

ZOOM TIPS

HELPFUL HINTS TO MAKE YOU FEEL LIKE A PRO



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zoom

Download or Update the App

1

Prior to the meeting, download/update the Zoom App on your computer, laptop, tablet, iPad, iPhone, Android, mobile device:

<https://zoom.us/download>



ZOOM Cloud Meetings (4+)

Zoom

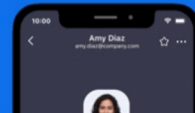
#14 in Business

★★★★★ 4.5, 357 Ratings

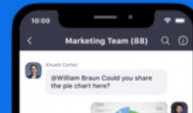
Free

Screenshots iPhone iPad

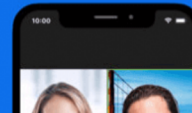
Start or join a meeting instantly



Stay connected with
instant messaging



Amazing video and audio
quality



View or **present** right from
your phone





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Test Video & Audio Settings

zoom

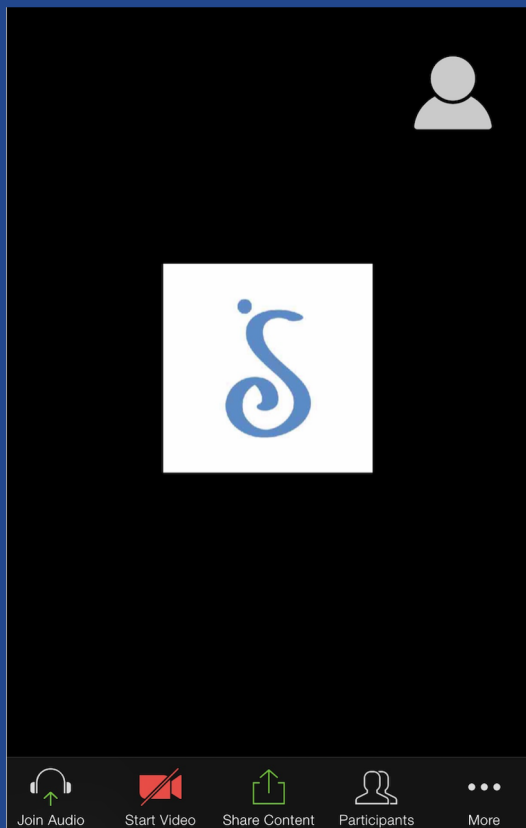
2

Prior to the meeting, make sure we'll be able to hear and see you:

[Zoom Help Center - Video/Audio](#)



[Mobile View]



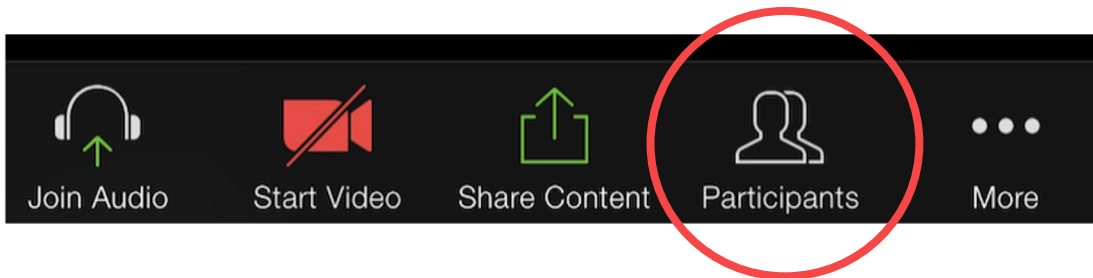
View Participants & Chat Sidebar

zoom

3

During the meeting, click the Participants Icon to see a list of all attendees.

From here, you can send a chat message to everyone or chat privately with an attendee.



