Zoom Overview

For NASDA Enumerators

NOD Training Group
September 2020

What is Zoom and Where do I find it?

- Zoom is a virtual meeting space that uses audio and/or video connection to allow participants to engage in meetings remotely.

- The Zoom app is already on your iPad! Look for this logo:

How Do I Join Meetings?

- In most cases, all you need to do is click the link provided to you in your email by your RFO contact. It will look something like this:

  Join ZoomGov Meeting

  https://www.zoomgov.com/j/123456

  Meeting ID: 161 642 5293

- You can also join by opening the app and entering the Meeting ID number after clicking 'Join'

Join

Clicking the invite link in your email should bring you to a screen that looks similar to this one. It will ask if you want to open in Zoom. Click Yes.

If it doesn't automatically open Zoom, click 'launch meeting'
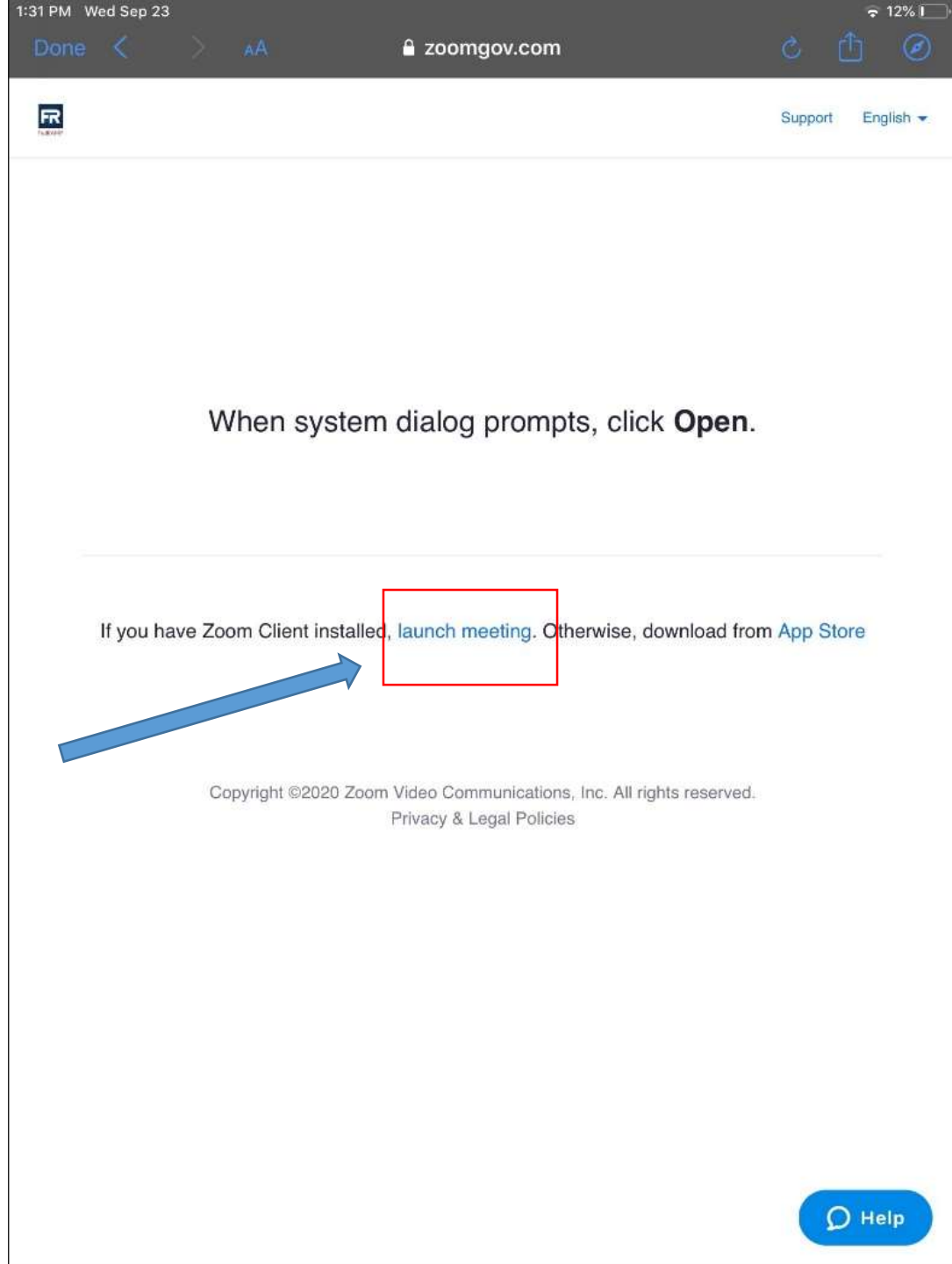
Before You Join

