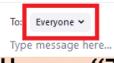




Being a Zoomer in the Zoom Boom

You don't need a Zoom account to join a Zoom meeting or webinar unless you want to create meetings of your own. You can make a Zoom account at www.zoom.com and it is free and easy to set up.

Zoom Meeting Basics

- ☺ **Select Audio:** Join using computer audio or by calling in on your phone using a provided number.
- ☺  **Microphone:** If you are speaking, click the mic icon in the bottom right corner to unmute yourself. When not speaking, click to mute yourself. If the red line is on the mic, you are muted.
- ☺  **Video (your camera):** Next to the mic, you can turn the video of yourself on by clicking Start Video. To turn your video off, click the icon again. A red line means your camera is off.
- ☺  **Participants:** When you click on Participants, a box opens with the names of other people in the meeting. Below the names are non-verbal actions, such as raising your hand to speak and answering “yes” or “no” to a question. Under the More button, you can choose to give thumbs up or down or even applause.
- ☺   **Chat Box:** When you click on Chat, a white box will pop up. At the bottom of the box, it will say “To:” with a down arrow by it. You can choose to chat with everyone or chat privately with one person. To chat, type in the bottom of the box and hit Enter. When someone else types in the Chat, the number of new messages shows at the bottom of your screen next to the icon.

Zoom Meetings versus Webinars?

Although Meetings and Webinars are similar, they do have some differences. In Meetings, you can turn your video and audio on and off, see the names of other participants and share files in the chat, not so in a Webinar. Also, in Meetings, breakout rooms can be created for small group discussion.

Webinars are used for a host and their panelists who share their video, audio and screen. You can't see other participant names, but you can post questions in Q&A, chat, raise your hand and answer polling questions. Everyone is muted unless the host unmutes you. Webinars give upcoming reminders, but only to the host and panelists. Webinars make ASL interpreting easier with the designated interpreter always onscreen. Both Meetings and Webinars can have closed captioning.

Zoom “Netiquette”

Although you are not physically in a room with the other people on the Zoom meeting, there are still rules of etiquette that apply.

- ☑ Turn your audio off unless speaking and turn off background noise (TV, music, etc.).
- ☑ Be respectful of other people's viewpoints, no matter how different they may be from yours.
- ☑ Check-in early. Many webinars can only host a limited number of people. To ensure you can attend, arrive before the crowds.
- ☑ Even though you are at home, dress for success. Don't wear your pajamas or only dress the top half of your body.
- ☑ Participate in meetings, but give others a chance to speak also.
- ☑ Eat your meal before you get on camera and don't chew gum.