ZOOM MEETINGS TUTORIAL

Why Zoom?

Zoom meetings allows participants to stay connected in a better way than using just a normal "dial in" conference call. Participants are able to see each other using the microphone and camera features of their computers (ideally), smartphones or ipads. Seeing each other in real time – especially during these difficult times living under the shadow cast by COVID-19 – has a notably positive impact both practically and emotionally.

Dealing with COVID-19 can cause great stress and getting this more personal connection, when (physical) "social distancing" is needed, is extremely beneficial.

Why not just use Skype or Facetime?

Unlike many other platforms, Zoom allows a number (currently up to 100 with my plan) of people to connect visually for up to 40 minutes per meeting.

How to Zoom?

1. Computer:

   - There are a couple of different ways but accessing from your computer is preferable
   - Generally, you will be sent a link in the body of the email
       https://zoom.us/j/8939612073 (note that the last strand of numbers (8939512073) is just tying the "meeting" to my Zoom account) and you will use it if using the app on your phone. You can get a FREE Zoom account for your personal use by registering at Zoom.com
   - For using my account to access a meeting on your computer, just click on the link
   - When you click on it, you will see a screen that looks like the one below,
   At which point you click on "JOIN WITH COMPUTER AUDIO"
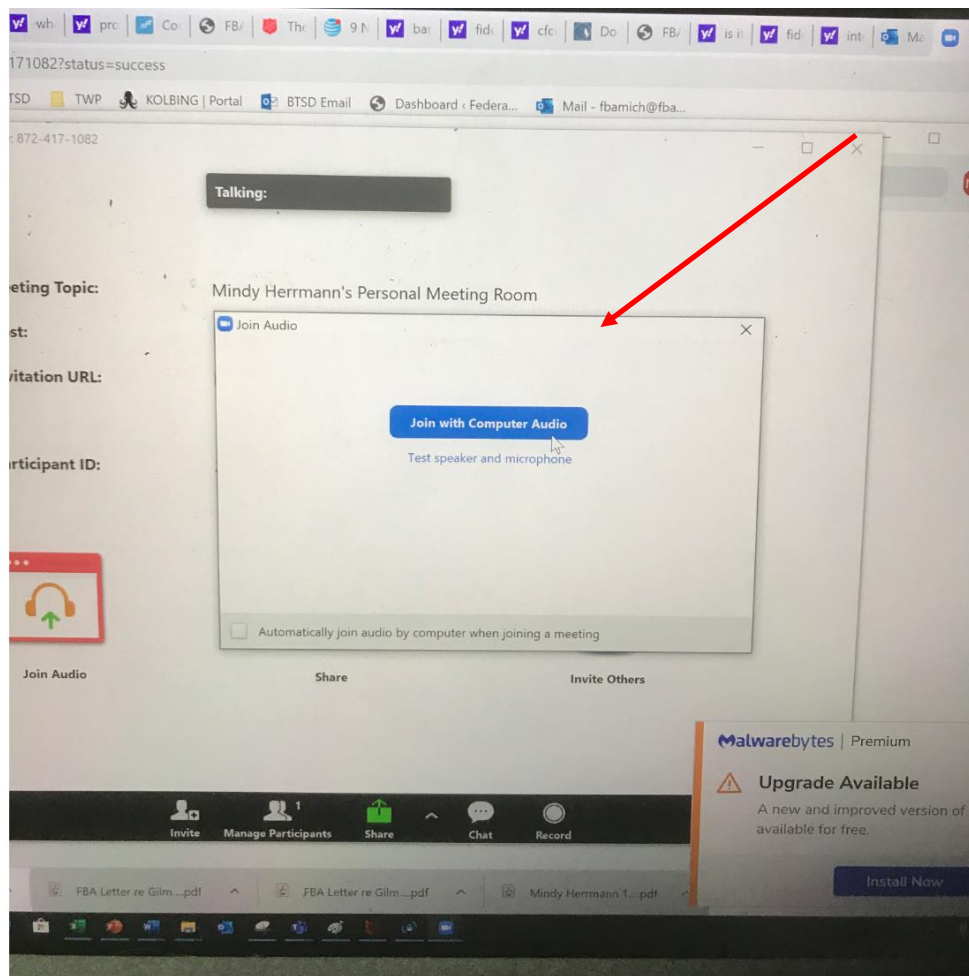
- Then, now that your computer audio is enabled, its time to enable the video...

