

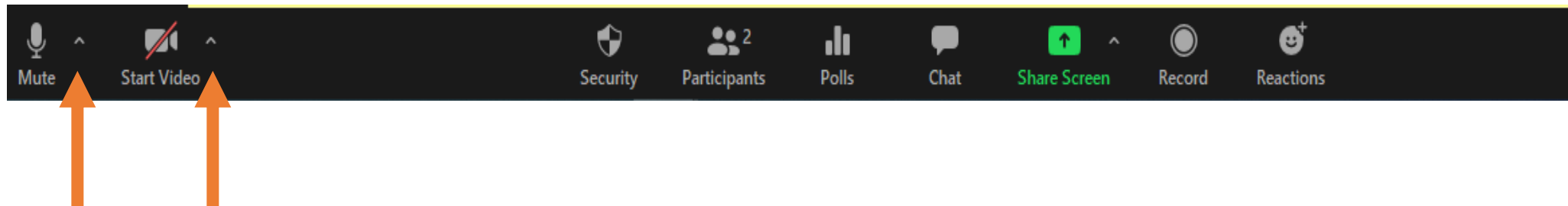
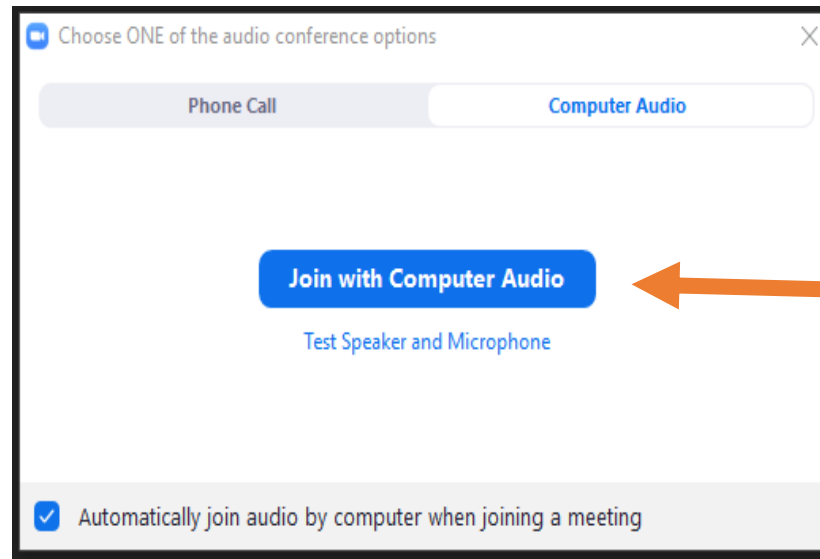
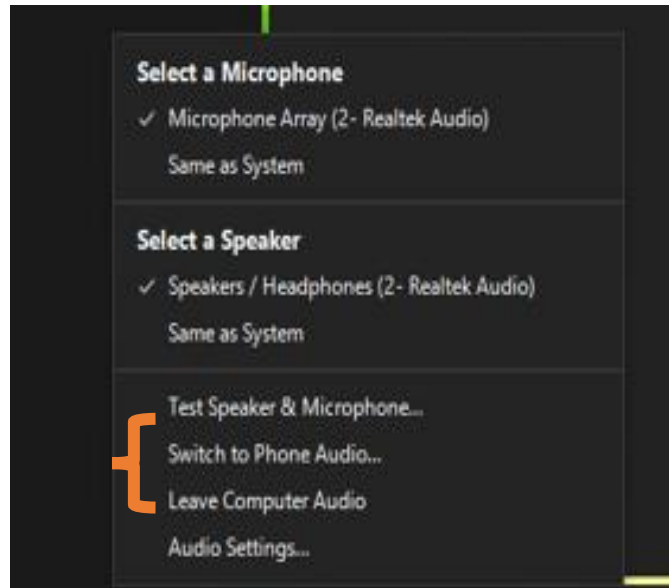
Participating Fully in Zoom



VIRTUAL Etiquette if a Group Session or Class (Not applicable for Services)

- Find a quiet area to set up your computer/mobile app to eliminate any potential background.
- Mute your phone if you are not speaking.
- Before speaking, unmute and say your name so everyone knows who to address, then mute again.
- In the upper corner of your video screen there are 3 dots, please rename yourself with your first and last name.
- Please be prepared to be fully engaged as an active participant by:
 - Close any applications email, text etc. that make noises and can be distracting
 - Eliminate sidebar conversations
 - Don't multitask
- If you need to drop off, please put something in the chat so others are not addressing you when you're not there.