- Before you are joined to the meeting, a Video Preview box will display.

- This allows you to see what other users will see once you're connected to the meeting. (Use this to make sure your background is free of anything you wouldn't want on camera)

- As you can see, it gives the option to join with or without video. If you choose to join without video, your box will be blank, except for your name.
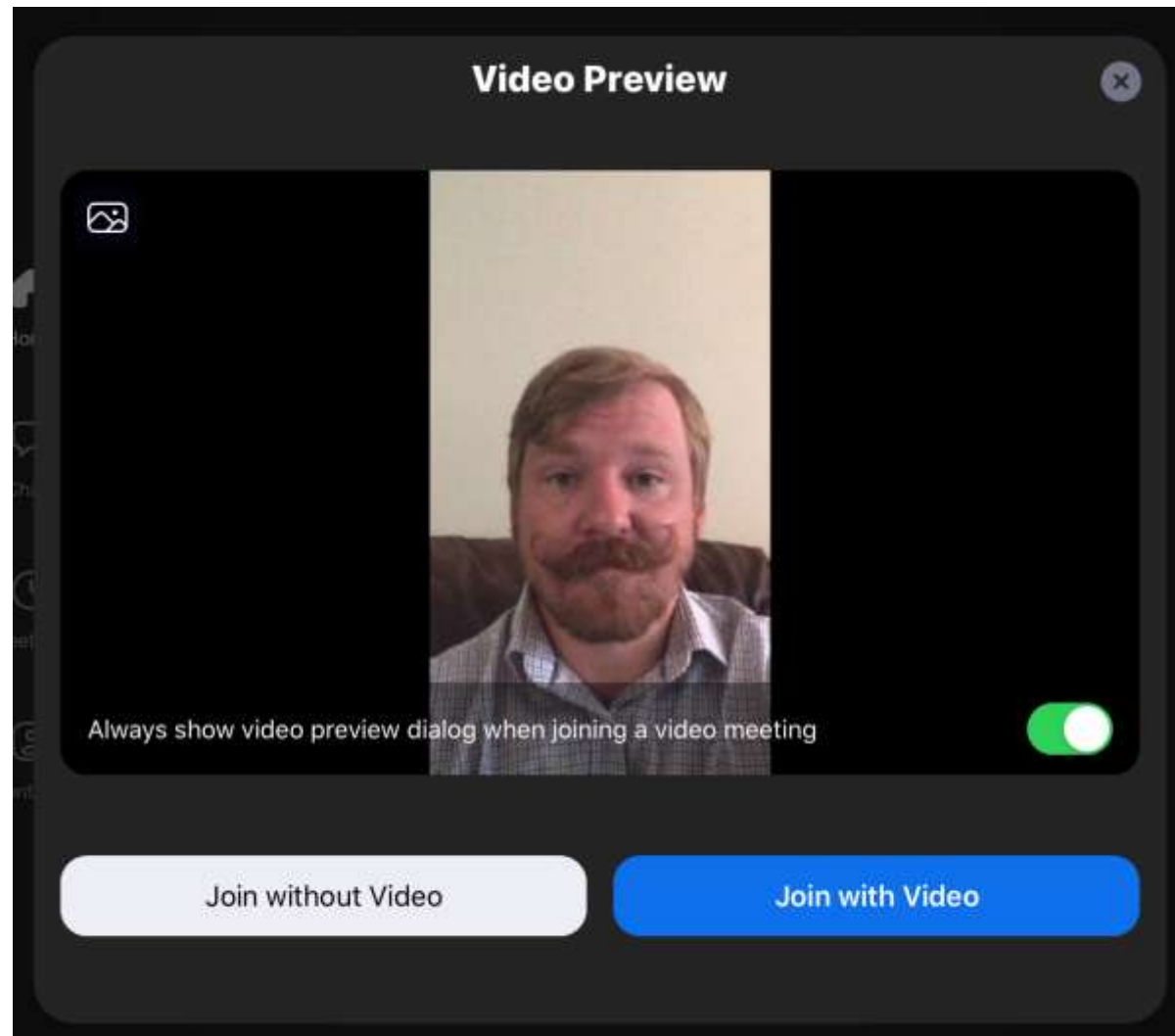
Example of what a standard meeting room will look like

