

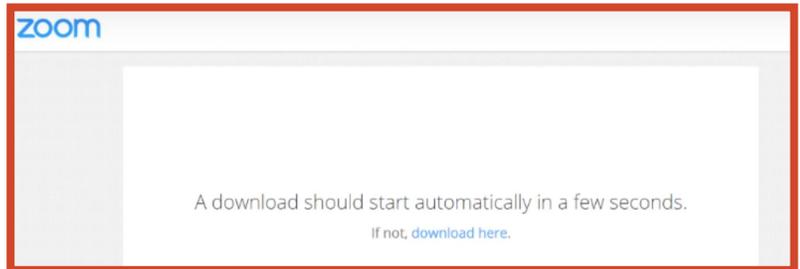
“How To” Zoom Basics

Please note: Zoom displays itself differently on different devices (computers vs. tablets vs. phones, etc.) That means that you may need to “hunt elsewhere” for some of the icons pictured in the images below.

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Entering the meeting room

Before you enter a *Western Friend Connect* online meeting room for the first time, you will need to download a small piece of software to allow your device to connect with the meeting room.

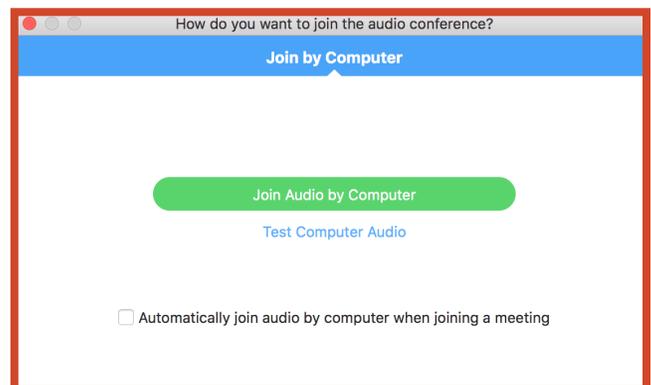
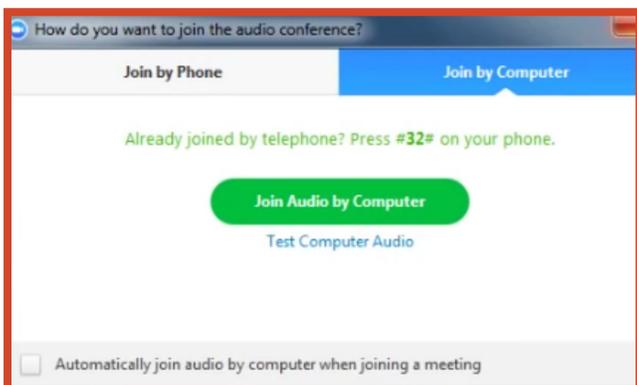


Once you download the software, it will ask you to type the name that you want to use in the meeting room. (Or it will remember the name you used last time.)



Type your name and click “join.”

Depending on how the host has set up the meeting room for audio, you might be given a choice to use either a telephone or your computer’s microphone to speak in the meeting room, or you might only be given the option to use a computer microphone.

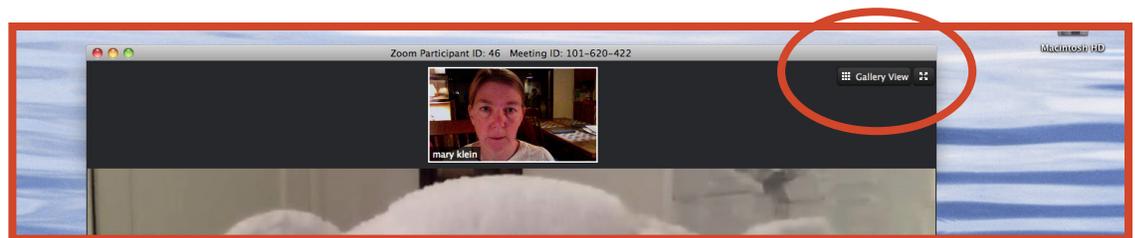


Seeing others in the meeting room

When the meeting room first opens, it will probably look like a window floating on your desktop. It will probably be showing “speaker view,” where one main speaker is shown in a big picture, and other people are shown in small pictures.

