How to "Zoom:" A Cheat Sheet from our P.E.O. sisters in DC

These are 4 pages long because they are detailed, assume you know little about this, and are in large print. *This process is not difficult.* You may wish to print these instructions to have handy for the meeting. *You can do this!*

HOW TO HOST A MEETING
SET UP A MEETING
1. Go to https://www.zoom.us/
2. Click on "Sign Up, It's Free"
3. Type in your email address
4. An activation link will be sent to the email address provided. Go to that email and click Activate Account
5. Create your account login
6. Login to Zoom
7. Click "Schedule a Meeting" which is in blue and located in the upper right quarter of your screen.
8. Enter a name for your meeting, the date and the start time. Be sure to check the duration (you get an automatic 40 minutes free) and the time zone.
9. Make sure that the video for both Host and Participant are "on.
10. Under new security rules, "Enable waiting room" will automatically be checked. This will allow you to authorize each participant to enter the meeting as they log in.
11. Save your meeting.
12. Click on "Copy Invitation" located about mid-screen in blue.
13. At the bottom of the window that will open, click on "Copy this meeting invitation."
14. Open the email that you want to send to your chapter sisters and paste this meeting invitation into the body of your email. Your chapters sisters will see the link to your meeting highlighted in blue when they receive the invitation.

START YOUR MEETING
1. Just prior to the start of your meeting, log into your Zoom account.
2. Within your profile, go to "Meetings" and click on "Start."
3. A pop-up window may appear which says, "Do you want to allow download?" Click Allow
4. Your meeting is now started. As participants log in, they will be listed on the right side of your screen. You will have to click "Admit" to allow them to join the meeting.
5. A countdown will begin as you approach the end of your free 40 minutes. To end the meeting, simply click "End Meeting."

HOW TO JOIN A MEETING
SET UP – THE DAY BEFORE THE MEETING

Step 1: Get a Zoom account. It is easier to join meetings if you have one. (If you already have an account, go to Step 2)

1. Go to https://www.zoom.us/
2. Click on "Sign Up, It's Free"
3. Type in your email address
4. An activation link will be sent to the email address provided. Go to that email and click Activate Account
5. Create your account login
6. Click "Start Meeting Now"
7. A new page will open. Click Download and run Zoom
8. A pop-up window may appear which says, "Do you want to allow download?" Click Allow.
9. Follow your computer prompts to download and launch the Zoom software. When it downloads, a meeting may launch. Click the red "leave meeting" in the right-hand corner.

Step 2: Check your account and your setup

Please remember you will be on camera, as will the place in your house that you are sitting and anything behind you. You can go into your account and hit "Join" (or go to this link: https://zoom.us/test) and you will see yourself as you will be seen without joining anything! Tips:

1. Put on some clothing you really like (wear daisies or stars!). You will be seeing it, as well as everyone else. Be sure to check the mirror.
2. Check what is behind you in the room. The best location is in front of a wall where the background (or window) does not distract others.
3. Put your computer on top of something if you can, so that you are seen head-on and not at an angle, with the the screen at some distance from your head (the camera is typically at the top of the screen). Try different distances to find an attractive angle.
4. Be sure your whole head is seen, and that there aren't lights in the video that could be too bright to others or that turn you into a backlit silhouette (if you are sitting in front of a window, for example).

This preparation just puts everyone at ease. It is not mandatory, and if you get on at the last minute, don't worry. Others will do that, too.

**THE DAY OF THE MEETING:**

- Go to the Zoom meeting link you have been sent
- Click on this link (or cut and paste it in the URL box in your browser). Zoom will launch automatically and bring you to our meeting. You will be asked whether you wish to use video. Please click that you WILL USE VIDEO. (You can change this later if you click the other option.)
- You will be asked if you want to "join with computer audio." Please indicate you WILL USE COMPUTER AUDIO. (You can change this later if you click the other option.)
- You will be asked to wait for the host(ess) to let you into the meeting. This is a security feature to ensure that only those participants invited by the host can log into the meeting.

When you enter the meeting, you will probably be on mute, as the host(ess) will mute everyone. When it is time for someone to speak, they will unmute that person, and then re-mute them. This reduces background noise from your house that can inadvertently interrupt the meeting.

Please note: The Zoom meeting site itself is slightly different between Apple products and Android or PC. The primary difference appears to be that the options bar is at the TOP of the screen in Apple and the BOTTOM of the screen in Android/PC.

- Hover your mouse cursor over the top or bottom to find your strip that offers options (or touch screen on iPad, etc). Looks something like this:
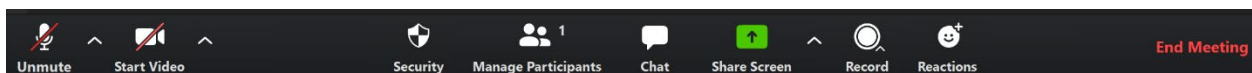
- You can check there to see if your microphone and camera are on, or if a red line across them shows you are muted or not broadcasting video.
- If a red line is across one of them, click it and you will be "on." Otherwise, the host(ess) will unmute you at the right time to speak.
- Remember you can mute yourself or turn off your video when needed; for example, if you need to get up for a snack or to use the restroom.

WHEN THE MEETING IS OVER:

Click "End Meeting" in red in the right-hand corner of your bar and then close Zoom.

THIS IS ALL YOU NEED TO BE IN THE MEETING.

TROUBLESHOOTING AUDIO ISSUES:
- Check that your microphone icon on your screen is not muted
- Check your computer audio settings are not muted
- Restart your computer ("when in doubt, restart" ☺)
- Try headphones if you are not already using them
- If your computer audio and/or video simply will not work, you may dial into the meeting using your phone only (landline or cell phone). For the phone number option details, you will need to contact the host separately.

OTHER FEATURES that are not necessary to enjoy the meeting:

TO RAISE YOUR HAND TO SPEAK:
- Click on "Manage Participants" in the middle of the strip. A white "Participants" box will pop up listing the name or phone number of each participant in the meeting. (You can drag this with your mouse cursor to the side of the "boxes," so it is more convenient.)
- Click the button that says, "raise your hand." Your virtual blue hand will raise. The host will recognize you when it is appropriate.

TO SEND A NOTE (We have no pages here!)
- Go to the "chat" function on the bar
- You may direct a question to EVERYONE by selecting EVERYONE and typing your question, or comment in the box
- You can select a single person in the meeting by clicking on the arrow next to "EVERYONE" and it will display all the names.
- Click on the person you want to contact. Double check you have the person you want, not EVERYONE or someone else.
- Type in the box and hit send.
- You can see notes from others and reply to them in the chat box as well. Remember the group will see you typing on the video.

TO CHANGE YOUR VIEW:
- When using Zoom on a computer, you can change your view to "speaker view," where the speaker's video is the largest, or "gallery view" where you can see many participants at once (arrows at the side of your screen let you scroll across to the next page). You can also enter "full screen mode" for a larger Zoom meeting window.
- View settings are typically in the corners of your screen (hover your mouse over the area if you don't initially see them or tap touchscreen).