

ZOOM MEETING **QUICK TIPS and INSTRUCTIONS**

Please sign in before 8:45am! Then you can handle any problems you encounter, AND help those handling the registration and technical aspects. Once you're in zoom, you can Stop Video, wander off, and Start Video again at 9:00am. Quorum counts and voting will happen during the first 90 minutes, and it's important for everyone to be there.

PLEASE RENAME YOURSELF

When you enter or re-enter the Zoom meeting -

- Type in first and last name, county, and optionally, pronouns. Example: Linda Smith, Alameda (she/her).

COMPUTER/LAPTOP

Hover your cursor over your photo and click on the 3 dots at the upper right. Click on RENAME, type in: First Last, County (pronouns); click OK.

IPAD OR PHONE

Touch PARTICIPANTS close to the bottom; touch your name; select RENAME; type in: First Last, County (pronouns); click OK if necessary.

PROBLEMS? We can rename you. Send a CHAT message with your name and county, or email the registrar or administrator.

NOTE: there's an option in SETTINGS/PREFERENCES, under VIDEO, to click "Always display participant name on their videos"

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To help both participants and hosts, here are some quick YouTube videos about how Zoom works-

How To Join A Zoom meeting

<https://youtu.be/hIkCmbvAHQQ>

How to Join a Zoom Meeting by telephone:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

How To Use Zoom Reactions

<https://youtu.be/y4n9mW-xkBo>

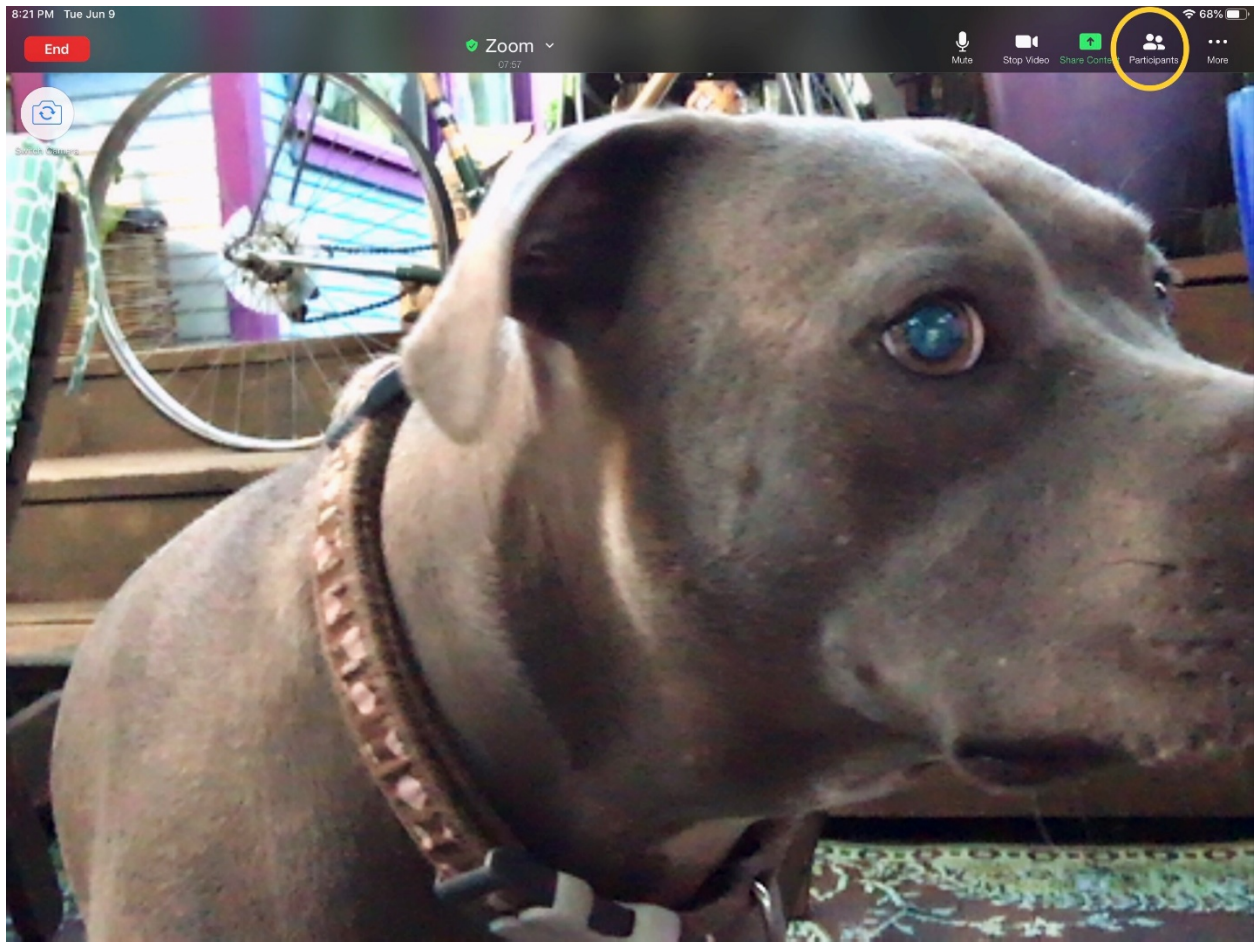
More helpful Zoom videos can be found at:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

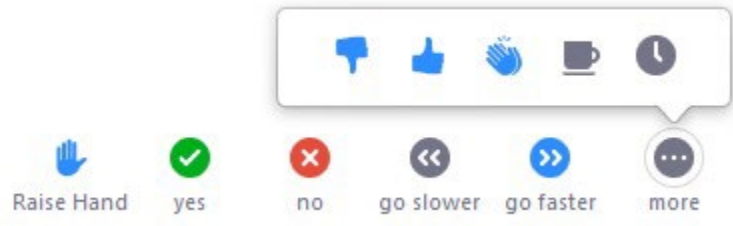
QUICK TIPS FOR PARTICIPANTS

If you are participating in a Zoom Meeting using the Zoom App on your device or on the Internet:

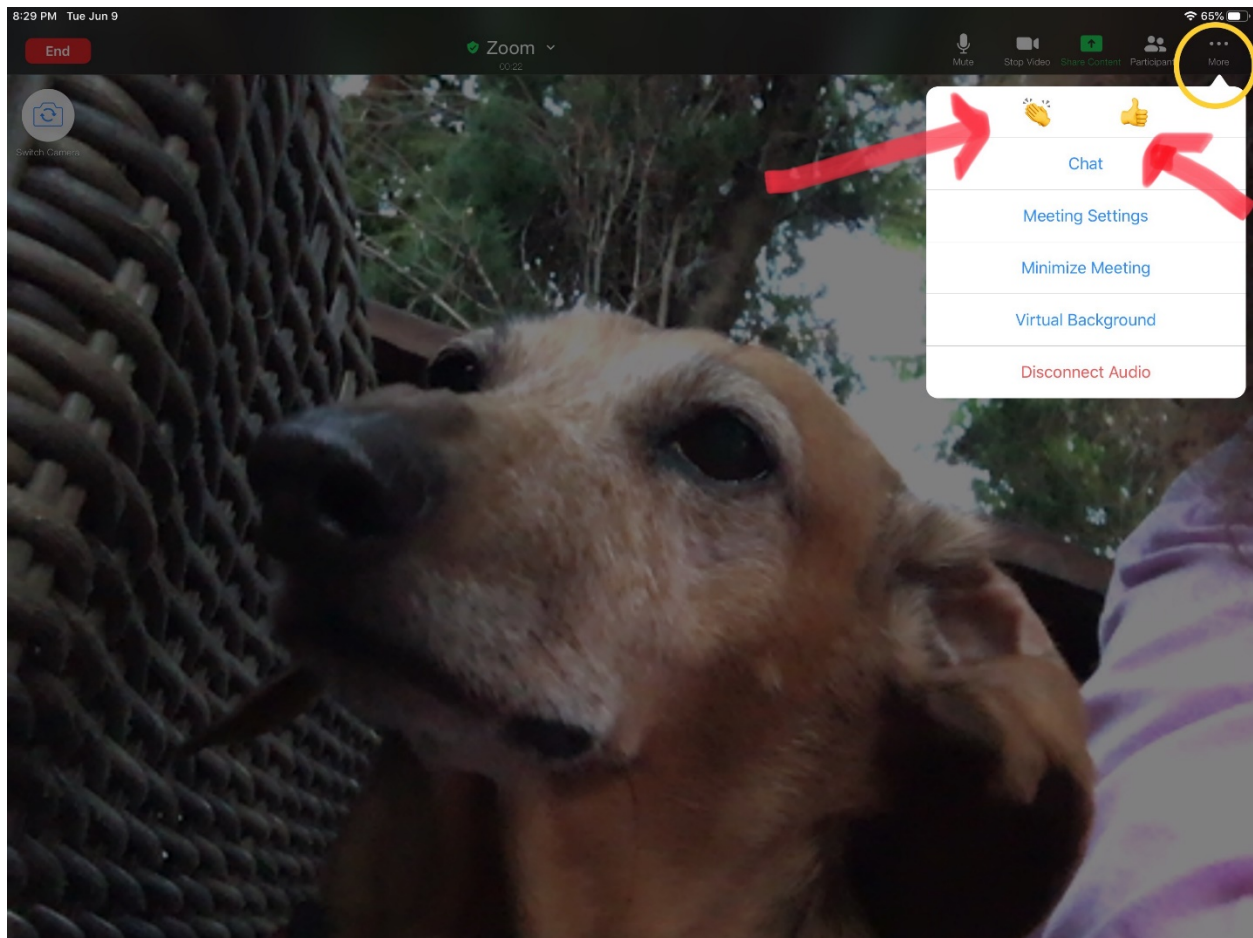
Use Zoom reactions by clicking on “participants” (circled below)



Reactions are listed below the participants and include the following:



More ephemeral reactions (clapping and a thumbs up) appear when you click the three dots on your screen, but they disappear after a while and should not be used to get on stack:



If voting is necessary, we'll call on delegates individually. Otherwise, decision-making will be by consensus.

We ask that, during the sessions, you keep your comments in the chat clear and concise as a lot of back and forth in the chat box can be distracting during the sessions. We'll leave the chat open during breaks for folks to engage more with one another in between sessions.

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If you are participating in a Zoom Meeting by phone:

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

QUICK TIPS FOR HOSTS AND FACILITATORS

Hosts will need to unmute themselves and verbally request to be put on stack, since they cannot react the way Participants can while hosting.

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Host and Co-Host Controls:

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

Host controls allow you as the host to control various aspects of a Zoom meeting, such as managing the participants.

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must [assign a co-host](#). There is no limitation on the number of co-hosts you can have in a meeting or webinar.

Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

- Start [closed captioning](#) and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start [breakout rooms](#) or move participants from one breakout room to another
- Start [waiting room](#) (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an [alternative host](#).

Prerequisites

- Host permission in the meeting, or co-host permission ([set by the host](#))
- Zoom desktop client for Mac, PC, Chrome OS or Linux
- Zoom mobile app for iOS or Android
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Enabling Breakout Rooms:

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

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Joining a meeting by phone only

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.
2. You will be prompted to enter the [meeting ID](#) - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and [join before host](#) is not enabled, you will be prompted to enter the [host key](#) to start the meeting, or to press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip. If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter #Participant ID# on your phone.