Features of the Meeting Room

1. Mute button: Be sure you are on mute unless you are actively speaking!

2. Stop Video: This will stop displaying your camera's view in the meeting, but you will still be connected.

3. Share Content: Allows you to share content on your iPad with the rest of the participants

4. Participants: Shows list of meeting participants.
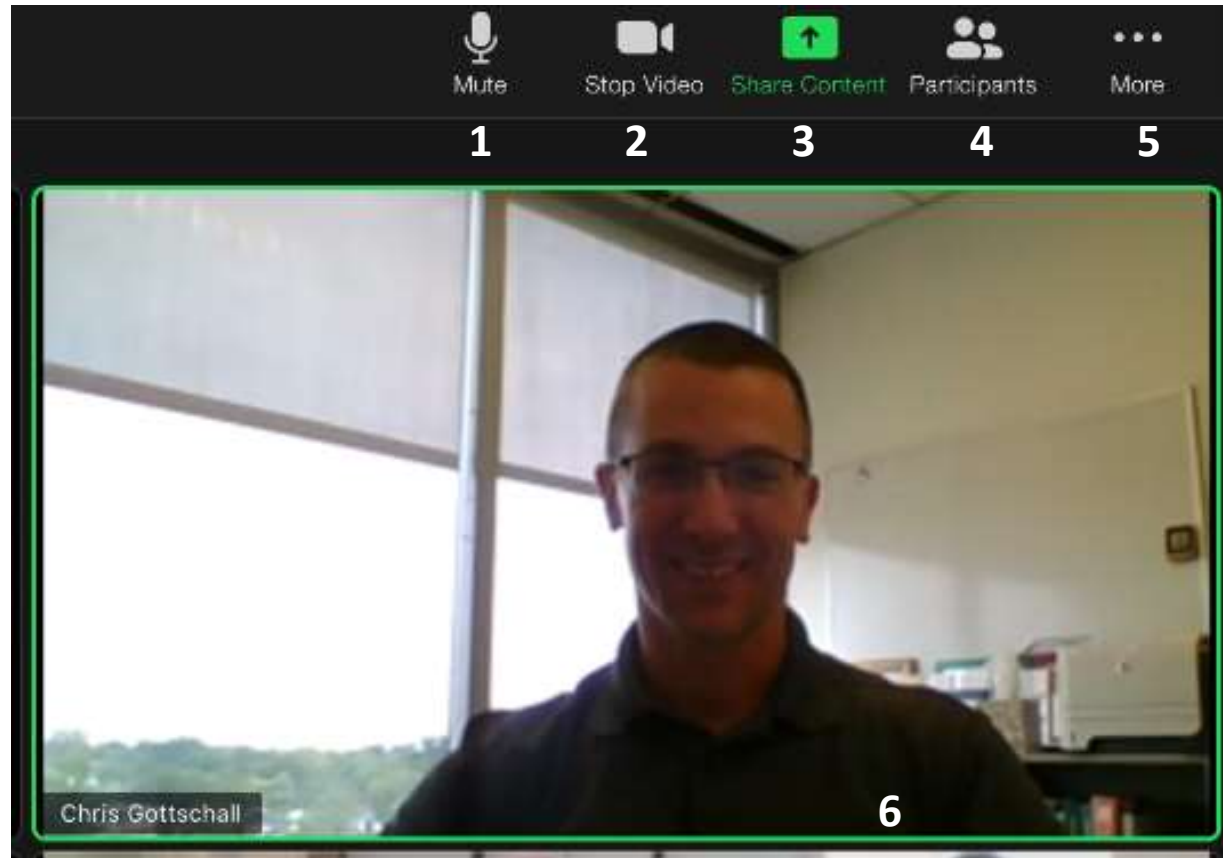
5. More: Opens up a menu with additional options

6. Green Outline: indicates this person is speaking

Features of the Meeting Room, Cont'd.

