but we'll take you however—just be wearing pants. It also lets you determine if the light or background items behind you are messing with the view, so you can shift things around beforehand.

Don't fret. We'll learn this together.

Once you're in, you should be able to hear the people on the screen. If they cannot hear you, your audio may not have properly activated. Mouse over to the bottom left of your Zoom screen (upper screen if I-pad) where there is a microphone icon. Be sure there is no red line crossing it indicating your microphone is muted. If there is, click on it to un-mute.

If no line appears, click on the arrow to the right of the mic icon and there are options to turn audio on here.

\*\*If others say your audio is garbled, logging out and coming back in sometimes clears the connection. Also, chatting in an area near your computer's modem will improve your connection.

### **FOURTH: Virtual Meeting Etiquette**

Put your device in a position relatively eye level to where you are seated. Prop it in a stable location to avoid distracting image movement. Sit with your face to a window or light—do not have the camera/phone/computer facing these. Be aware of background distractions, noise, light glare, persons, motor traffic. Outdoor birds and traffic sounds are louder than we realize to others.

Sign in. Upon joining it prompts you to add your name. Typing in your name helps us identify you and remember you and address you in conversation.

There is Gallery View or Speaker View Option: experiment with these beforehand.

When a person is speaking, their box is highlighted in a yellow outline.

Be polite. Wait and do not talk over someone else. When the speaker/instructor begins, Everyone MUTE your device. This isn't our time to talk.

In group discussions, if you are not speaking, please keep your microphone icon muted so your background noise from your surroundings isn't disruptive. When you prepare to speak, first un-mute the icon.

IF YOU GET UP- HAVE PANTS ON! Also, if you need to leave the meeting, but still want to hear, SHUT OFF your video/audio toggles. You will still be able to see and hear the speakers as you move, but they won't get a tour of your facilities.

Body Language: it's different yet still very important

Eye Contact: Speak with your eyes into the camera itself when speaking or even when listening. This makes great, interested eye connection with you and everyone where they sit.

Remember, your face is always on. Eye rolls no one would ever notice before in a crowd are fully visible to everyone on Zoom. Keep facially aware. And on that note, don't obsess about the lines on your face. God loves every little line and no one else notices them.

Interruptions Interrupt Everyone: Be considerate!

Leave the dog kenneled or put out. Contain the cat. Mute the device if kids/hubby come into the room. Shut off the video feed if you need a moment of privacy. (Don't carry your device to the restroom—we don't want to go there:~).

Be Prompt: Be EARLY: You're encouraged to sign in early to the workshop. Wait patiently with the mute off as others to arrive and visit until speaker begins the meeting.

Coming in late to a zoom meeting is extremely distracting for everyone, especially if a person's devices is not functioning. The time to test this is before the workshop. If someone joins late, avoid interrupting with conversation—just wave and listen on.

B charged up and ready: Zooming consumes battery life. Be ready. You don't want to miss a thing. Have your devices fully charged and each charging cord plugged in and ready to connect. Locate your station near your modem.

Have pens and notebook ready. Print out outlines and handouts and review ahead of time.

Mute your phone. Respect our speakers. We are here to learn.

Try to make your environment as Workshop Ready as you can.

If you are viewing on home computer and another device, or two devices are in your home listening in, be sure to turn the volume off on one of them. Mute it, otherwise, it causes an awful feedback echo into the meeting.

We know you can do this! We're all learning together. It's pretty slick when you get onto it. Be sure to log on early or go in and practice earlier in the week so you won't feel flustered. Can't wait! See you there.