

# Basic Zoom Guide

## I Don't Have Zoom

**Computer:** Use a browser and go to "[zoom.com](https://zoom.com)". Click on:

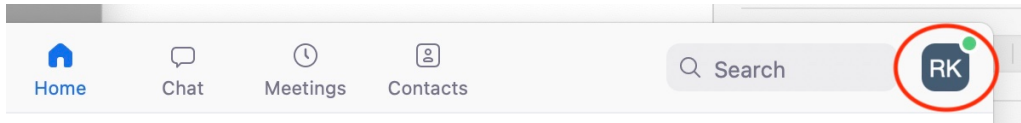
**SIGN UP, IT'S FREE**

and follow the instructions. You will receive an email. Click on "ACTIVATE ACCOUNT". A browser window will open for you to enter your information. NOTE: The name you enter becomes the default. When you enter a Zoom meeting, you have the option to enter using your Faerie name.

**Tablet or smart phone:** Go to your App Store, search for Zoom and install it. It may be called "Zoom Cloud Meetings".

## Check for Zoom Updates

**Computer:** Launch Zoom and click on the icon in the upper right, which may be your initials or profile image if you uploaded one:



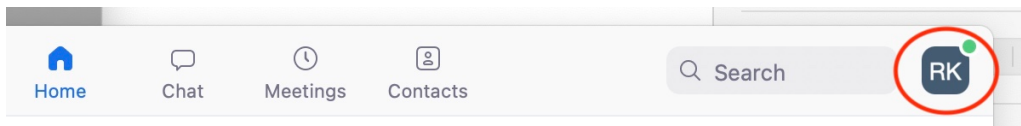
Then click "Check for Updates"

**Tablet or smart phone:** When you update the apps in your App Store, Zoom gets updated along with all your other apps.

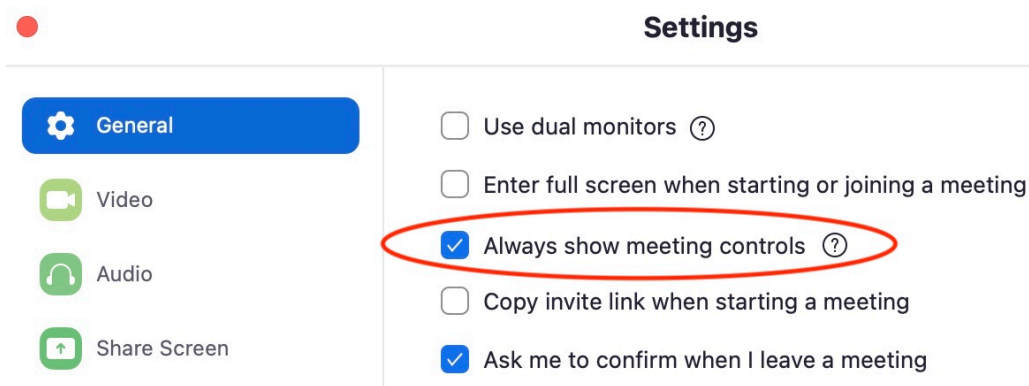
## Housekeeping

Some instructions in this document refer to meeting controls that can display at the bottom of your window or screen. Be sure the "Always show meeting controls" setting is turned ON.

**Computer:** Launch Zoom and click on the icon in the upper right, which may be your initials or profile image if you uploaded one:



Then click "Settings". If "General" is not highlighted, click on it.



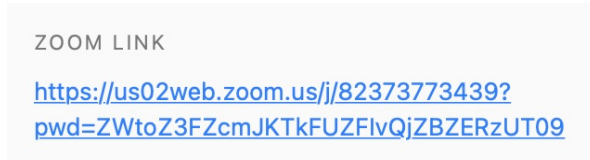
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Be sure that “Always show meeting controls” is selected. Other settings are your preference.

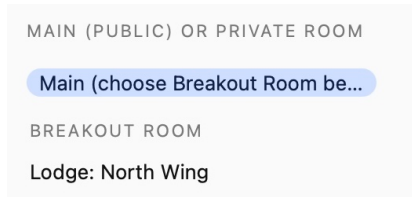
**Tablet or smart phone:** Launch the Zoom App. Touch “Settings”. Then select “Meetings”. Scroll down until you see “Always Show Meeting Controls” and turn it ON.

## Enter a Zoom Meeting

In the Gathering website, look at Calendar Gallery or Schedule/Calendar. Click on the event you want to attend. This includes the Welcoming Circle, Heart Circles, and all other scheduled events. Once you select an event, click on the ZOOM LINK (you may need to scroll to see it):



Make a note of the Breakout Room (instructions for Breakout Rooms are below):

