**To Zoom or Not to Zoom**

That is indeed the question.

**What is Zoom?** It is a way to join others through the Internet to learn about something, have an activity, talk, or just see one another. It’s not the same as meeting in person, but it serves a purpose during this time of social distancing.

**I’m not good at technology.** Once you have been through it the first time, it’s really easy. And it’s not that difficult the first time.

**I don’t have a computer.** Zoom also works on smartphones and tablets.

**Why do I have to register?** You will be emailed instructions for how to “Join the Meeting” – just click on the link in the email.

**If you have never used Zoom before**

For **iPhones, Androids, tablets or iPads**, you are best off if you go to the app store and download the app. You don’t have to open an account. All you will need to do is then “Join a Meeting.” You will select yes for audio and camera.

For **desktop and laptop computers**, you may want to download Zoom, select AGREE when asked. But you don’t have to – you just need to join a meeting and say yes for audio and camera.

**NOTE:** Not all desktops and laptops have a built-in camera and microphone. In that case, you will be able to hear and see what’s going on in the Zoom meeting, but they won’t be able to hear you. This is when you use the local number provided to call in.

**NOTE:** The icon for microphone/audio is for others to hear you. To hear what’s going on in the meeting, you will need to adjust your own level of sound through whatever speaker you use (the computer, external speakers, earbuds)

**Joining a Zoom meeting**

You will be sent an email with a “Join Zoom Meeting” link to click on. The invitation will also include other information in case you need it.

If you have already used Zoom, it should take you right to the meeting. **Note:** At the end of April, Zoom released version 5.0 and as of May 30, all Zoom users were required to upgrade.

**Controls for desktops, phones and tablets**

Unless you have it set to always show the controls, you will need to tap in the general area or hover your mouse to open the control bars

The attendee controls are at the bottom of your screen (or for some, along the top), except for Leave meeting which appears at the top-right corner.

**Below are the controls for a mobile device.**



**Laptops and desktops have more options:**



**Mute**/ **Unmute/Audio**: See the icon all the way to the left. It allows you to Mute or unmute your microphone (if enabled by host)

**Video**: Start and stop your own video (lets everyone see you – good for eye contact). If you don’t want folks to see you, turn off the video!

**Participants**: See who is currently in the meeting. ***Mobile Devices:*** icon is most of the way to the left; ***computers*** – center of the controls.

**Gallery View and Speaker View**

There are 2 ways to view the meeting – Gallery View and Speaker View. Please note: this is a toggle switch – it tells you what you will get when you click it.

**Gallery View** – this puts everyone (or most) on the screen, all equal size (like the Brady Bunch). When someone speaks, their box will be highlighted in yellow. This view is good for discussions, general conversation, etc.

**Speaker View** – this shows the speaker in full screen and everyone else in small boxes. This is useful when you have a presenter so once everyone is muted, you can focus on the presenter.

***Phone*** – swipe left to add more people to the gallery, swipe right to go to speaker view. Limited to 4 people on the screen.

***iPad***– on the left side about 2/3 up. You have to tap in that area to see it. It will only show 6 people at a time.

***Desktop or laptop*** - there will be a button toward the top right corner.

**How to Chat**

**Chat**: If enabled by host, sending messages to the group or an individual. ***Mobile devices:*** access either by way of Participants on the control panel, or by clicking on More. ***Laptops & desktops*** – click the icon in the center of the controls.

**How to Raise your Hand**

**First, open the participants list.** For most people, there will be a series of options at the bottom of that screen, including a Raise Hand icon. This alerts the host that you want to be able to speak/ask a question or whatever. If you are on a phone, your options are limited, so the closest thing you can do is click on the icon of the Waving of Hand. Remember they can’t hear you if you are muted.

**Zoom Manners**

**Turn off all your other devices:**  This helps your signal to be stronger. Also, you do not want both your speaker and your phone on in the meeting or near each other – it creates a really nasty feedback echo loop.

**Take turns**: Please don’t talk on top of each other. It can turn into chaos pretty quickly otherwise.

**Mute yourself:** If you are unmuted and are eating, answering the phone, dog barking, whatever, please mute yourself (the little microphone icon, or top right corner of the box with you in it).

**Remember you’re on camera:** Be presentable, don’t do anything potentially embarrassing.

**HAVE FUN!**

*Adapted from a Dupont Circle Village publication.*