So click on "START VIDEO" in the bottom left (you may have to hover with your mouse in the bottom left for that to appear so you can click on it)
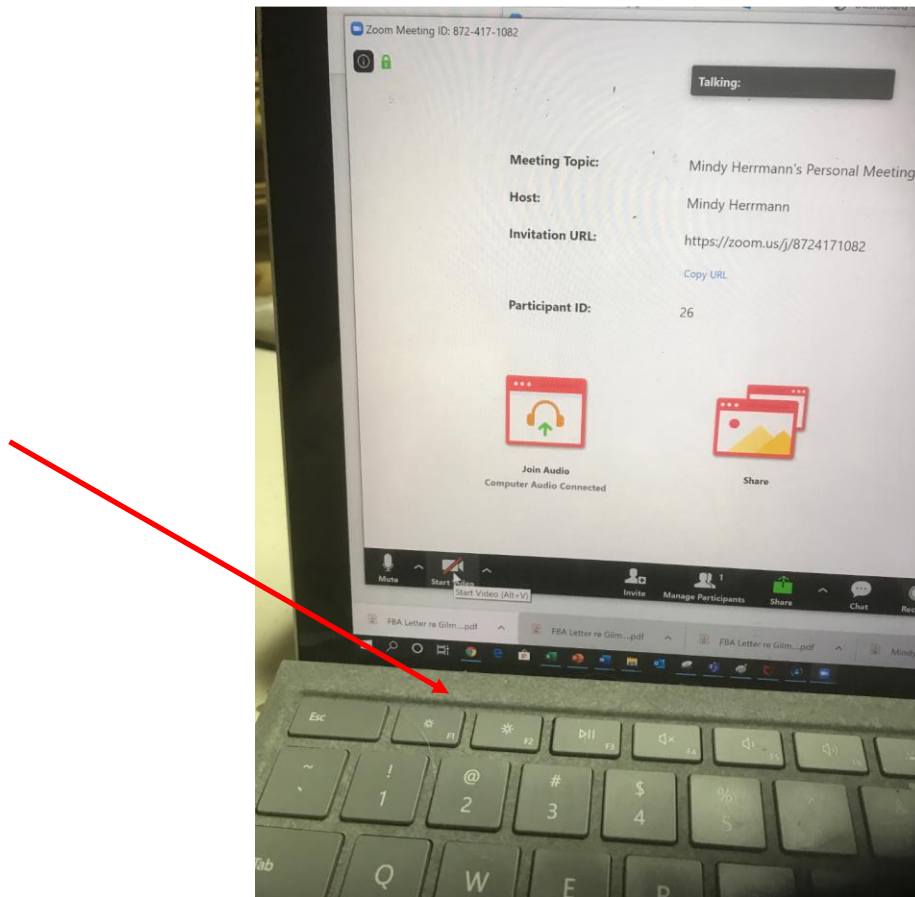
And now your joined!!!
When more are
Joined you'll get to see
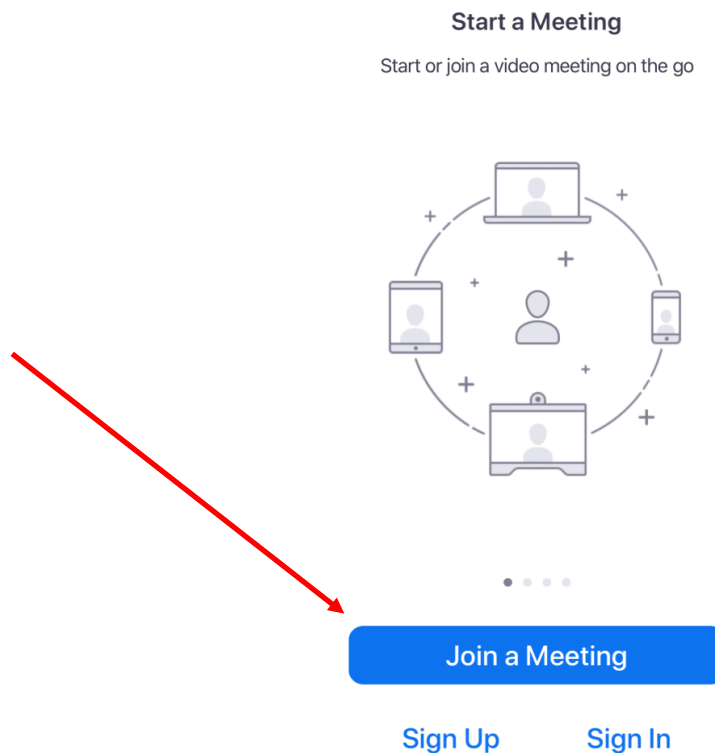Everyone on the call in little
Brady Bunch style boxes.