Zoom Instructions for connecting to computer Audio and Video



Zoom Instructions when joining via phone

- If you are **calling** into the Zoom meeting vs. listening through your computer audio, please be sure to do the following so your name appears on the participant list and NOT your **phone number**. These steps will make it easier for the host and facilitator to manage participants and will also help when splitting into breakout rooms.
- **Calling into Zoom Via Phone**
 - Log into Zoom as you normally do.
 - A screen will pop up asking you to join via “Computer Audio” or via “**Phone Call**”. If you are calling in via phone select “**Phone Call**”.
 - On your phone, dial into the meeting using any of the **numbers provided**.
 - You will hear a message asking you “*Enter the **Meeting ID** followed by the # sign.*” Please enter the **Meeting ID and #**.
 - You will hear another message asking you to “*Enter your **Participant ID** followed by #, otherwise press pound*”. **Be sure to enter your Participant ID** so your name shows up as a participant and not a phone number.
 - Thank you everyone. Looking forward to seeing all of your faces tomorrow.

Choose ONE of the audio conference options

Phone Call Computer Audio

Dial: +1 669 900 6833
+1 253 215 8782
+1 346 248 7799
+1 929 205 6099
+1 301 715 8592
+1 312 626 6799

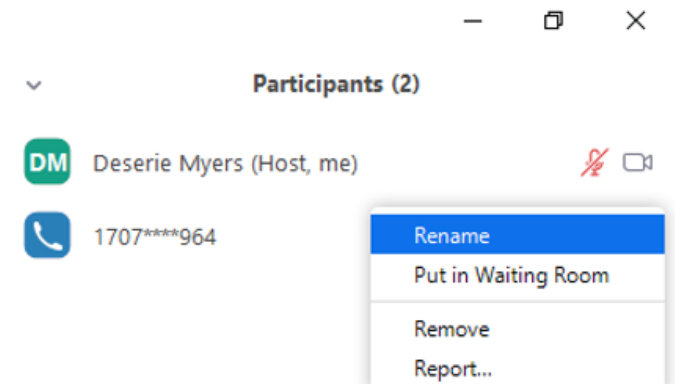
Meeting ID: 341 068 4380

Participant ID: 271710

Done

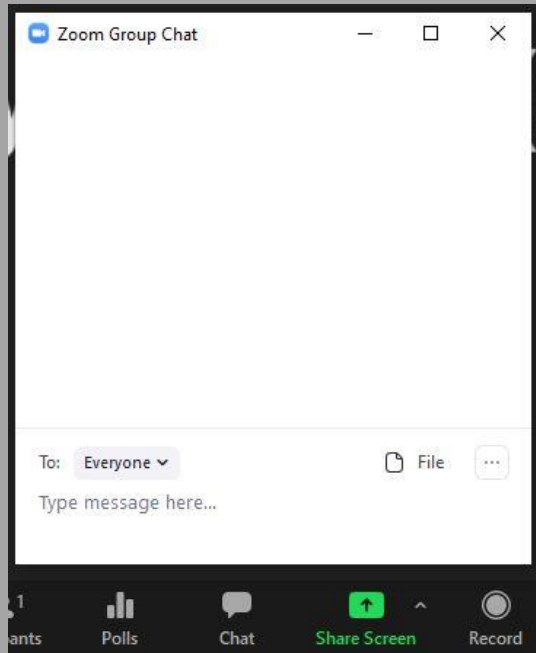
CONNECTING YOUR PHONE NUMBER WITH YOUR NAME

- If you called into the Zoom Meeting and did not enter your Participant ID, you will be listed on the participant list two times. One will list some of the digits of your phone number and the other will list your name. To combine your number with your name please hover over your name in the participants list and click **Rename**.
- Add your name in the pop up box that appears.



