

## Directions for using the UU Zoom Account

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### #1. Participating in a Zoom teleconference

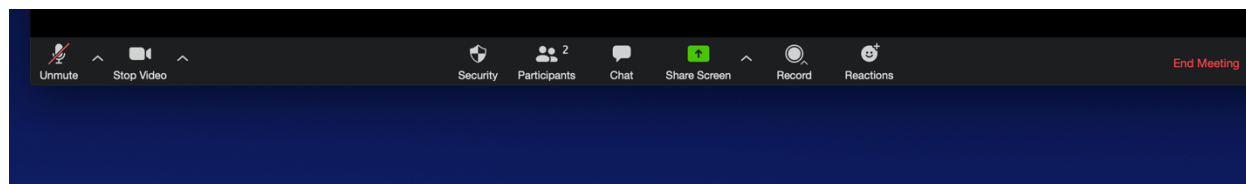
- Download Zoom at: <https://zoom.us/download>
  - Choose the download based on Apple, Android, Web Browser.
  - If you are on iPad/iPhone, then go to the App Store and look for *Zoom Cloud Meetings*.

- View the Zoom Video: How to Join A Zoom meeting

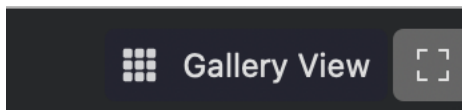
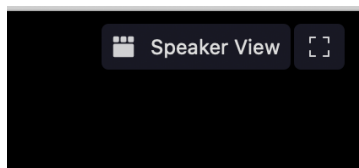
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-> )

### #2. Useful information for the teleconference:

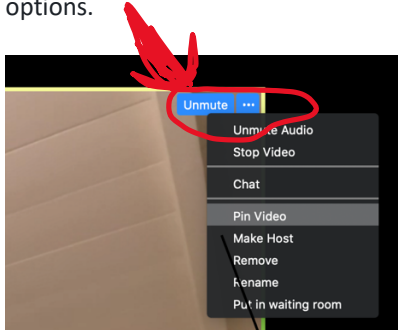
- If you hover over the top or bottom of the screen, you will see options for viewing and interacting. The location is dependent on your device, so try both. (Bottom on iMac, top on iPad)
  - If you click on **Participants**, you will toggle the Participant list on and off.
  - If you click on **Chat**, you will toggle Chat on and off.
  - Both bring up an additional window to the right of the video screen (too huge for a screen capture, so try it out).



- Look for the prompts that say **Gallery View** or **Speaker View** (upper right iMac, upper left on iPad). This is a toggle that switches between the two modes. Speaker View will switch the video to the person speaking and show only a few smaller video streams. Gallery View shows most video streams.
- You may **Mute** and **Unmute** yourself – see the upper right of your video feed for the buttons. The Speaker may have control over whether you can Unmute yourself. This is to prevent Zoom bombing where uninvited participants take over a meeting with deplorable behavior.
- There is also a **small blue box with 3 dots**: click on it for various options.



- Speaker View can be annoying if you are in Speaker View and there are multiple people talking and you want to focus on the Speaker. Click on the small blue 3-dot box for an option called **Pin Video** to selectively chose which video is largest while in Speaker View. You can also selectively stop video, etc. with this option. See screen snapshot (and my ceiling!). As a Participant, you may not have all of these options.



- If you use an iPhone, Video requires WiFi access since cell bandwidth is not sufficient. You can join with your video OFF.
- iPhone, iPad, mobile devices: please put them somewhere stable so they aren't moving around a lot, this is distracting.
- For best quality audio connection use audio and mic on your computer or tablet.
- When you join, verify that your audio and video settings are working:
  - On your computer click the Microphone and Video menus in the lower left-hand corner of screen.
  - On your tablet, click at the top of the screen and a menu will show up.
- Enable video. You may get a prompt to start your video (another anti-hacker feature). When people see you, they know you're engaged. If you feel uncomfortable to be on video and prefer to connect via audio only, please do so.
- When your camera is on, make sure you're clearly visible in the frame and there isn't anything 'inappropriate' in the background.
- Keep your microphone muted when you're not speaking. Mics will be muted when you join the meeting.
- When you are on mute and video, use gestures — such as a nod or thumbs-up — to quickly acknowledge requests or responses from the presenter.
- Use the built-in chat feature to ask questions.
- Turn on Do Not Disturb to silence your notifications if you think they may be distracting: On Mac, open Notification Center in the upper-right corner of your screen, then scroll up to reveal Do Not Disturb. On your iPad you can turn on Do not Disturb via the control center.