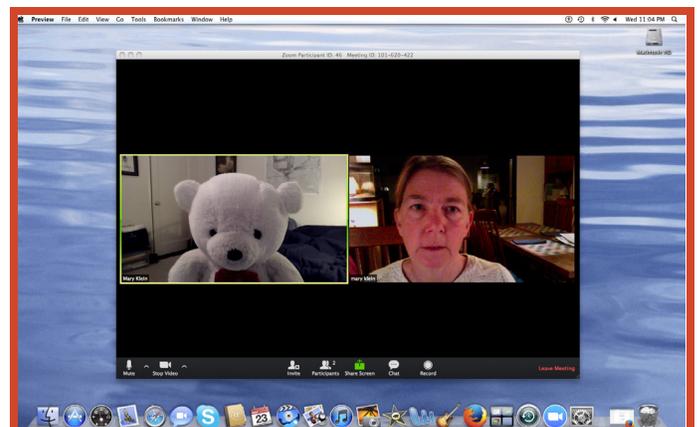


There are little “buttons” in the upper right corner of the window that let you . . .



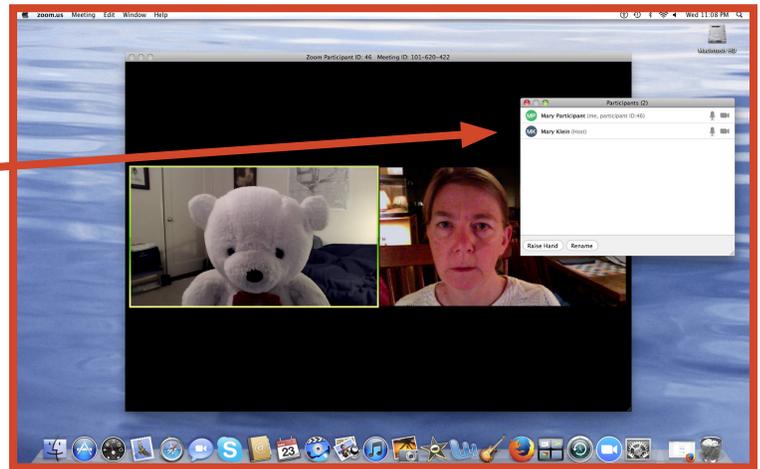
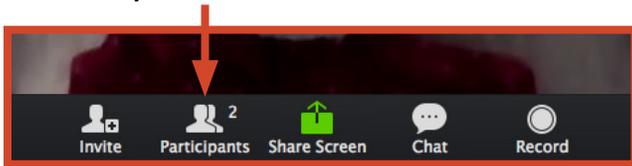
1) make the meeting room fill your screen, and/or . . .

2) switch the meeting room to “gallery view,” where everybody’s pictures are the same size.