Active Participation

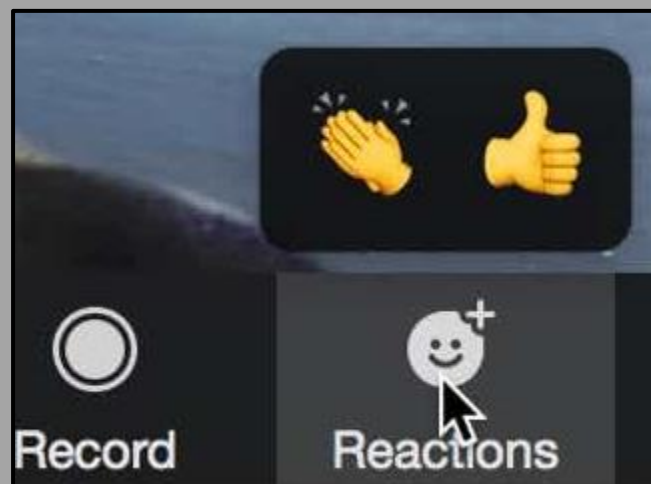
Zoom has many great features so that each participant can be active in the conversation, including Chat, Reactions, and “Raise Hand”



To use the chat function, click on “chat” in the bottom toolbar. You can send your message to everyone, or send messages privately. Chat is great for sharing your thoughts and sharing resources!



To use the “raise hand” function, click on “participants” in the bottom tool bar, find your name on the list, and click on “raise hand”. This will let the host know that you have raised your hand and want to share.



To use reactions, click on “reactions” in the bottom tool bar, and select your choice. Your reaction will show up in your video box, and shows that you agree, or applaud someone!

Closed Captioning is an Option for Services

For those who wish to use it, it is an option that you may chose!

Viewing closed captioning or live transcription



These can also be viewed while in [a Zoom Room](#).

[Windows](#) | [macOS](#)

1. Sign into the Zoom desktop client.
2. Join a meeting or webinar.
3. When enabled by the host, you will see a notification above **Closed Caption/Live Transcript** in the meeting controls, informing you that one of these services is available.
4. If closed captioning is available, click **Closed Caption** to start viewing closed captioning. If live transcription is available, click **Live Transcript**, and then select **Show Subtitle**.

Notes:

The provided subtitles can be clicked and dragged to move their position in the meeting window.

To adjust the caption size:

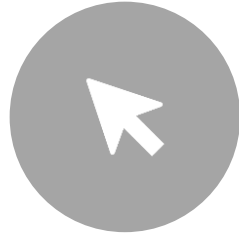
1. Click the up ^ next to **Start Video / Stop Video**.
2. Click **Video Settings** then **Accessibility**.
3. Move the slider to adjust the caption size.

With Chromebooks, it can be turned on but is extremely delayed. Captions worked but were tiny on an Android phone, and are fantastic on a Windows PC and desktop, as well as Mac.

Breakout Sessions - Promoting Interactive Dialogue



YOU WILL BE
AUTOMATICALLY
PUT INTO A
BREAKOUT WHEN
THE FACILITATOR
SAYS BREAKOUTS
WILL BEGIN



CLICK ACCEPT TO
MOVE TO YOUR
ASSIGNED
BREAKOUT



YOUR
MICROPHONE
WILL BE MUTED,
YOU NEED TO
UNMUTE IT



YOU WILL SEE A
WARNING THAT
YOUR BREAKOUT
WILL END IN 1 OR
2 MINUTES



AT THE END OF
YOUR BREAKOUT,
YOU WILL BE
RETURNED TO THE
MAIN SESSION TO
SHARE A BRIEF
SUMMARY OF
YOUR DISCUSSION