

GETTING THE MOST FROM OPCUG / PATACS MEETINGS

ZOOM TIPS FOR PARTICIPANTS AFTER JOINING THE MEETING

Checking your audio and video:

Move your mouse to the bottom left of your monitor/screen to activate the Zoom Toolbar. You will see the icon for the audio (mic) and video (camera). Click the caret (^) beside either icon and make sure the correct devices are selected. You can also select "Test speaker & microphone" in Windows or go to audio settings in Linux.

Rename. The final setting you need to check is the name that appears on your tile (either a live picture or what you chose for attendees to see). Please provide your first and last name.

Move your mouse to the top-right corner of your tile, then click the three dots or right-click on the box. From the menu, select "Rename," enter your correct name, and then click "Change." Now, you are ready to sit back and enjoy the meeting. You can also click on the "Participants" icon, find your name, click the three dots, and select "Rename."

During the Meeting

Hear. How well you "hear" what's being said is under your control. You adjust the volume either in Zoom's audio settings (caret (^) next to the mic) or in your device's volume settings. It has been noticed that, at times, the volume on your device may not be accurately reflected in Zoom. Therefore, you will need to adjust Zoom's audio settings.

See. What you "see" during the Workshop is also under your control. Your first adjustment is how you see the main screen. In the top right corner, you will have a "tic-tac-toe" button. You have a number of choices, including: "Speaker" (where you see the person speaking in a big window and other attendees in a filmstrip) and "Gallery" (where you see attendees in rows—Hollywood Squares). We recommend the Speaker view, as you are here to see the presenter. The "Gallery" view may have additional screens, depending on the number of attendees and the number of tiles your device can display simultaneously. You can also view the meeting in "Fullscreen" mode.

View. When the presenters are sharing their screens, you have a second set of "viewing" controls. Move your mouse to the top-left center of your screen, where you should see a tab labeled "Presenter's screen" with a circle and three dots. There, you can select the "Zoom ratio" and make it easier to see if your screen is too small. You can also remove the attendee's filmstrip by checking "Hide video panel."

Problems with Zoom. If you experience any issues with Zoom during the meeting, use the "Chat" feature on the Zoom Toolbar to contact a meeting assistant.

Chat. If you want to ask the presenter a question during the presentation, use the "Chat" found on the Zoom toolbar.

Open Mic. If we have an "Open Mic Q&A," and you want to ask a question or share a comment, click the raised hand icon on the Zoom taskbar. If you don't see it, check under "More" or under the "React" icon. This puts you at the top of the attendees list and lets us know you want to speak. When it's your turn, unmute your mic. Please click your "Audio icon" (the mic) and unmute yourself, and then you can speak.

Adapted from Instructions by John Kennedy of APCUG for Wednesday Workshops