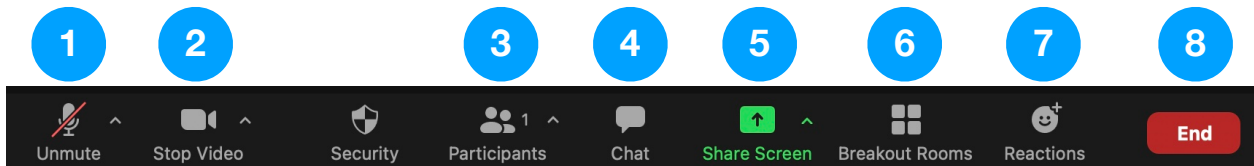


**Computer:** A browser will open, and you may be asked if you want to open Zoom.

**Tablet or smart phone:** When you touch the ZOOM LINK, the Zoom app on your device will open.

## Navigating in a Zoom Meeting

**Computer:** While in a meeting, many of these meeting controls appear at the bottom of the window:



1. Mute: If there is a red line across this icon, click to unmute before you speak. Alternately, you can press and hold the Space Key on the keyboard while speaking. If that doesn't work, go to Settings / Audio and click on “Press and hold ‘Space Key’ to temporarily unmute”.
2. Video: Turn camera in your computer on and off. If you press “Stop Video”, your profile image shows up if you have uploaded one (Settings / Profile / Edit My Profile”).
3. Participants: The number of faeries in the Zoom meeting. Click on this to see who's there.
4. Chat: Opens a side bar that lets you to send someone or everyone a chat message. If there is a red number above this icon, it means you have an unread chat message. Click the Chat icon to see it.
5. Share Screen: Used by Hostesses to share their computer screens for certain events.

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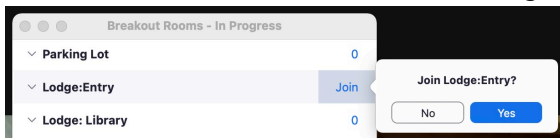
6. Breakout Rooms: Gives you a list of Rooms such as Lodge: North Wing, Sauna, Meadow Pools. When you select a Breakout Room, you will be transported to that room (and leave the room you were in). Click Breakout Rooms again to change rooms again. More Breakout Room instruction is below.
7. Reactions: Displays an icon on your video to indicate to a Hostess that you have a question (Raise Hand), give a thumbs up, applause, other options. Raise Hand stays up until toggled off. The other icons display for 10-15 seconds and then disappear.
8. End: Click when you are ready to leave the meeting and not join another room.

**Tablet or smart phone:** The controls are similar, but screen size limits the number of icons visible. Click “More” to see more options. On some tablets, touch the screen to see the meeting controls.

## Breakout Rooms

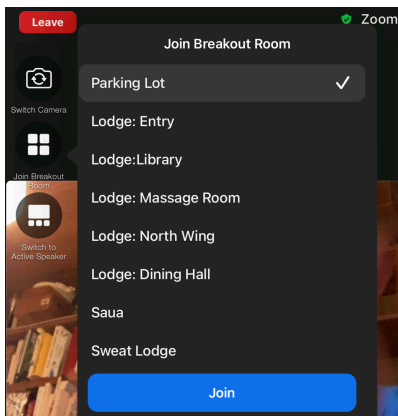
Calendar Gallery or Schedule/Calendar events have a Zoom link and the name of the Breakout Room for that event. After you click the Zoom link, you will be able to select a Breakout Room to get to your event.

**Computer:** Click “Breakout Rooms”. You will see a list. Move your cursor to the right of Breakout Room. When the number will changes to “Join”, click on “Join”.



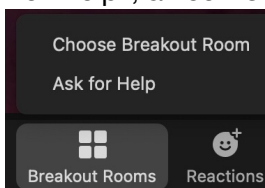
The number indicates how many faeries are in that room. The small icon in front of the Breakout Room name will show or hide the faerie names.

**Tablet or smart phone:** Touch “Breakout Room”. You will see a list. Touch the name of the Breakout Room and then touch “Join”.



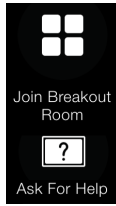
The name of the Breakout Room is displayed at the top of your screen. You may switch or leave Breakout Rooms at any time.

**Computer:** Switch to a different Breakout Room by clicking “Breakout Rooms”. If you click “Ask for Help”, a Tech Guru will enter the room and help.



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**Tablet or smart phone:** Switch to a different Breakout Room by clicking “Join Breakout Rooms”. If you touch “Ask for Help”, a Tech Guru will enter the room and help.

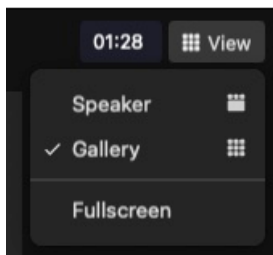


To leave a Breakout Room, click or touch “Leave”. You will be asked if you want to leave the Breakout Room, or leave the Zoom meeting altogether.

## Speaker View and Gallery View

Speaker View shows the video of the person currently speaking. Gallery View shows other participants too.

**Computer:** While in a Zoom Meeting, you may click the “View” icon in the upper right. “Speaker” view shows your video feed. “Gallery” view shows other participants.



The number of participants shown depends on the size of your computer screen. If there are more than will fit, arrows display on the right and left side of the screen. Click the right arrow to see more participants. Click on the left arrow to move back.

**Smart phone:** To see other participants, swipe left on your screen. Swipe right to see the Speaker View again.

**Tablet:** On some tablets with larger screens, you can see other participants by touching the screen and then touching “Switch to Gallery View”.

## Change My Displayed Name to my Faerie Name

When joining a Zoom Meeting you have the option to change your name just by replacing the name shown. If you’re already in a Zoom Meeting, you can change your name. This only changes the name as it appears in the Zoom Meeting. The name in your Profile is not changed.

**Computer:** Click on “Participants” icon at the bottom of the screen. To the right of your name, click “More” and then “Rename”.

**Tablet or smart phone:** Touch the “Participants” icon. Then touch your name. “Rename” is one of the options.

**Comments and updates: contact Watersnake**