Leave: Click this to exit the meeting.

Switch Camera: This switches from your front-facing camera to your back-facing camera. (You probably won't use this much, if ever)

Switch to Active Speaker: Instead of seeing a gallery with multiple users, the screen prioritizes the person who's actively speaking. (Click "Switch To Gallery View" to revert back. It will be in the same spot)

Options…

Hitting the "…" (More) button in the upper-right corner opens a menu of options.

Chat: Use this to send messages to the entire group or to specific participants.

Meeting Settings: Opens a menu of different settings

Minimize Meeting: Shrinks the meeting and displays in on the Zoom app home screen.

Virtual Background: Allows you to pick a custom background that displays behind you.

Raise Hand: Gives the meeting organizer a notification that your hand is "raised" for asking a question.

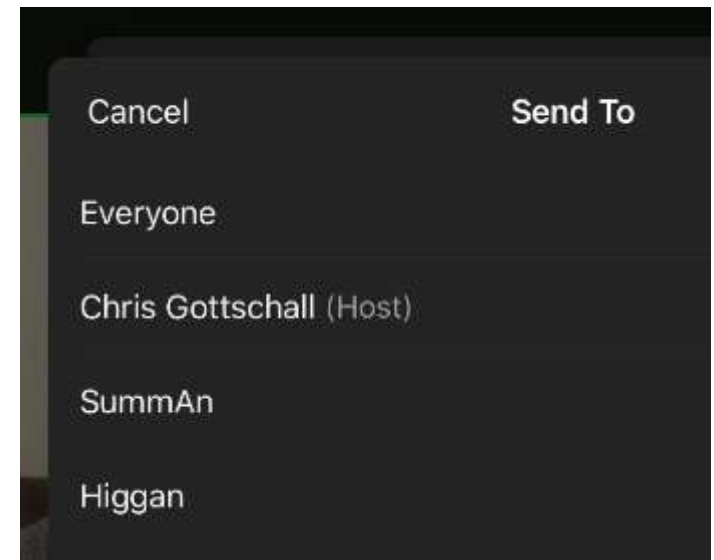Disconnect Audio: Leaves your camera on but stops your microphone from transmitting
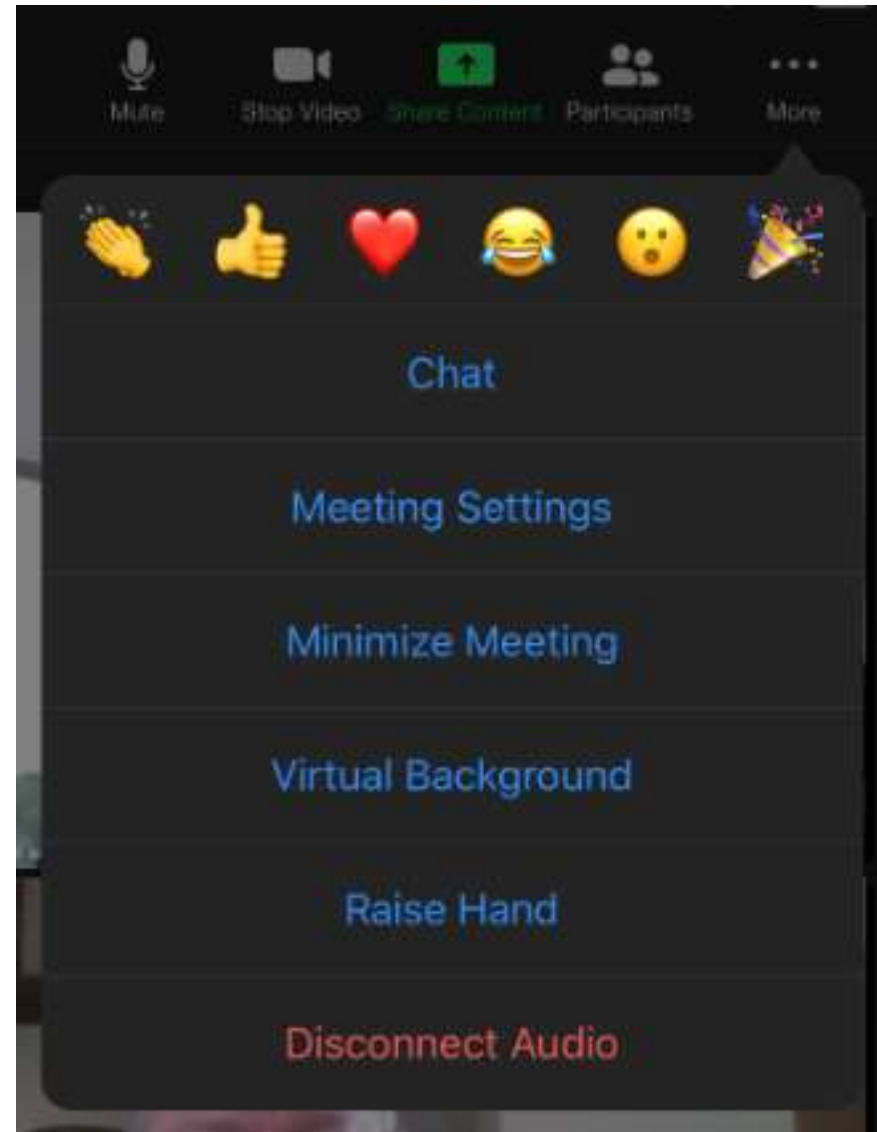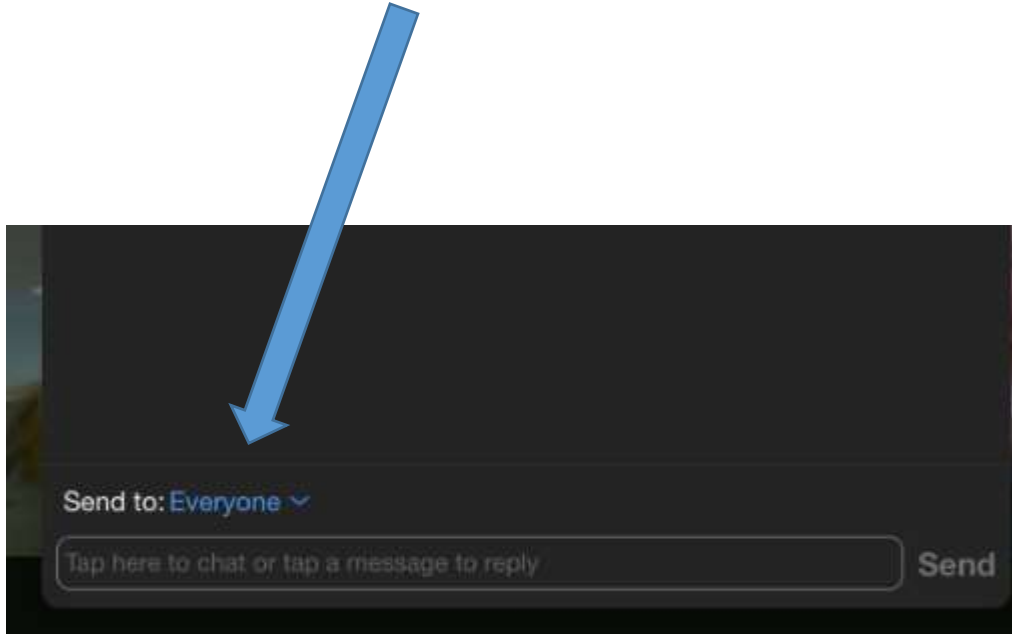
How to Send a Chat

Selecting "Chat" from the options menu (previous slide) opens up a text box.

By default, the recipient is set to 'Everyone' and all participants will be able to see the message you send.

Clicking on 'Everyone' will open a list of participants and you can choose to send a message directly to that person without it being seen by the whole group.

