

Idaho Organization of Resource Councils Annual Meeting 2020

Zoom 101

Here are some Zoom tips. Please follow them so we can make the most of our time together.

Prep/Before Our Call

	Download Zoom Software—If you don't have a Zoom account, please download the software here. You don't need an account, but you DO need the software installed.
	Update Zoom to the latest version. If you do have a Zoom account, log in and go to the "zoom.us" menu and click "Check for Updates".
	Be prepared to join by computer if possible. Functions such as chat are more difficult to navigate on tablets and phones.
	Our team will be logged in early so please feel free to join us a few moments before the session starts.

In-Meeting Guidelines

	Update your name to your full name and pronouns. You can do this by clicking on the "Participants" menu at the bottom of your screen. Hover over your name and click "More" then "Rename".
	Mute: There will be periods of the meeting when you should keep your microphone muted. This prevents background noise, audio feedback, and other issues from interrupting the speaker. During breakout sessions and Q&A sections, you can mute/unmute yourself by clicking the microphone icon.
	Set the view to Gallery View to see everyone in the group or Speaker View to see only the current speaker. You can alternate between these views by clicking the icon in the top right corner of your screen.
	Use Zoom chat: If you have a tech question, private chat Eric or Megan. If you have a question or comment for the full group, chat to everyone.
	Wifi Issues: If your wifi is unstable we encourage you to keep Zoom running on your computer but join by phone for your audio. You can do this by clicking the "up arrow" just to the right of the mute icon in the bottom left of your screen. Select "Switch to phone audio." Dial one of the numbers in the pop up menu and follow the directions to input the meeting ID and then input the Participant ID. It is extremely important that you input the participant ID so your video (coming from your computer) is linked to your phone audio. You can then mute and unmute yourself using the icon on your computer.