### #3. Host directions

- Always check with the UUCMP Office/Admin first before scheduling a meeting. The Office coordinates all use of the Zoom Account since only one Zoom session can occur at a time.
- Get the userid and password from the Office/Admin only – they need to know who has access to the account.

1. **SIGN IN** to the account (click on SIGN IN on upper right on iMac):



2. Enter the **email address and the password** that you received from the Office.  
**Make sure Stay Signed In is NOT checked.**

The image shows the Zoom 'Sign In' page. It has two input fields: 'Email Address' and 'Password'. Below the password field is a link for 'Forgot password?'. A red circle highlights the 'Stay signed in' checkbox, which is currently unchecked. Below the checkbox is a blue 'Sign In' button. At the bottom, there are links for 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook'. A small note at the bottom states: 'By signing in, I agree to the Privacy Policy and Terms of Service.'

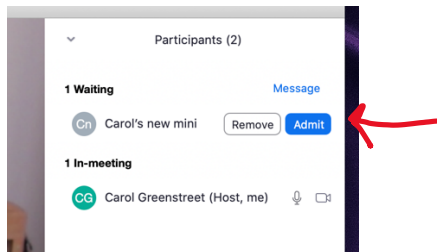
3. Once signed in, click on **Meetings** on the left, and see the schedule of meetings. Click on **START** to start your meeting.

The image shows the Zoom dashboard after logging in. On the left is a sidebar with navigation options: Profile, Meetings (highlighted with a red arrow), Webinars, Recordings, Settings, Account Profile, and Reports. The main area is titled 'Upcoming Meetings' and contains a table with two rows of meetings. Each row has a 'Start' button, which is highlighted with a red arrow in the second row. The table also includes columns for 'Start Time', 'Topic', and 'Meeting ID'.

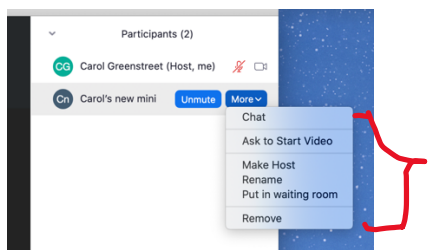
Start Time	Topic	Meeting ID	Start	Delete
Today 02:00 PM	Women's Discussion Group	980-2100-1995	Start	Delete
Tomorrow (Recurring) 01:00 PM	UUCMP Online Social Hour	343-961-804	Start	Delete

You can see what other meetings are scheduled; contact the Office if you want to schedule another meeting. You may also schedule recurring meetings, which is quite useful for ongoing groups such as book discussions, Affinity Groups, etc.

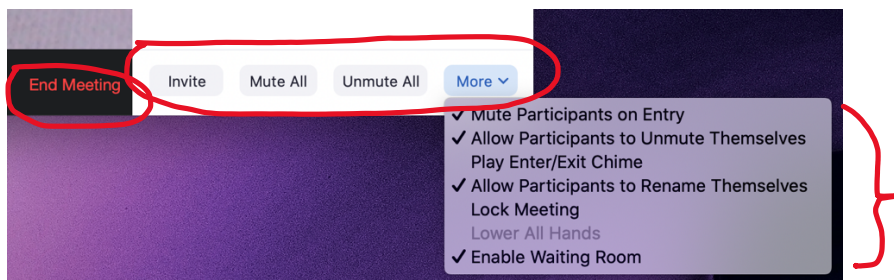
#4. If a **Waiting Room** was set up (anti-hacker choice), the host can accept participants one-by-one.



#5. The Host uses the **Participant Pane** to control host and participant audio and video. The Host can click on “**Ask to Start Video**” if the conference was set up for non-automatic video feeds. **Chat**, **Make Host** (to share hosting duties), are also available in this pane. Having a co-host allows the main speaker to focus on conference objectives versus conference administration. The Host can **Rename** a participant (which may show just a telephone number). (The participant can use Rename).



#6. At the bottom right of the Participants/Chat pane are various Host options – **Mute Participants on Entry** is an Anti-hacker feature. **Enter/Exit Chime** helps notify you of latecomers if you have chosen the requirement for the host to control who joins. Also note the other options for **Inviting** additional participants, **Muting All**, **Unmuting All**.



#7. Once the meeting is over, click on **End Meeting** and it will end the meeting for all participants. This will be important to ensure the session is closed and ready for the next meeting.