I hid myself because it was a bad hair day for sure.
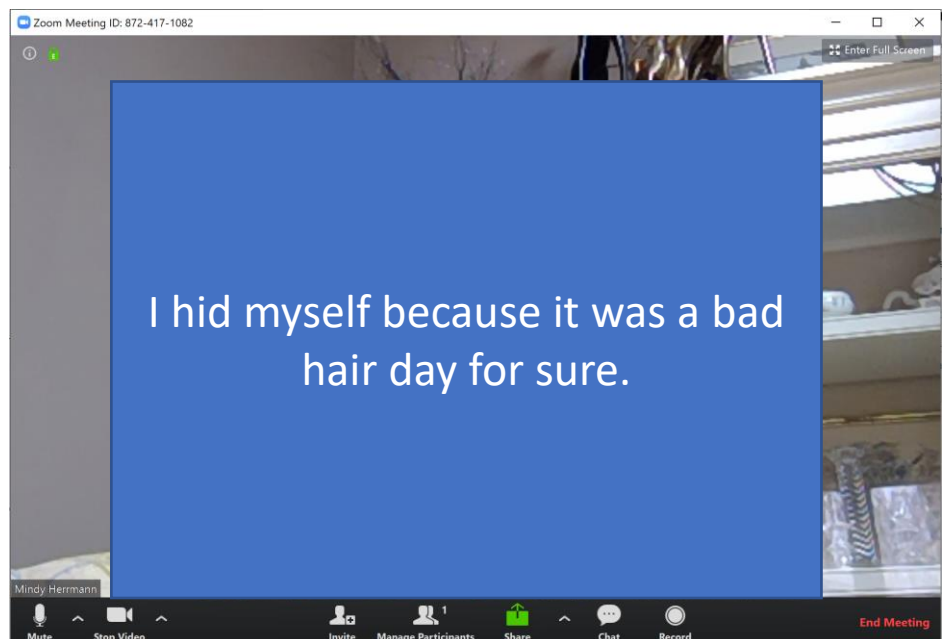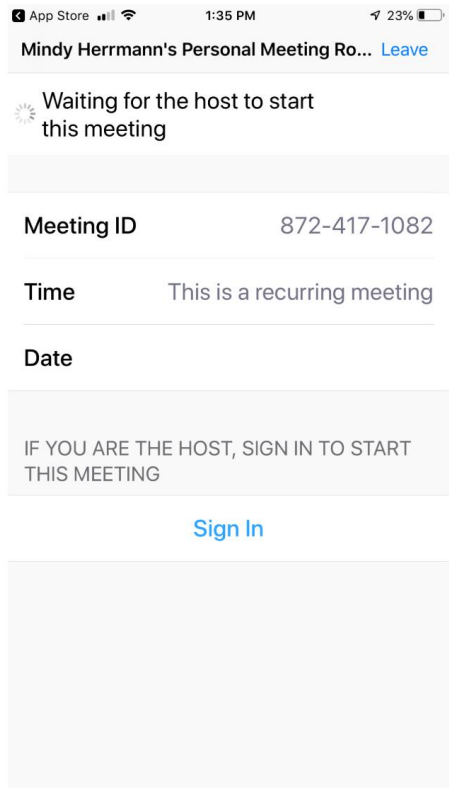
Iphone:

- First, go to the app store and download "Zoom Cloud Meetings"
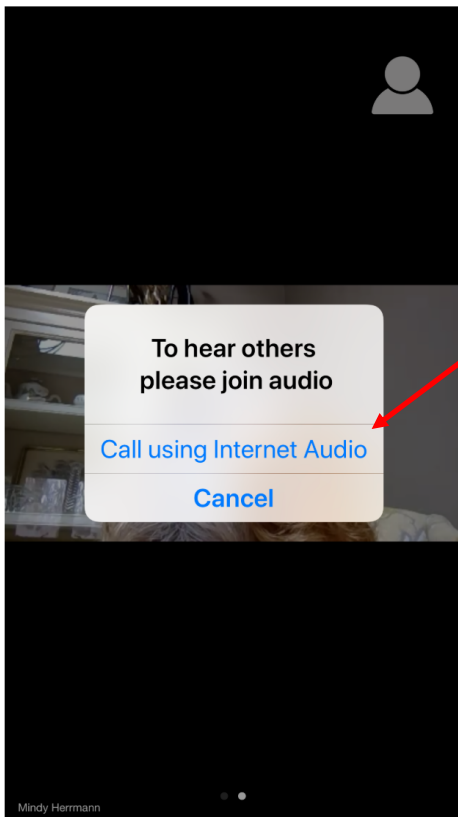

- Download the app and then,
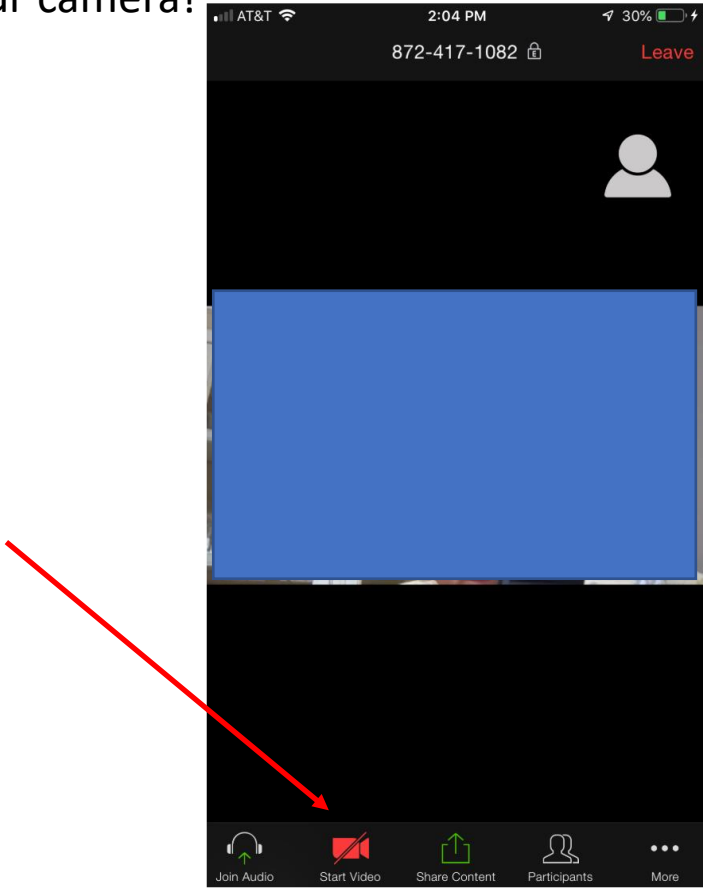 click on JOIN A MEETING

