

Zoom Reference Sheet for June Board Meeting:

Please find here some helpful tools/information regarding using Zoom for the June Board Meeting.

Before the Meeting:

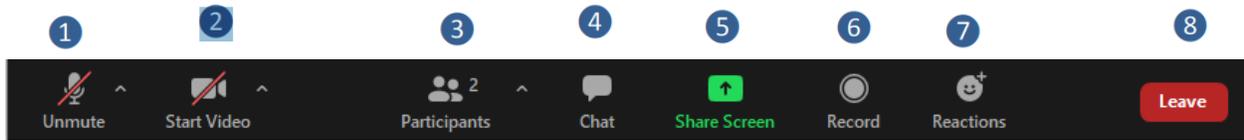
Everyone needs to pre-register for the meetings on both links for each day: June 3 and June 4, and you will receive a separate link for each day of the board meetings to connect to the meeting that day.

Day of the Meeting:

1. You should connect early to the meeting to check that your Zoom is the latest version. You may need time to download the latest version this can take up to 15 minutes.
2. When you connect early to the meeting to check your latest version and connection, Sharese Shedrick (ABCUSA Staff) will be available to assist on Thursday, June 3 from 12:00 PM to 12:40 PM. After you test your connection you will be sent to the waiting room until the meeting begins (you can walk away and come back closer to the start time).
3. Please add your region that you represent after your name that is shown on the screen.
*To **change your name** after entering a **Zoom** meeting, click on the "Participants" button at the top of the **Zoom** window. 2.) Next, hover **your** mouse over **your name** in the "Participants" list on the right side of the **Zoom** window. Click on "Rename".*
4. Please mute yourself when you are not speaking.
*To **mute yourself**, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.*
5. If you have technical questions during the meeting, please send a private Zoom chat to Sharese Shedrick. Sharese can also be reached at 610-768-2234.
If you have Board concerns or questions during the meeting, please send a private Zoom chat to Iris Cobb (ABCUSA Staff). Iris can be reached at 610-768-2280.
*While in a meeting, tap the screen to make the controls appear.
Tap More, and then tap **Chat** .
You can type your **chat** message and click **Send**, or if you want to change who it is being sent to, click the arrow next to **Send** to: and choose a different person or group of people.*
6. To make a motion or to speak to a motion, please raise your hand and you will be called on.
*During a **meeting**, click on the icon labeled "Participants" at the bottom center of your computer or phone screen.
At the bottom of the window, click the button labeled "**Raise Hand**."
Your digital **hand** is now **raised**.*
7. If you wish to be able to see everyone on the screen, you can change your view in the top right corner.
*In the top right corner, click **Gallery View**.*
8. All votes will be taken by the Zoom polling feature. You can select Yes or No from the choices to vote.
9. Please refrain from using the chat box for random comments. If you need to speak, raise your hand to speak and you will be called on.

The Zoom Menu Bar

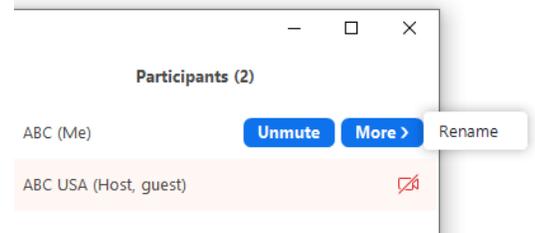
The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.) You can:



1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video Configure your settings for items such as audio and video
3. View a list of participants
4. Send a message to one person (private chat) or to all participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Excel)
6. Record the meeting (if you have been granted permission)
7. Raise your hand - Nonverbal feedback and meeting reactions
8. Leave or end the meeting

Rename Yourself

Click on **“Participants”** and find your name. Hover to the right of your name, click the blue **“More”** button, and then choose **“Rename.”**



Or

hover over **the right corner of your thumbnail image**. Click on the three dots and choose **“Rename.”**



Mute and Unmute

During a session you might be asked to mute your microphone until you have a question or comment. This helps to minimize audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.

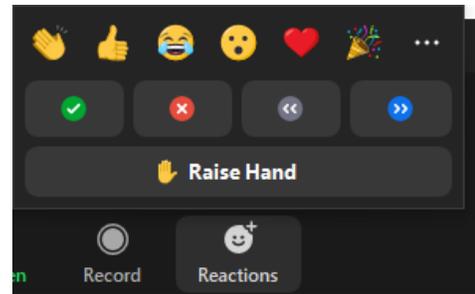


Pro Tip: Should you want to quickly unmute yourself to interject a brief, spontaneous nugget, simply **press the spacebar and hold while speaking**. Releasing the spacebar automatically mutes you again.

Raise Hand & Nonverbal feedback and meeting reactions

Meeting participants can now react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting. Reactions will disappear after 10 seconds. Click on the clap or thumbs up icon.

1. During a meeting, navigate to the bottom options bar in your video screen and click **Reactions**.
2. Underneath the reactions, there should be a separate button the says **Raise Your Hand**.
3. Select this, and a hand icon should appear in the upper left-hand corner of your screen.



Pro Tip: Here is the shortcut to Raise your hand. Windows: You can also use the Alt+Y keyboard shortcut to raise or lower your hand. Mac: You can also use the Option+Y keyboard shortcut to raise or lower your hand.

Chat

1. While in a meeting, tap the screen to make the controls appear.
2. Tap More, and then tap Chat .
3. You can type your chat message and click Send, or if you want to change who it is being sent to, click the arrow next to Send to: and choose a different person or group of people

Gallery View

1. Click the **Gallery View** option in the top-right corner of the screen.
2. Click the arrow on the left/right side to move between pages if there are more than 49 participants in a meeting.