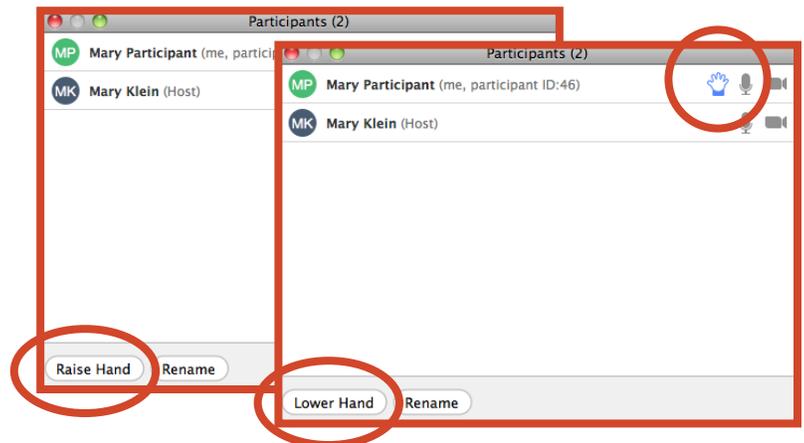


Signaling to others in the meeting room

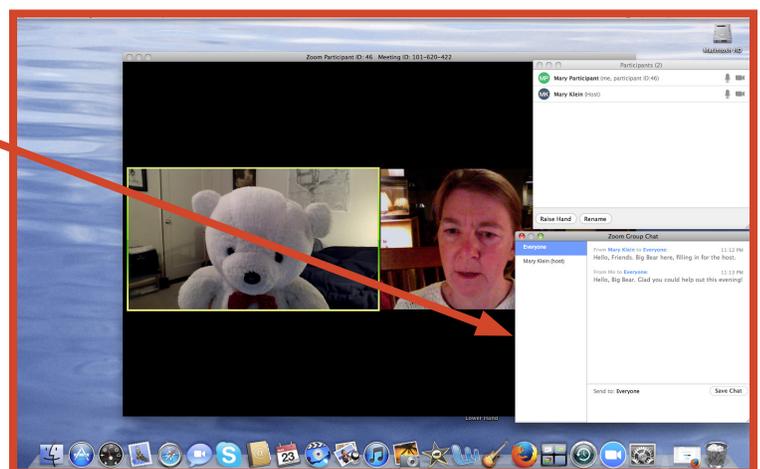
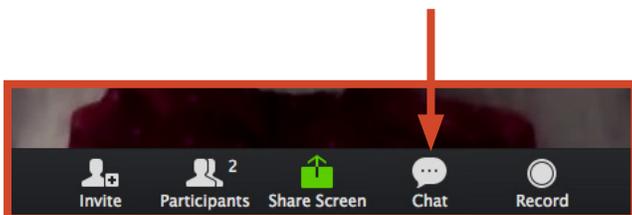
At the bottom of the meeting room window are some buttons that appear when you move your cursor there. One is the “participants” button. Click it, and a window will appear that lists all participants. You can drag the window where you want it to be on your screen.



With the participant list open, you can “raise your hand” and “lower your hand” to signal to the host that you want to speak.

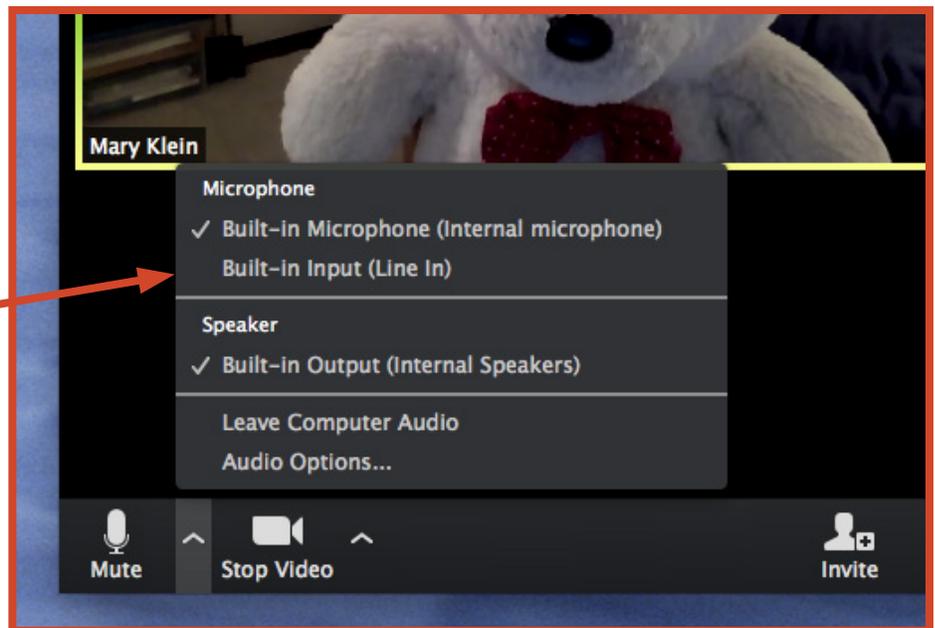
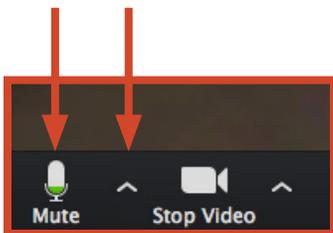


You can also send messages to other participants by opening the “chat” window and typing in it. You can drag this window where you want it to be also.



Audio and video in the meeting room

In the far bottom left corner of the meeting room window, you should see a pair of “buttons” that will let you control your audio connections to the meeting room. The little tent-shaped button opens up a menu of options.



For the best audio quality for all participants, it’s good for “everyone” to mute their microphones unless the host calls on them to speak. It also helps reduce echoes and feedback if “everyone” uses headphones or earbuds to listen to the meeting, instead of using external speakers.

Similar to the audio controls, the meeting room provides you with some control over your video stream. Again, the little tent-shaped button opens up a menu of options.

