



Zoom Tips & Tricks

For District 19

Before the Meeting

If you have never used Zoom before, you may need to download it to your computer first. Go to www.zoom.com/download. It is recommended but not required that you set up a free account. You can also host meetings of up to 40 minutes if you have a free account.

Make sure you have a link to the meeting, and a password if there is one. Reach out to your club President if you don't have it. Your Division Director or a Trio member will also have the password, if using a District account. (If you do not have a direct link, but you do have a meeting ID number, simply go to www.zoom.com, click "Join a Meeting" and then input the meeting ID). When you click the link, you may receive a box that says "Open zoom.us?" Click "Open zoom.us". Next you may get a box that says, "Choose ONE of the audio conference options – Phone Call or Computer Audio." It is recommended you join on Computer Audio. You can also test your speakers and microphone here before entering the meeting. When you are ready to enter, click "Join With Computer Audio."

If you are unable to join using your computer, you have the option to call in on your phone. You can get the dial-in information from your club's President.

Arrive a few minutes early to get set up and provide extra time for technology issues. If you have a meeting role or are a meeting speaker, join the meeting at least 10 minutes early to ensure everything is set. Speakers should talk to the Toastmaster prior to the meeting if they plan to share their screen/a presentation.

The General Evaluator should assign evaluators to speakers ahead of time, and inform the speakers and evaluators. Speakers should email their evaluation form to their evaluator before the meeting.

The President, VPE, and VPM should be made aware of any guests attending the meeting ahead of time.

Zoom Functions

Zoom functions may look different if you are on a phone. In general, these instructions are if you are on a computer.

Rename yourself – click the 3 dots next to your name and click "rename." Type your name if it is not already showing up. You can also type in your role for the meeting if you have one. Example – Timer Jane Doe. GE John Doe.

Speaker View vs. Gallery View – in the top right-hand corner, you can choose whether you prefer Speaker View (where you will see the speaker large on your screen) or Gallery View (where you see small boxes of each participant). It is recommended you use speaker view when watching the speakers. You can also "pin" the speaker, so the screen does not switch to another person. To pin a speaker, hover over their video, click the 3 dots, and click "pin speaker."

Zoom Toolbar at the bottom of your screen, in order from left to right

Mute/Unmute – if there is a red line through the microphone, you are muted. It is recommended you stay on mute unless you are speaking. Click the microphone to unmute yourself to speak. On some devices, you may be able to hit the space bar to mute/unmute.

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Start/Stop Video – if there is a red line through the video camera, your camera is off. It is recommended you have your video on so people can see each other. The only exception is if you or the speaker is having bandwidth issues, you may want to turn your camera off.

Participants –click on Participants to see who all is on the video call. It is here that you can also raise your hand if you would like to speak. (Be sure to lower your hand if you no longer need to say something).

Chat – you can send a message to everyone, or to specific members. Make sure you know who you are chatting with.

Share Screen: click this if you are going to share a PowerPoint or something else from your screen.

Leave Meeting – click this to leave the meeting, or simply close the browser.

During the Meeting

Recommendations for speakers:

- If you are speaking, it sometimes helps to **use a headset** with a microphone so you can back up from the camera to allow the audience to see more of you, your gestures, and your stage presence
- Look directly into the camera as opposed to the screen in order to best make eye contact
- Center your head in the frame, include your upper shoulders, and don't clip the top of your head
- Posture – sit or stand up straight

The timer can [download virtual green, yellow, and red backgrounds from Toastmasters International](#) to their computer. To change your background in Zoom, click on the arrow next to the video, and click "Choose Virtual Background." You can add the virtual backgrounds by clicking the + button and uploading them from your computer. Then when it is time to change it to green, etc., click back in "Choose Virtual Background" and click on the green background, and then do the same thing when you need to change to yellow and then red. It may also be helpful for the timer to type "green, yellow, and red" into the chat box.

If you don't have access to a Zoom account, club officers should decide on another platform that will work for the club. Some examples are Google Hangout, WebEx, Skype, and Facebook.

Updates

This document is a living document and will be updated as needed.