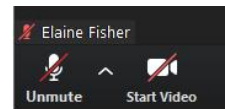




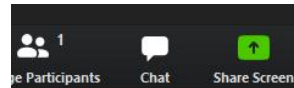
## Tips to Use Zoom for AAUW Meetings

### A. How to participate in a Zoom meeting: (add images)

1. In the participant screen practice how to mute and un-mute yourself. Click the arrow check or test your audio. Upon entering you should mute yourself.
2. In the same way, practice how to turn your video on or off to avoid others seeing interruptions like seeing your pet on the screen.
3. On the bottom of screen, click on Participants, scroll to your name and select "Raise your hand" (or lower your hand.) On cell phones, click More to "Raise your hand", to "Clap" or give a "Thumbs up". You may have a Reaction icon to "Clap" or give a "Thumbs up". Click again to remove your Reaction.
4. Click on the Chat icon and type your comments or questions in the chat window. This will be different on smart phone, click Participants to get to Chat. Chat can be with everyone or with one individual.



to

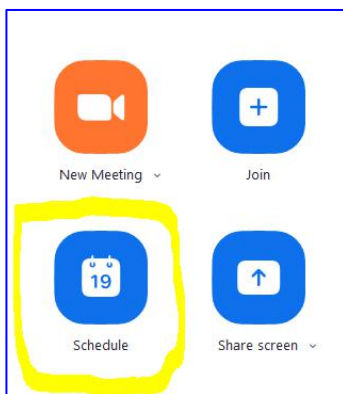


chat window.  
Chat can be

### B. Prepare to use your webcam or video:

1. Choose a computer setup location with a strong internet connection.
2. Choose an area where there is enough light on your face (not behind you or you become a shadow.) You can set a lamp behind your computer so the light shines evenly on your face.
3. Choose a place to sit without clutter in the background.
4. Raise the level of your computer using a book or two or a briefcase so you are looking straight at (not down) the computer webcam.
5. View how you look before the meeting to decide if you want your video turned on.
6. Do an audio check during the login to make sure you are going to be heard when you speak.(?)

C. To schedule a meeting: Enter Topic (meeting) title. Decide whether to allow video for everyone? Require a password for security. Enter your meeting start time, duration and your time zone. Use a randomly generated Meeting ID. Choose a calendar that is used by your group. Then click on Schedule at the bottom and then your meeting invitation will be created.



### Schedule Meeting

Topic: Practice Zoom Meeting

Start: Sat April 18, 2020 02:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Central Time (US and Canada)

Meeting ID:  Generate Automatically  Personal Meeting ID 247-913-9996

Password:  Require meeting password 008030

Video: Host:  On  Off Participants:  On  Off

Audio:  Telephone  Computer Audio  Telephone and Computer Audio [Edit](#)

Calendar:  Outlook  Google Calendar  Other Calendars

Advanced Options [Schedule](#) [Cancel](#)

Click copy to the clipboard, and paste into an email inviting members to join your meeting. Advanced options include whether to allow people to join before the host arrives.

### D. Managing a meeting:

1. Have one presenter and one person monitoring the chat box and participants' raised hands.
2. Require Zoom registration (to get email address) for your meeting so you can notify participants of the meeting ID and password if you have one.
3. Promote your meeting more than once (three times is recommended.)
4. Open Zoom to launch a meeting that you are hosting; look at Meetings and select the one you want to start.

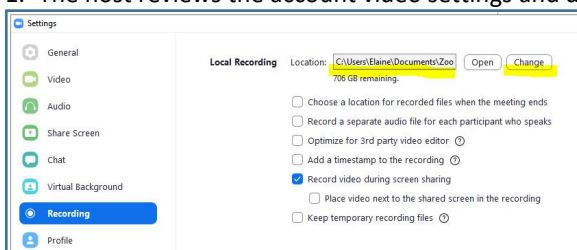
5. Rehearse, avoid death by PowerPoint, visualize your content and plan for interaction.
6. Start talking 5-10 minutes early. Interact with early participants.
7. Briefly introduce agenda or summarize topic before you go into details.
8. Provide opportunities for engagement by questions.
9. Record your meeting in case you want to share it later.
10. If using the free version of Zoom, remember to summarize before 40 minutes are up.
11. After the meeting, review the attendees report. To have contact details about each participant, you need to require Zoom registration.

### Precautions for secure meetings:

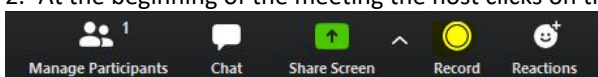
1. The FBI advises users to make sure they have the most updated version of Zoom's software. A recent security update added default passwords and disabled the ability to scan for meetings to join.
2. Keep meetings and classrooms private. Do this by requiring a meeting password. Additionally, the "Waiting Room" feature can be used to help the host control who enters.
3. Do not share invites to Zoom meetings on social media. Send the meeting password directly to participants.
4. Use a random meeting ID, so it can't be shared multiple times. According to Zoom's website, this is safer than using a "Personal Meeting ID."
5. Change screen sharing settings to "Only Host," so no one but the host can control the screen. A host can also mute participants in their settings. Don't allow participants to join before the Host.
6. Lock a Zoom session that has already begun so no one else can join. Do this by clicking "Participants" in the bottom of a Zoom window, then clicking "Lock Meeting."
7. Remove participants by hovering over their name in the Participants menu, and clicking the "Remove" option. The removed participant will not be allowed back in, according to Zoom.

### Recording the meeting:

1. The host reviews the account video settings and decides where to save the meeting recordings on the computer.



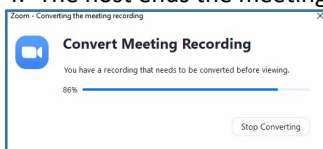
2. At the beginning of the meeting the host clicks on the record icon in the lower bar of their window.



3. To end recording, the host clicks on Stop recording on the lower bar of their window.



4. The host ends the meeting, and the recording is automatically downloaded to your computer and converted.



5. There will be three files. To play your video recording, open the Zoom file (mp4 file.) You can rename the file.

