

Videoconferencing with Zoom

There is no substitute for human contact

Face to face contact is at the heart of our work. Video conferencing is useful when meeting in person isn't possible (inclement weather, illness, travel). Zoom is flexible, user-friendly, and with encryption for privacy sake.

Obstacles

If you don't already use Zoom regularly, you may want to confront your feelings about:

- Not meeting face to face
- Where technology has you feeling better than or worse than others
- What you look like, as you'll be seeing yourself during video conference calls

What You Need

1. A strong WiFi signal. (With a weak signal or with cellular data access only, call in using audio-only.)
2. A computer or tablet (but a phone will work also) with a webcam (for transmitting video) and headphones (for privacy). *Put your face as close to the webcam as you comfortably can so that we can see more of you.*
3. A well-lit and private place to sit and a place to set your device down in landscape mode. *If the light is behind you, we only see your shadow, and if you hold your device, it will shake and move a lot during your meeting.*

Practice Session

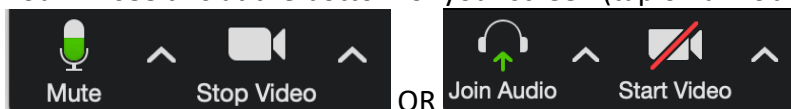
Find an experienced Zoom user who can sit with you and teach you. Then, separate and do a practice call. This allow you to get on Zoom, solve technical issues, and learn how to use basic Zoom tools.

Using the Zoom Application

Please join a meeting 10 minutes early to allow time to work out any technical issues in advance.

Click the meeting link or enter the Meeting ID at zoom.us/join or in the Zoom app on your device.

You will see this at the bottom of your screen (tap on a mobile device to see it)



Join Audio

If you have an unreliable WiFi signal, Join Audio via **Phone Call** (on a computer) or **Dial In** (on a phone). *If you are already connected to Device Audio: on a phone: tap the More button, Disconnect Audio and then Join Audio via Dial In. On a computer, click the triangle next to mute, click Switch to Phone Audio. Zoom will display a number to call, the meeting ID and your participant ID.*

Mute

Mute yourself unless you specifically want to speak or interact. Be aware of shuffling paper, rubbing the microphone against clothing, and other environmental noise. *Having audio problems? Microphone or speakers not working? Visit the zoom support site [Get Audio Troubleshooting Help](#)*

Video Options

- Expand to full screen via a button at the upper right.
- Toggle between "Speaker View" and "Gallery View" on the upper right corner of the screen (computer only) or via swipe right and left (mobile only) or on the upper left of the screen (tablet). Speaker View is the default mode and will highlight the feed of the current speaker. Gallery View is useful to see the entire group.
- *If you are having trouble with spotty video, try Stop Video. Or visit the zoom support site [Get Video Troubleshooting Help](#)*

Other Buttons / Features:

- **Participants:** See the list of participants
- **Rename** yourself (from the Participants "More" menu)
- **Chat:** Send/receive group & individual messages
- **Invite** others to join the meeting
- **Share** your screen
- **Pin the Video** – right click on a participant's image
- **Hide Self-View** – right click on your own image

Breakout rooms

Breakout rooms pull people out of the main meeting and put them into small groups of 2 or more. These are usually randomly assigned (as manually assigning them is time consuming). You'll see an invite on your screen and you have to accept the invitation to enter the room.

The Free Zoom Account

You do not need a Zoom account to join a meeting, but you do need one to start a meeting. You can do a lot with a free zoom account. The key limitation is that if 3 or more people meet, your meeting is limited to 40 minutes. To meet for more than 40 minutes you'll either need a paid zoom account, or the agreement of the group to get disconnected after 40 minutes and then create a new link and get back on a call.

Attending All Day Meetings

A roster with names, phone numbers and emails is helpful, in case you have technical difficulties and need a reliable way to contact other attendees.

Use MUTE and STOP VIDEO during breaks, but don't leave the meeting. This way, you don't have to rejoin the meeting.

