

Basic Zoom Training

(*slightly* by Darien De Lu, with great appreciation for the **major** part of this by Leni Villagomez Reeves – plus with touches from the WILPF Social Media Committee)

Getting Started

Download the Zoom Software (That’s called the “client” – like “program” or “application”!)

Be sure to either *download* (if you don’t have Zoom) or *update* to the latest Zoom application before the Zoom sessions start. For computers, you can go to this link – <https://zoom.us/download>. **Click on the button and follow the prompts** to easily download the latest Zoom Client for Meetings software.

We highly recommend you plan to join the sessions on your computer, as the experience is usually much better and easier than with your pad or smart phone. You can *also* join Zoom meetings using an old-fashioned phone. Of course, you won’t be able to see the meeting, and you won’t be able to *do* many of the items below, but you can hear.

Entering the Meeting

At the meeting time, click or tap on the offered link. Zoom will connect you, *possibly* first with a dialogue that says, “Do you want to allow this page to open zoom.us” Clicking “allow” will open it. With many links, they will also automatically enter the meeting ID and Password. If that doesn’t happen, you’ll enter each of those in response to the prompts.

The “login window” might show your email address or phone number. If so, please change it to the name you want to use – ideally, first and last. That way, these will show on screen with your video image (or, if you have a Zoom account and have created a Zoom profile to which you have uploaded a picture, that picture may show whenever you aren’t connecting by video).

If you are asked, and if you’re using a device that has a camera and mic, then “join with computer video and computer audio”.

Making Yourself at Home

You should be seeing your own face and whatever else is in range of your computer’s camera now. Move your cursor around on the screen; feel welcome!

Carets and Sticks!

No, no sticks in this training. But I want you to know what a *caret* is! Often a caret opens access to a larger menu or turns something on and off, and this is what one looks like: ^ (It can point *up* – like this one – or down.) Many Zoom tools are accessed by clicking on a caret.

For other Zoom options, you click on an **ellipse** (three dots), like this: ... The three dots usually mean “There’s more info *here*.”

Who is the host?

When you learn to look at the participants (below), you’ll be able to see who is the *host* and any co-hosts. If you’re at the WILPF Congress and need technical help, you can try chatting privately (see below!) with the host to find out who the tech. person is who might assist you. *They’ll likely be pretty busy, so be patient* – and repeat your message if you don’t get a response after at least five minutes.

The host and co-hosts are able to mute you and, even, kick you off the call – but they mostly won’t!

The Zoom Window Tool Bar

At the bottom of the screen, a series of identified (labeled) icons will display from L to R:

(un)mute (start)**stop video** security **participants chat** share screen **record reactions** more

Ignore “security” “share screen” and “record” for today. We’ll go through each of the ones in bold.

(Un)Mute is useful: you can turn your mic off (mute) and on (unmute) by clicking on the icon. **If there is noise in your background or you are going to cough, please turn off your mic.** Generally, if you’re in a webinar, a presentation, or a meeting where you are not a speaker, you will be helping everyone if you **keep yourself muted at all times**, *except* when you’re going to speak.

Stop video is useful: you can turn your video off if you want to be invisible. If you have not done anything special to your profile (if we have time, you can ask more about your Zoom profile) what will remain on screen will be your name. If you only turn off/stop video, people will still be able to hear you.

Participants is useful. Click on it and you will see a list of who is in the Zoom meeting. By hovering your cursor over the icons to the right of your name, this list may also offer you the chance to mute yourself or turn off your camera, and may also offer you the chance to raise your hand.

Chat is very useful. Click on it and a screen will come up on which you and anyone else in the meeting can type information, questions, etc. **You will notice that you can direct your comments either to everyone or to any one person in the group.**

Also, if you want to **save the chat** to your computer, there are those three dots, an ellipsis, in the bottom right of the chat box. You click on the ellipsis to see **save chat**, and then click on that to save it.

On your computer the chat will be saved to a folder labeled “Zoom”:

On a PC, it will be in a “c:\documents” folder, in a sub-folder showing the date and title of the zoom call.

On a Mac it will be in “documents” folder – again, in a sub-folder showing the date and title of the zoom call.

If you know how to copy and then paste into a document, that’s often a better way to save the chat. Your end product will be much more readable than the “plain text” version that Zoom saves for you.

Reactions are a place where you may use the caret to look at the list. Here you’ll see you have the chance to **applaud, give a thumbs up, and other reactions**, if you wish. It can be used to vote yes or no, although that does not seem to happen much. What it is truly useful for is **raising your hand** when you want to speak.

Some other good techniques that we’ll likely get to:

Checking your audio and video

Re-naming yourself

Different “Views” for different purposes: “Gallery” vs. “Speaker”

“Pinning” your view

Video background

Special video effects (just for fun!)

With *all* of the above, you can learn by just “messing around” (when it won’t disrupt others!). Or you can simply do a web search on any of them, using a search term like this: **Checking your audio and video on Zoom**. If you’re using a pad, tablet, or smart phone, add “**with a ___**”. (Fill in your kind of device, including the *kind* – Android, Apple, etc. Read up, watch the videos, learn! Don’t believe *all* of what you read.