Send to: Everyone ⌄

Tap here to chat or tap a message to reply   Send

Cancel   Send To

Everyone

Chris Gottschall (Host)

SummAn

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Meeting Settings

To the right are the default settings within Zoom. There isn't much of a reason that you would need to alter these settings in a meeting.

One that might be helpful is to deselect "Show My Video In Gallery View". If your meeting has a lot of participants this will allow you to see more of them, as your own video will not be occupying screen space.
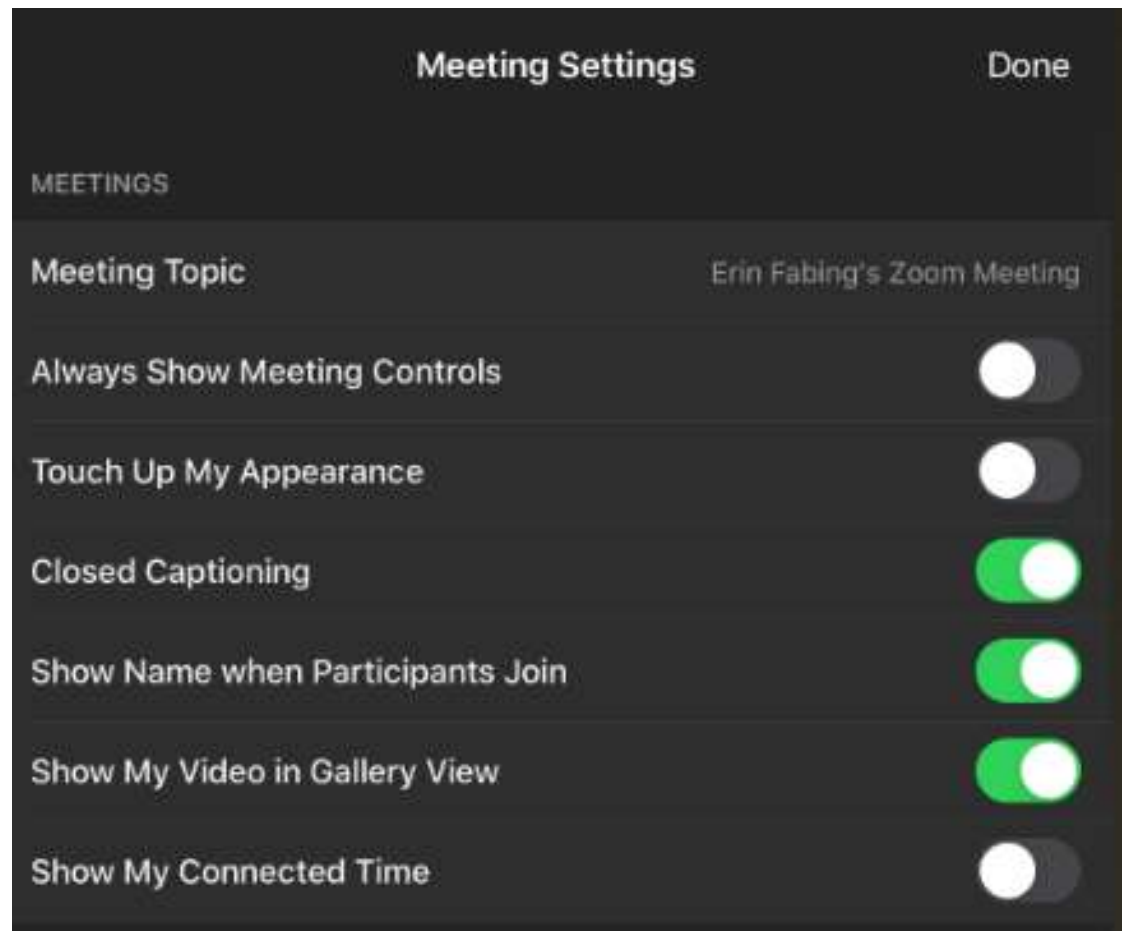
Minimize Meeting

If you select 'Minimize Meeting' from the options window, it will minimize the meeting window. There isn't much of a reason to do this.

