

ZOOM 101: HOW TO USE ZOOM FOR CHNY PROGRAMS

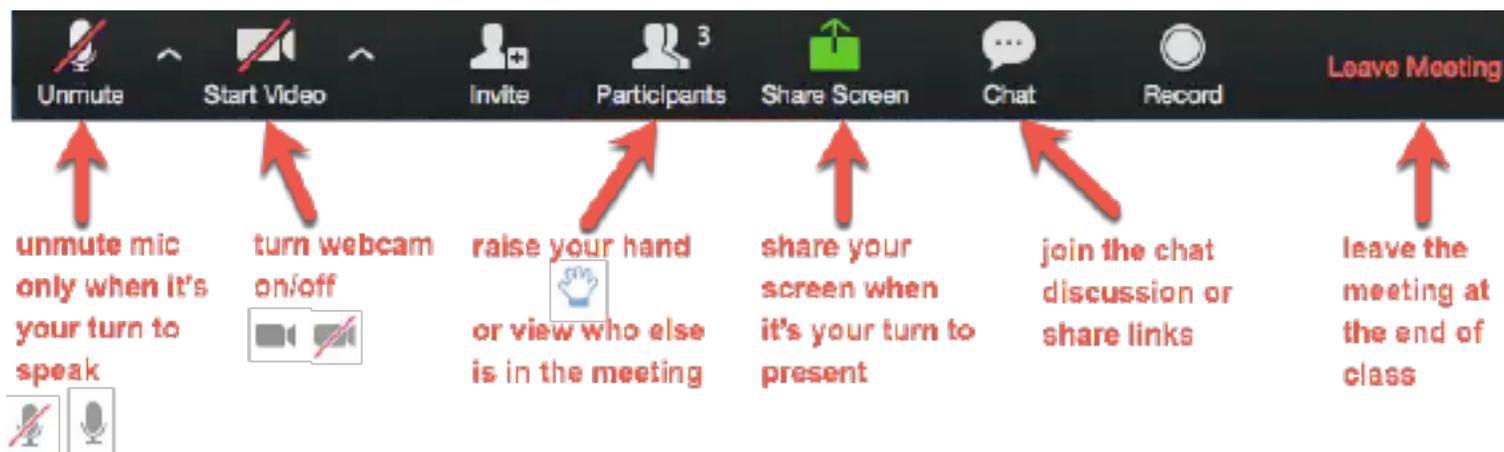
CHNY will be using Zoom for hosting programs until we can again gather in person. This Zoom 101 will guide you through all you need to participate fully. **First, download the free Zoom app** onto your computer or tablet at <https://zoom.us/download> (click on Zoom Client for Meetings).

The day of the event, CHNY will email you a link with a password inviting you to join the meeting. Log in to the meeting a few minutes before the announced start time by following these four steps:

1. click on the **link** in the email
2. click "**Yes**" when asked to allow Zoom to run
3. enter the **password**
4. click "**Join**"

You will be taken briefly to the **Waiting Room** until the meeting opens, when you will automatically enter the meeting. You are "in the meeting" when you see a toolbar at the bottom of your screen like the one below.

These are four tools that you should become familiar with (you will not need Invite, Share Screen or Record).



Mute & Unmute (far left icon)

Once the substance of the meeting starts, we will mute everyone's microphone, other than the speakers', to enhance the sound quality for everyone. But fear not: we will unmute your microphone to allow you ask a question or make a comment, or to socialize more at the end.

☑ If you mute yourself, then you must unmute yourself by either clicking on the microphone or by holding down the space bar on a computer; you will be unmuted for as long as you depress the space bar.

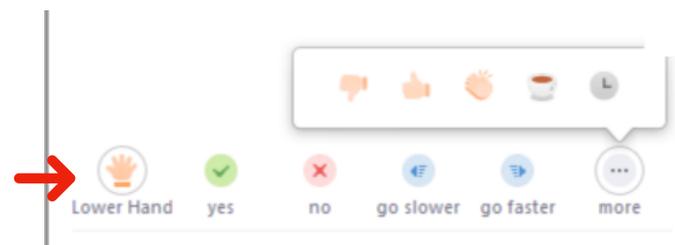
Start/Stop Video & Video Settings (second from the left icon)

Click on the Start Video button to start your video; we'd love to see you and be more social! However, video needs a good internet connection, so if you get the dreaded "internet connection is unstable" message, try turning your video off; it often helps. You will still be able to see the screen, hear the conversation, and ask questions.

Participants: See Who's in the Room (middle icon)

Click on Participants to see who is in the room—the "hosts" (running the technical aspects of the event), plus the speaker, will be listed at the top; everyone else will be alphabetical by first name.

Asking Questions: Q & A will take place at the end of the presentation in two ways. First, clicking on the **Raise Hand** icon under the **Participants** will indicate that you wish to speak/ask a question. The button will immediately change to "Lower Hand." The host will unmute you, and when you have finished asking your question, click the **Lower Hand** icon.



The second way to ask a question is via the **Chat function (icon near the toolbar's right edge)**. Simply type your question into the Chat box and you can be recognized by one of the hosts to ask your question during the formal Q & A.

You can also use **Chat** to send messages during the presentation—greetings to friends, comments on something interesting: it is part of the social engagement that you expect from CHNY events.

Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

Finally, Personalize Your Viewing Options

At the upper right of the Zoom window, you can switch between active speaker view (the person talking) and gallery view (where you can see more of the participants in the Meeting, including whoever is talking). The number of participants will depend on your screen size. You can enter or exit full screen mode (boxed in red).

