



# ZOOM REFERENCE GUIDE

March 26, 2020





# Rotary

## Host a Zoom Meeting

- Only one host at a time
- Can designate an alternate host
- Login and START the meeting
- Can record the meeting
- Can mute all attendees

# Attendees

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Download the free Zoom app onto the machine you will use for the meeting.

[zoom.us/download](https://zoom.us/download)

Self guided brief tutorials are available on the Zoom download page. “Join a Meeting” “Meeting Controls” are a good place to start.

Click Join Meeting and enter Meeting ID given to you by host.

Gallery View allows you to view all participants in a meeting. Click on Gallery View in the upper right hand corner of your screen.

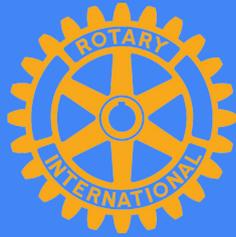
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## Audio and Video

- Audio can only come from one window at a time.
- That window will be highlighted in yellow.
- Attendees can self-mute by clicking on the microphone icon in the bottom menu.
- Attendees can turn off video by clicking on the camera icon also in the bottom menu.
- Attendees with no access to a computer may call in from a phone.

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# Sharing Desktop and Files

# Sharing Desktop and Files

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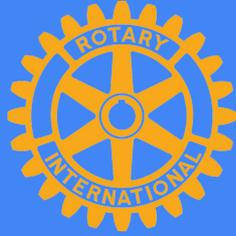


There is a **GREEN** button that says SHARE.

1. Open file to share on desktop.
2. Click on open file after clicking SHARE button in Zoom.
3. To stop sharing, click **RED** button that says STOP SHARING.
4. DO NOT SHARE VIDEOS. Buffering makes it choppy.
5. The CHAT button allows attendees to ask questions of the presenter as well as message each other individually.

**IT IS ALWAYS A GOOD IDEA TO DO A TEST RUN WITH YOUR PRESENTER IF THEY PLAN TO SHARE A PRESENTATION OR FILES. BE SURE THEY ARE TESTING THEIR PRESENTATION ON THE SAME MACHINE THEY WILL USE DAY OF.**

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Zooming from a Smartphone

# Smartphone

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These instructions are for an iPhone. We suspect it's similar on an android device.

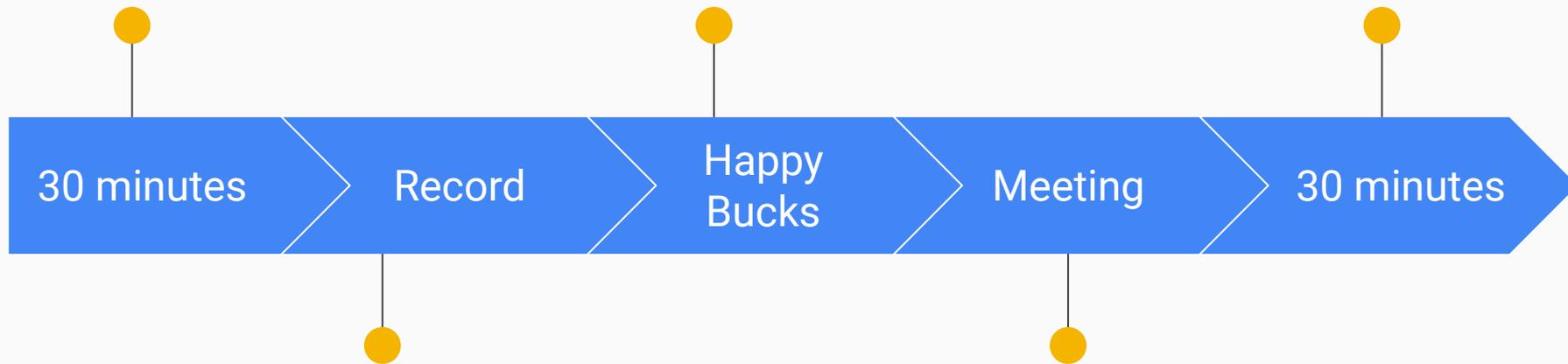
1. Hold the phone laterally not horizontally for a better picture.
2. Scroll through the screens to see attendees.
3. It is not ideal for the speaker to connect via smartphone.

**IF WIFI IS NOT AVAILABLE YOU CAN DIAL IN WITH A SMARTPHONE AND PARTICIPATE IN THE MEETING VIA AUDIO ONLY.**

Open the meeting  
20-30 minutes prior to  
official start time.

Consider a Venmo  
address for Happy  
Bucks.

Let meeting continue  
to run to allow for  
additional fellowship.



Do not begin recording  
until meeting officially  
begins.

Virtual meetings can  
run in the same format  
as an in-person  
meeting.

# General Courtesies



Not everyone understands that the camera sees everything.

- Be respectful.
- Make sure your internet connection is strong.
- Announce your name so everyone knows who's speaking.
- Speak clearly and measured.
- Use headphones whenever possible for a better quality audio.
- Keep your microphone on mute when not speaking.
- It is ok to eat or drink during the meeting.
- Turn off your camera if someone needs your attention.
- Wear pants.
- No standing ovations unless you have a six pack.
- If guest speaker OK's Q&A go ahead. Otherwise, use chat box to ask questions.

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Contact your District Leadership Team for additional information on hosting a virtual meeting.

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