To get it back full screen, simply touch on the image in the upper right-hand corner
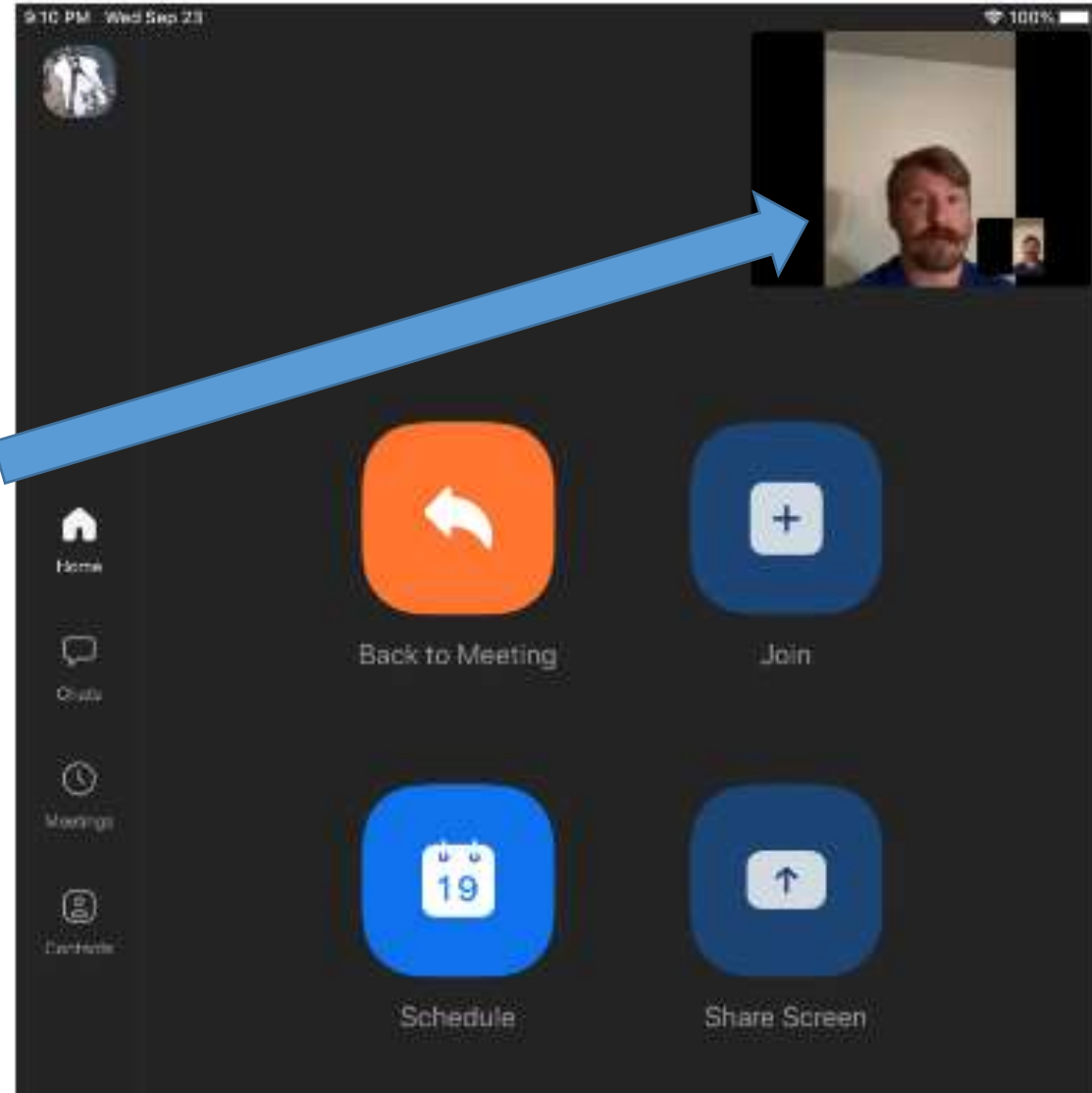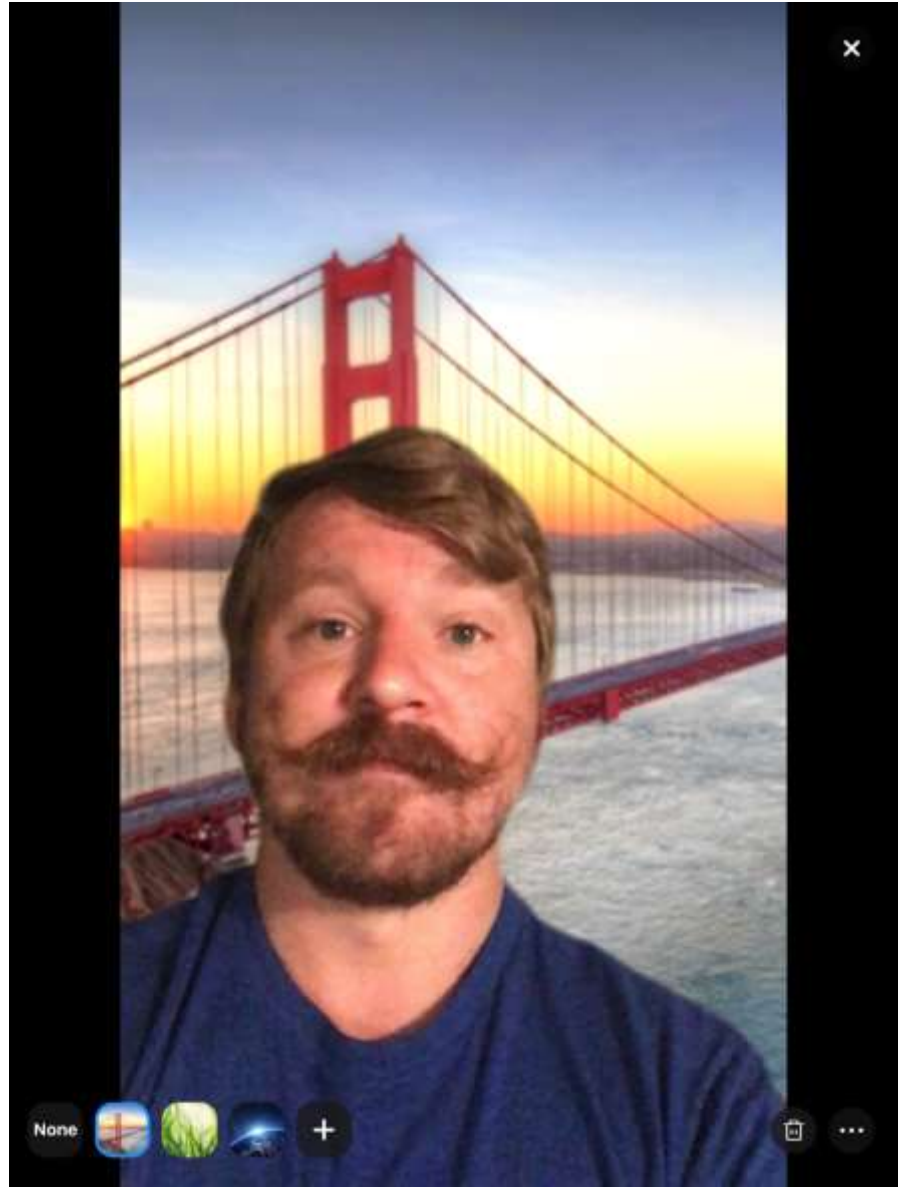
Virtual Backgrounds

Zoom allows you to customize the background of your video.

In the options menu under the 'Virtual Background' option you will find several to choose from, and can even upload your own image.

If you want to remove the custom background, click the trash can icon in the lower right corner of the frame.

Don't Become a Silhouette!

Be conscious of your setting. If you are sitting in a room with the light coming from behind you (as I am in the top left frame), other participants will not have a clear view of your face. Choose a well-lit room, ideally with lighting on your face.

Zoom Meeting Checklist

❑ Am I somewhere with a stable internet connection?

❑ Do I have a well-lit room, free of distractions behind me?

❑ Am I presentable?
- Formal attire not necessary, but please don't join meetings in your underwear!

❑ Is the camera pointing straight on at my face?
- Nobody wants to see up your nose!

❑ Is my microphone on mute?
- Unless you're speaking it should *always* be on mute to avoid unnecessary distractions.

Did you answer Yes to all the questions? Great, you're ready for a productive virtual meeting!