- Next step is to enter the meeting ID associated with my account (always the same (872-417-1082) . Don't worry about the date, time or whether its recurring.
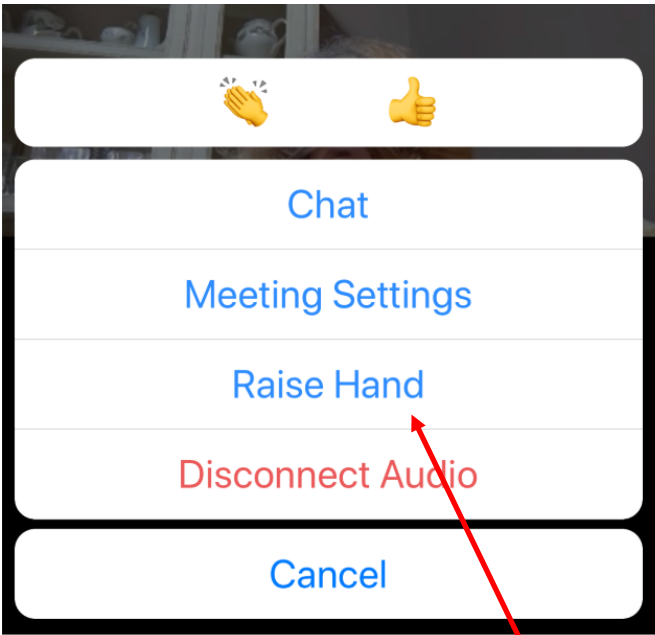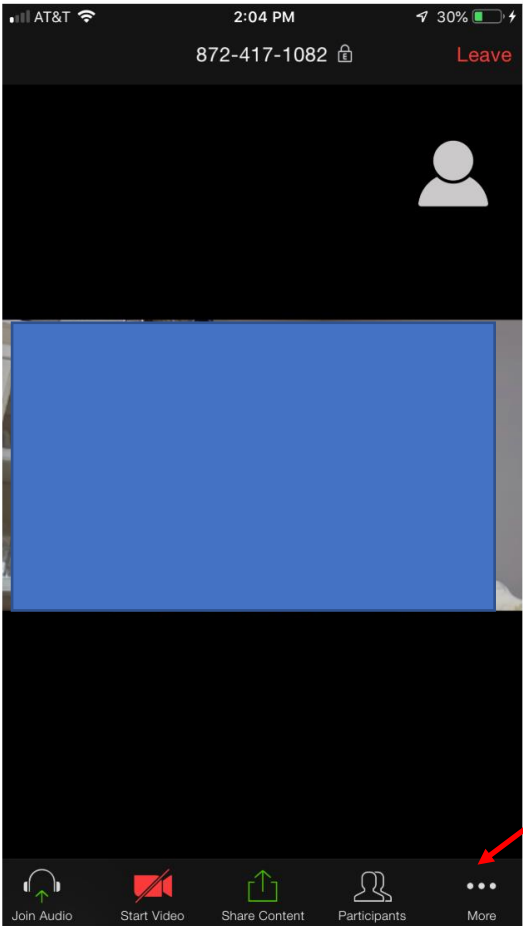

- Next, make sure to connect using INTERNET AUDIO

- Now that the audio is connected, make sure to allow people to see you but enabling your camera!

- You can even "raise your hand and some other things by clicking on "MORE" indicated by the three dots