[Desktop View]

View Participants & Chat Sidebar

zoom

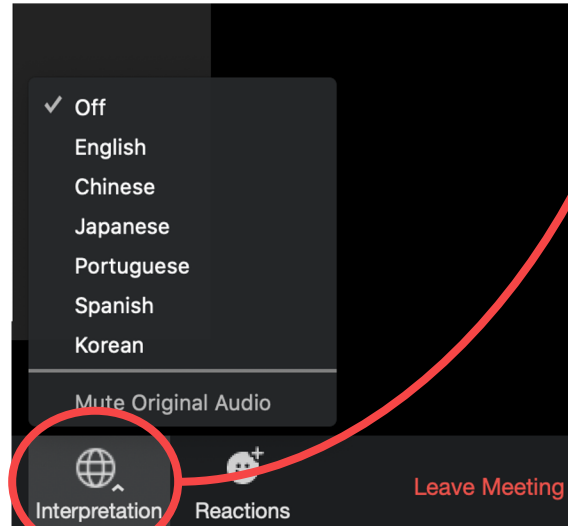
The screenshot displays a Zoom desktop interface during a meeting. The main video area is split into two panels: the left panel shows a black background with the name 'Jill' in white, and the right panel shows a white background with a blue logo. Below the video panels, the name 'Alyssa K. Marshall' is visible. The bottom toolbar contains several icons: Mute, Start Video, Invite, Participants (circled in red), Share Screen, Chat (circled in red), Interpretation, Reactions, and Leave Meeting. The right sidebar is titled 'Participants (2)' and lists two participants: 'Alyssa K. Marshall (me)' and 'Jill (Host)'. Below the participants list, there are buttons for 'raise hand', 'yes', 'no', 'go slower', 'go faster', and 'more'. Further down, there are buttons for 'Mute Me' and 'Reclaim Host'. The bottom section of the sidebar is titled 'Chat' and shows a message input field with the text 'Type message here...' and a dropdown menu for selecting the recipient, currently set to 'Jill' (Privately).

Choose Your Language Channel

zoom

4

Click on Interpretation Icon and choose your language.



NOTE:

Language Channels are NOT private. Everyone will be able to hear you if you are not on mute.



Mute Me

Reclaim Host

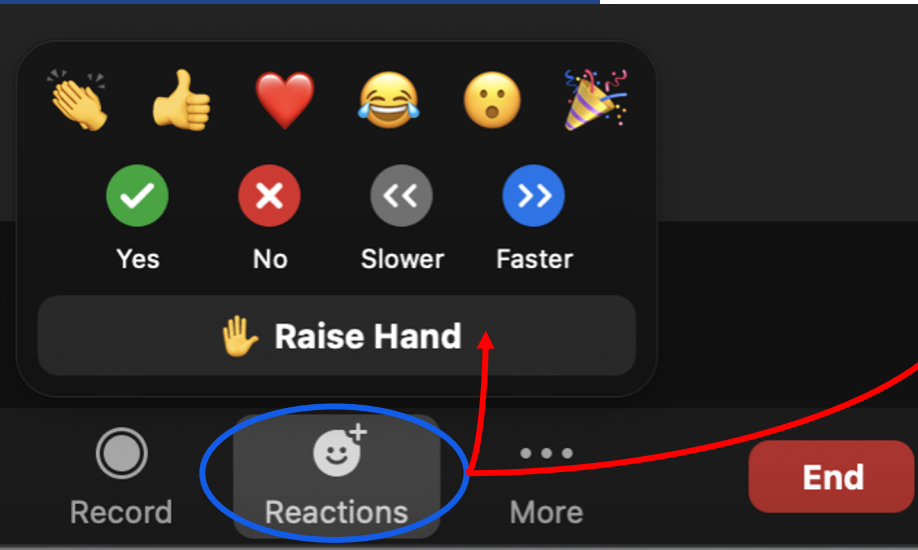


Raise Your Hand To Speak

5

During the meeting, all listeners will be muted to minimize noise.

