

Zoom Meeting Tip Sheet

We are excited you'll be joining us for your upcoming session.

To ensure your experience is engaging and impactful, please review the following tips prior to your class.

Getting Ready for Your Session

- Close all programs to improve video/audio quality
- Open Participants Window
- Open Chat Window
- Select exit full screen from upper right-hand corner for better viewing

Icons



- Raise Hand



- Chat



- Poll



- Annotate (Text)



- Annotate (Stamp)



- Breakout Room

In the Meeting

Roles

- **Facilitator/Co-host:** The trainer leading the meeting and subject matter expert.
- **Producer/Host:** Behind the scenes – manages participants, chat, polls, breakout rooms, etc.
- **Participants:** You!

Technical Problems

- If you experience an audio/video problem during the session but are still connected... Send a private chat to your Producer
- If you lose connection... Log in again or Email your Producer for help

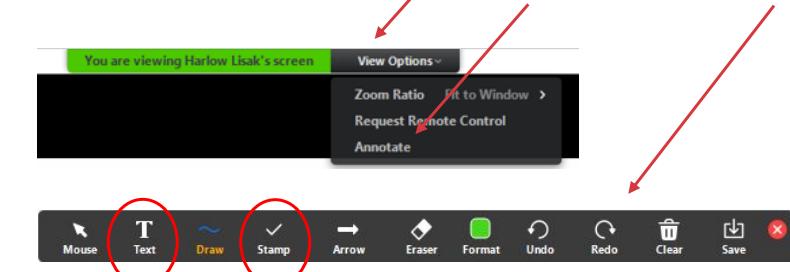
After the Session

You may receive an email that will contain:

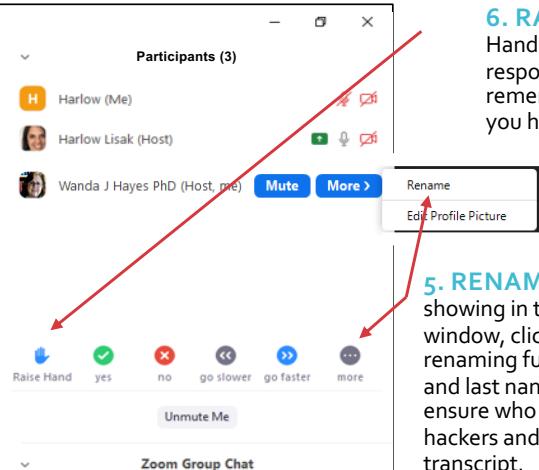
- Handout(s) that summarizes the main points
- Link to a short evaluation. Please complete within 24 hours.

Zoom Tools

7. ANNOTATION: Click on **View Options**, then on **Annotate** to get the tool bar.



6. RAISE HAND: Use the Raise Hand tool to ask a question or respond to a question. Please remember to lower your hand once you have spoken.



5. RENAME: If your name is not showing in the Participants window, click on **more** to use the renaming function to list your first and last name. This allows us to ensure who is attending, prevent hackers and update your ELMS transcript.

4. CHAT: Please open your Chat window. You can send a chat to "Everyone" or use the drop-down menu to send a private message to an individual (e.g., the producer).



3. PARTICIPANTS: Please open Participants window and review your tools.

2. START/STOP VIDEO: Participants should turn off video to eliminate distractions during the session. Video may be used for breakout rooms.

1. MUTE/UNMUTE: Please remain muted unless you have a question. This helps prevent background noise. Muting/Unmuting will be necessary if utilizing breakout rooms.