If the call gets a bit too long, there is always…

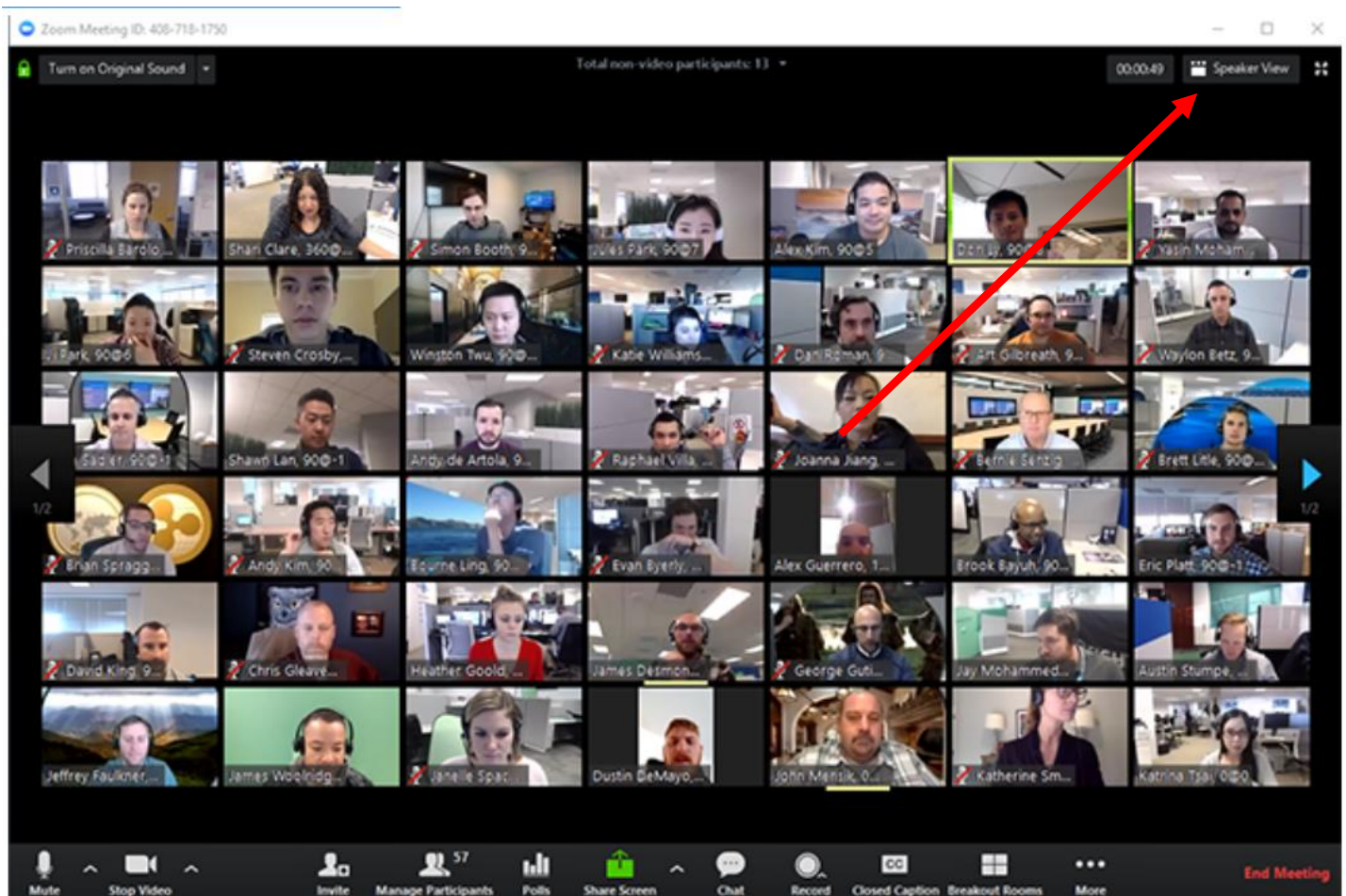# Conference Call BINGO

"Hi, who just joined?"	"Can you email that to everyone?"	"__ you're on mute"	"Uh, ___ , you're still sharing your screen…"	"Sorry guys, I've got to jump to another call"
(sound of someone typing furiously, possibly with a hammer)	"Sorry, I was on mute"	"Win-win"	"Is __ on the call?"	"I think we're all on the same page"
"Next slide please"	"Can everyone go on mute?"	(super loud echo/feedback)	"Sorry, go ahead"	"Low-hanging fruit"
"Sorry I'm late"	"I have a hard stop at ___"	"I'm sorry you cut out there"	"Can we take this offline?"	"Hit the ground running"
"I'll have to get back to you"	"Can everyone see my screen?"	(crying baby or barking dog)	"I think there's a lag"	"You cut out, can you repeat that?"

Brady Bunch Squares

If there are a bunch of people on the call, you will likely want to switch to GALLERY VIEW which arranges the screens of people in "Brady Bunch" format and I think you can access the view choices by hovering your mouse in the top right hand corner of your screen. If the meeting has 49 or fewer attendees, all of them are displayed on a single page. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page.

The End