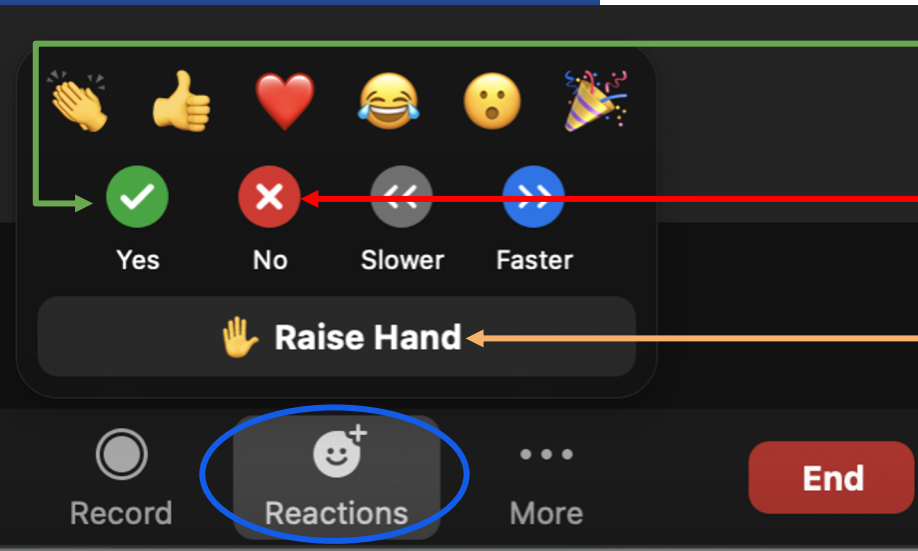
If you have a question or comment, please click the **Raise Hand** to signal to us that you would like to speak.



Vote On a Motion

6

When prompted to **vote on a motion**, please use the following icons located in the Participants Panel to indicate your vote:



Green "Yes" = Agree



yes

Red "No" = Disagree



no

Raise Hand = Abstain

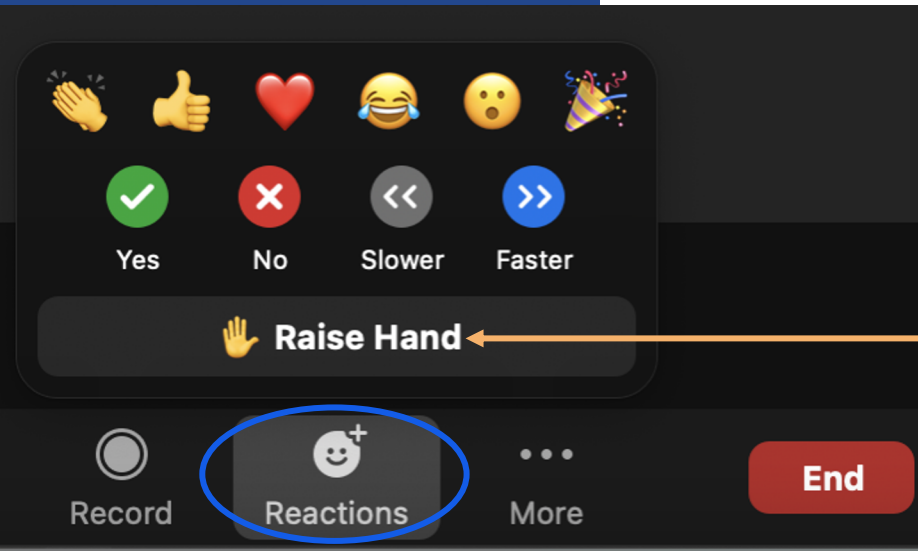
Member Roll Call

7

To **confirm member attendance**, consider assigning a volunteer to manage this process to ensure accuracy and efficiency.

Here are three options for taking roll call:

1. Ask each participant to use the **raise hand** reaction when name is called.
2. Require each member to provide their member ID# in [the chat feature](#).
3. [Create a poll](#) for all to respond before starting the business meeting.





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Time for a BREAK!

8

When scheduling a break during your virtual meeting,

it is recommended that **no content or activity be scheduled during the break time.**

This will allow everyone the opportunity to step away from their device so they can be fully engaged during the rest of the meeting.