Welcome!

When you join, please do the following:

- Find the user controls at the BOTTOM of this window.
- Please confirm that your audio and microphone are working properly.
- Make sure your video is ON.

NOTE: If you are having tech issues, please CHAT Leah.
What We Will Cover TODAY

1. Logistics for ZOOM Meetings
2. Display Options
3. In-Meeting Controls
   - Muting/Unmuting
   - Renaming
   - Raising your Hand
   - Chat
   - Sharing Your Screen
4. Tips for First Meeting
Logistics for ZOOM Meetings

1. RSVP for chapter meeting on BP website (ESSENTIAL).

2. Leah will send you ZOOM meeting information 24 hours beforehand (calendar invite and email).

3. Log into meeting using ZOOM meeting information.
Display Options

Option 1: Speaker View

Option 2: Gallery View
Display Options: Speaker View

The other participants show across the top.

The person speaking shows in the main window.
Display Options: Gallery View

In Gallery View the yellow box automatically shows you who is speaking.
Display Options

You can change your view here
Display Options: When Screen Sharing

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Display Options

Note: There is no “correct” display. This is just a matter of personal preference.
In Meeting Controls
In-Meeting Controls

your personal controls
In-Meeting Controls

Look here for troubleshooting audio

Katie Russo
In-Meeting Controls

Look here for troubleshooting video

Katie Russo
A Note About Tech Issues

You will have a cheat sheet with troubleshooting tips on the BP Resource Center.

Last Ditch!
Install the ZOOM Cloud Meetings app on your phone/tablet.
Call dial-up # on the calendar invite.
In-Meeting Controls

Katie Russo

meeting controls
In-Meeting Controls

We will demo these in the order you are most likely to use them.

Katie Russo
In-Meeting Controls

TASK 1: Muting/Unmuting, Renaming, Raising your Hand
In-Meeting Controls: Muting/Unmuting

Katie Russo

Participants
In-Meeting Controls: Muting/Unmuting

List of Participants

Katie Russo
In-Meeting Controls: Muting/Unmuting

Mute/unmute in different ways
In-Meeting Controls: Renaming

You can also rename yourself.

Katie Russo
In-Meeting Controls: Raising your Hand

Raising your hand during will be helpful when you have a question or comment. This notifies the hosts and co-hosts of the meeting that you have a question.
In-Meeting Controls

TASK 2: Chat, Reactions
In-Meeting Controls: Chat
In-Meeting Controls: Chat

If you have chat open, you’ll see this sidebar on the right.

Katie Russo
In-Meeting Controls: Chat

Katie Russo

It may also be down here, if you have the participant list open too.
In-Meeting Controls: Chat

You can also choose who you’d like to chat with.
In-Meeting Controls: Chat

You can also pop out the participant and chat windows and move them around your screen.

Katie Russo
In-Meeting Controls: Reactions

You can use reactions to agree or express enthusiasm.
In-Meeting Controls

Task 3: Sharing a Screen
In-Meeting Controls: Share

WELCOME!

If you can see this, please do the following:

- Find the user controls at the BOTTOM of this window.
- Please make sure you are MUTED and your video is ON.
- Then select the CHAT icon → let me know you’re here by chatting me your name + location!

- BONUS TASK: Figure out how to put a ✓ next to your name on the participant list.

NOTE: If you are having tech issues, please use CHAT to alert us.

Open the slide in Powerpoint
In-Meeting Controls: Share

Katie Russo

Share

[Diagram showing the Share Screen button in a Zoom meeting interface]
In-Meeting Controls: Share

POP-UP lets you select what you share.
In-Meeting Controls: Share

Select Powerpoint
In-Meeting Controls: Share

When sharing, your controls hide at the top of your screen.

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- BONUS TASK: Figure out how to put a ✅ next to your name on the participant list.

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In-Meeting Controls: Share

If you mouse-over the green, the menu bar will appear above it.

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In-Meeting Controls: Share

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Video pops out and will float somewhere else
In-Meeting Controls: Share

Click on the red to stop sharing your screen

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ZOOM Recap

1. Logistics for Zoom Meetings
2. Display Options

3. In-Meeting Controls
   ○ Muting/Unmuting
   ○ Renaming
   ○ Raising your Hand
   ○ Chat
   ○ Sharing Your Screen
The Day of Your First Meeting

- Make sure you are using Chrome or Firefox as your browser
- Use the instructional video posted on the ZOOM Resource Center to join the meeting
- Login 15 minutes beforehand to work through tech issues prior to the meeting & network.
- Open the Chat and Manage Participant windows.
  - Make them pop-outs and place them where you can find them
- Get ready to network!