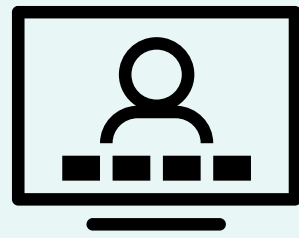


Getting the Most Out of a Zoom Conference

For many of us, interacting in Zoom is new. Here are some tips to help you get the most out of the Fall Academy.

Speaker/Gallery View

In a Zoom you can change your view between gallery and speaker view. There are also a number of other options you can learn about in the Zoom Help Center.



Speak into your microphone

If you do raise your hand and you are called upon, make sure you know where on your computer or tablet your microphone is, and speak loudly and clearly into it.



Mute/Unmute

Know how to mute and unmute yourself. Unless you're speaking, you'll want to keep your microphone on mute so that all other participants don't hear your incidental sounds while others are talking. So, make sure you know where that mute button is and how to push it.



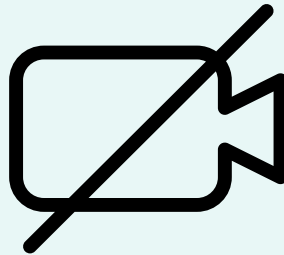
Use the chat box

The chat box in Zoom is a great place to engage with other participants and have sidebar conversations. You'll find the button to open it near the Participants button. Some presenters may ask you to put comments and questions in the chat, so make sure you know how to find it.



Turn your camera on

Presenters love seeing their audience, so if you're comfortable, turn your camera on so they can see you nodding in understanding and encouragement. If you want to make sure to look your best, face a window or light source.



Be on time – or early

When a participant joins a Zoom, the hosts and presenters hear a chime. Once a meeting has begun, this chime can be distracting, so if you can make sure to join your Zoom sessions on time or a little early.



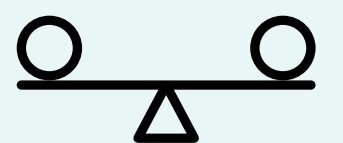
Raise your virtual hand

When you're in a Zoom, you'll see a button labeled "Participants." Click it to open a window that shows all participants. At the bottom there are buttons, one of which lets you raise your hand. This tells the meeting hosts that you have a question or would like to make a comment. You also may be asked to use the Yes or No buttons to answer questions from presenters.



Ensure equity of voice

In some sessions a group may be broken up into smaller breakout rooms. This is an excellent way to engage with fellow participants, but make sure everyone who wants to speak is given that chance.



Edit your name

Also, in the Participant window, if you put your mouse over your own name, you'll be able to rename yourself. Make sure your name in Zoom reflects the name you registered with. Feel free to add your district to your name as well.



Adjustments for low bandwidth

If you have low bandwidth, there are a couple things you can do:

- Turn off your video
- Use the option to join the audioportion of the meeting by dialing in on your phone instead of connecting over Internet audio.

