

ZOOM TIPS

HELPFUL HINTS TO MAKE YOU FEEL LIKE A PRO



SOROPTIMIST®
Investing in Dreams

Download the App

1

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

<https://zoom.us/download>



ZOOM Cloud Meetings 4+

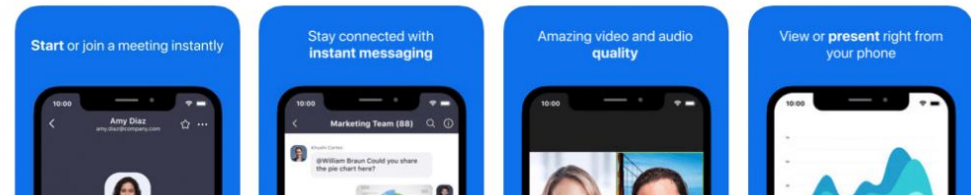
Zoom

#14 in Business

★★★★★ 4.5, 357 Ratings

Free

Screenshots iPhone iPad



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Test Video & Audio Settings

2

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

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



[Mobile View]



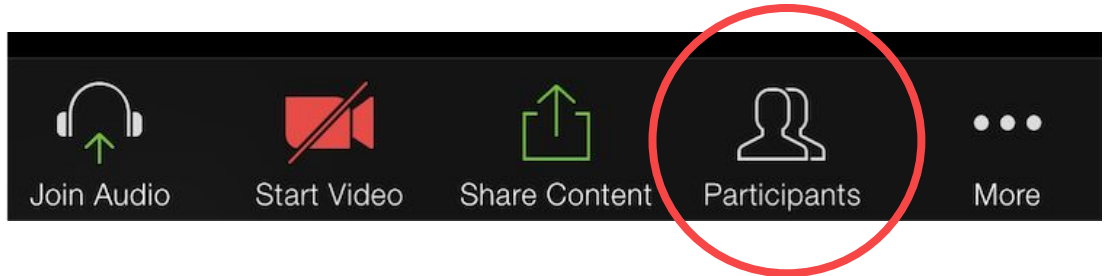
View Participants & Chat Sidebar

zoom

3

During the meeting, click the Participants Icon to a see 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 meeting interface. The main video area shows a participant named Jill with a black background and white text. To the right, the Zoom logo is visible. The bottom toolbar contains icons for Mute, Start Video, Invite, Participants (with a '2' icon), Share Screen, Chat, Interpretation, Reactions, and Leave Meeting. The Participants and Chat sidebar is open on the right side. The Participants section shows two participants: Alyssa K. Marshall (me) and Jill (Host), both with muted microphones. The Chat section shows a message input field with 'To: Jill (Privately)' and a 'Type message here...' prompt. The 'Participants' and 'Chat' icons in the bottom toolbar are circled in red.

Speaker View

Participants (2)

- Alyssa K. Marshall (me)
- Jill (Host)

raise hand yes no go slower go faster more

Mute Me Reclaim Host

Chat

To: Jill (Privately)

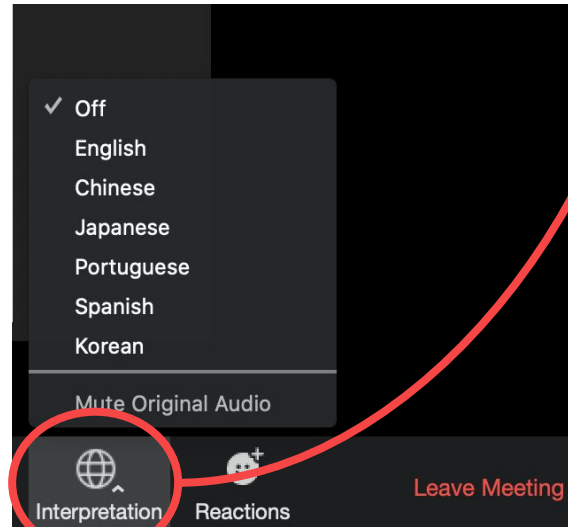
Type message here...

Mute Start Video Invite Participants Share Screen Chat Interpretation Reactions Leave Meeting

Choose Your Language Channel

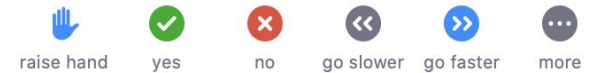
4

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.



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** icon (in the Participants sidebar) to signal to us that you would like to speak.



raise hand



yes



no



go slower



go faster



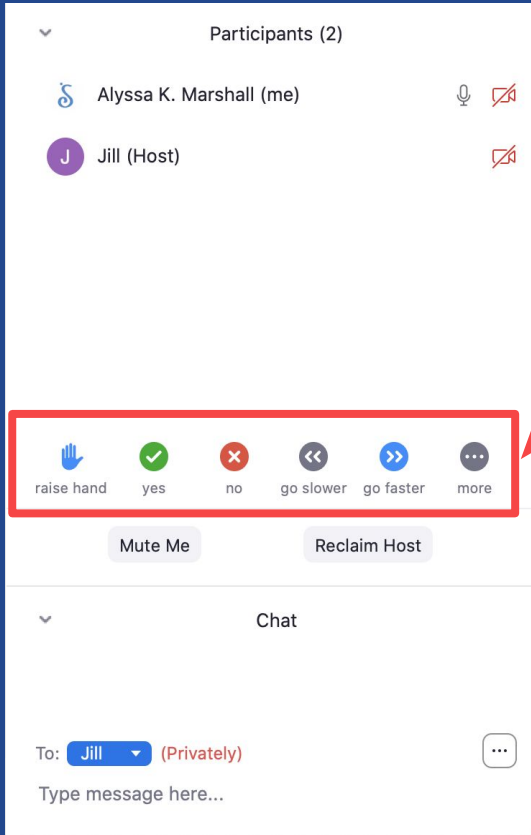
more



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Vote On a Motion



Participants (2)

Alyssa K. Marshall (me)

Jill (Host)

raise hand yes no go slower go faster more

Mute Me Reclaim Host

Chat

To: Jill (Privately)

Type message here...

A red box highlights the voting icons: raise hand, yes, no, go slower, go faster, and more. A red arrow points from this box to the '6' icon on the right.

6

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



yes

Green "Yes" = Agree



no

Red "No" = Disagree



raise hand

Blue "Raise Hand" = Abstain