WELCOME TO ALDA AND YOUR HOW TO ZOOM GUIDE!

Video conferencing tools like Zoom have become increasingly popular thanks to COVID and ALDA is doing their part to keep you informed and connected. It can feel challenging for those who are not use to it. But it does not have to be difficult! The following guide can help to attend or conduct an effective virtual meeting. The steps here include:

1. What is Zoom?
2. Setting up a Zoom Account
3. Join a Zoom Meeting
4. Options During the Meeting -Welcome to the Zoom Icons!

1. ZOOM!

Zoom is video conferencing tool that lets you host virtual one-on-one or group meetings. It is one of several ways to connect and remain engaged during COVID.
2. ZOOM ACCOUNT SET UP!

You can set up your new account by either your computer, tablet, or phone. Computer is recommended when possible. It is much easier with the bigger screen to see more at one time, utilize the various tools to make your video conference easier and it provides the additional space to view captioning and any typed chat correspondence.

Zoom account can be created by: Email, Single-Sign-On (SSO), an existing Google account and/or an existing Facebook account. *It is typically recommended to set up a new account by email vs. the other three options.*

- Enter your email address
- Begin the setup process with your name and password.
- You may use your personal name and/or a nickname of some kind that easily identifies you. Just remember, whatever name you use will be openly displayed in all your Zoom sessions.
Once your name and password are complete, Zoom will send you an email with a confirmation link. When you receive the link, simply click on that to sign up/sign in using your credentials.
Once the email is confirmed and your account activation is complete, you can download the desktop App for easy access to Zoom at any time.

3. JOINING A ZOOM MEETING!

You will receive an invite to attend the meeting typically by email: When attending a meeting:

- You do not already need to be signed into your Zoom account.
- Simply click on the invite and it will automatically redirect you to the meeting.
- There are various ways a meeting link can be shared to invite others to attend. But you should see something like this:
Click on the link such as the one noted in the email noted just below the Join Zoom Meeting or you can cut and paste the link into your web browser to join the meeting.

REMEMBER: ZOOM updates and other technical issues can occur

- Arrive at least fifteen minutes in advance of the scheduled meeting to avoid unexpected updates or any other pending issues.
- For LARGE gatherings: It may be recommended to join as early as thirty minutes in advance to allow time to address any concerns you may have.
- An added suggestion is to have an alternate contact who is experienced in Zoom to text and communicate to address any questions you may have during initial set up/sign in to ZOOM.
4. OPTIONS DURING THE MEETING:

Various options are noted by icons on your screen. They will be in a single line across the bottom of your screen. They are displayed larger here for the sake of sharing what each looks like.

If your icons do not display – do not fear! The icon is near! Simply bring your mouse down to the lower region of your computer screen and the various icons should display. Simply hover your mouse over any one icon and click, you can easily turn that particular icon on or off.
A. Microphone:

The Microphone icon is in the lower left corner of your meeting screen. When in a group meeting, it is wise to keep your microphone off unless you are the designated speaker. This eliminates unwanted background and high-pitched technical sounds that can interrupt a meeting. When you are given permission to speak, you can simply turn the mic on by placing the mouse over the microphone to turn the mic back on. Want to be a tad more tech savvy?

Set your Zoom meeting preferences to mute your microphone at the start of every meeting automatically! To unmute yourself, use the microphone button or hold your spacebar for as long as you are speaking. This basic rule allows group meetings or conversations to run smoothly.

B. Start Video:

If you did not click on accept video when signing in – you can turn this icon on. If it is off – others will be able to hear you, if you speak, but they will not be able to see you.

C. Moderator:

In a meeting with more than one person, one or more moderators may be designated to watch and capture when someone wishes to speak. They will call on the designated person to have their time and clearly state how you should identify yourself (such as raising your hand). So be patient and understand they will call on you as they are able. In the interim, you can type in a message to share an idea, ask a question, or make an observation as noted in #4 below:

D. Chat:
Chat icon at the bottom of your screen as well. When you click on the Chat icon, a screen will open to the right and display any open chat correspondence. If you wish to type, there is a box to type in a message within the chat box, at the bottom of the screen. Type in your message and press enter. To close the Chat box, simply click on the Chat icon again. NOTE: The Chat icon will have a small red dot with a number inside that shows the number of unread messages. If there are not any chat messages, this red dot will not display.

E. CLOSED CAPTIONING: When closed captioning begins, you will see a notification above Closed Caption in the meeting controls. If this does not display, take your mouse to the bottom of the screen to display your Zoom options and find CC – Closed Caption. Place your mouse over this icon and you can then turn captioning on.

![Closed Caption Notification](image)

Click **Closed Caption** to start viewing closed captioning. You may also click and drag the closed captioning to move its position in the meeting window.

F. Viewing other Attendees (Gallery View): Your screen will allow you to view as many attendees as possible. Simply go to the **upper right corner** of your screen and click on the box to see attendees with the Gallery View Icon.
Zoom’s has an auto default that shows the person speaking in the main (large) window, while the rest of the participants are listed above it.

You can pin people you need to see at all times, such as an interpreter, and you can change to “Gallery View” and see all the participants on the page at the same time, up to a maximum of 49 participants on a single page.

- Click the “Gallery View” option in the top-right corner of the screen and select view all. If there are more than 49 participants or you wish to have only a few per page and want to scroll back and forth!
- Click the arrow on the left/right side to move between pages of all attendees.
- Gallery View also allows you to pin a person you wish to see at all times throughout the meeting such as an interpreter.

G. Exiting the Meeting: Can be found in the lower right corner of your screen in red font. You can simply click on that and exit the meeting.
Should you exit by accident, you can simply click on the original link provided and request access to reenter.