

2020 Summer TLI



Toastmasters Leadership Institute

**Zoom Boot Camp
Tutorial Guide**

Logging into Zoom

Step 1

Click on the link for Zoom, sent to your email. Got step 2 (skip step 1a)

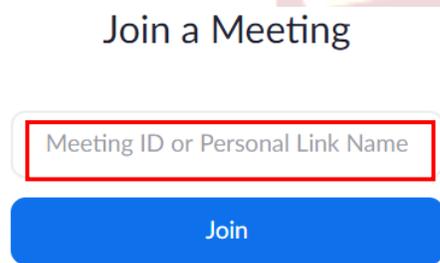
Step 1A

If you have the meeting ID information you can go directly to your browser (internet provider??) and type into the address bar: <https://zoom.us>



Step 2

Find JOIN A MEETING (top right) and click on the words. When you this window will appear



Now add the unique meeting ID

Bottom Floating Ribbon 101

The floating ribbon feature is located at the bottom of the Zoom screen. It provides quick access to the numerous features offered and can assist you in communicating or being interactive with others during the Zoom meeting.

The floating can be confusing because you hover you mouse over it to use the features.

Mute button



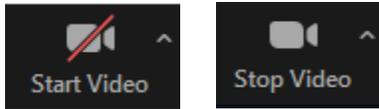
As a courtesy to your Toastmasters' group and the scheduled speakers. You too can be a hero! This button controls sounds from the microphone attached the device (Mobile or Computer) used to login to the meeting. When your mute button is on you can hear the speakers voice, but they cannot hear you, or any sounds around your area.

****Get into the habit of always being on mute in any Zoom room.*

Zoom's audio is state of the art. The good news is, you can hear the speaker perfectly clear. The bad news it will pick up all sounds, of all participants when in the Zoom room however, the loudest sound wins. For example, a dog barking, the neighbor mowing the lawn, drinking is all magnified for everyone to hear.

Start Video Button

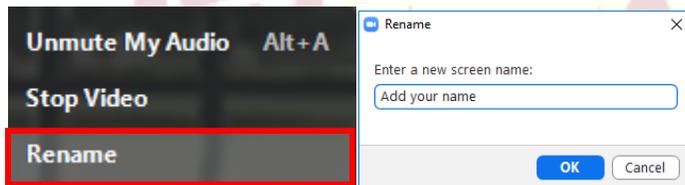
This is the camera feature so everyone can see each other. The default is set to off (red line through camera). This means, the only thing that will display on the screen is your name, or the name of the device you logged in with.



For others to see you, disable your video by clicking on the red line on the 'Start Video' button. When your video is disabled everyone can see your face and interact with you.

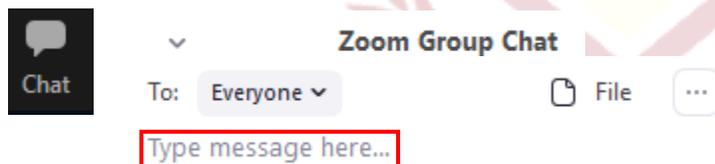
Adding or Changing Your Name

To change your name, simply click on the ellipse button (3-dots) on your picture displayed. Or right click on your picture. Select the rename option. A box will appear, and you can add your screen name, then click ok.



Chat Feature Option

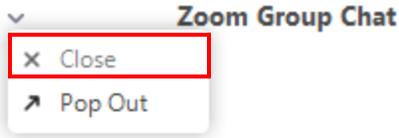
The chat feature allows you to chat with the group (everyone) or privately to one person. When you click on this button a group chat window will open up.



This feature offers you the ability to ask or answer questions during the meeting. It has a built-in visual alert which turns your chat emblem orange in color. So even if you are not chatting you can see what everyone else is writing in the chat box. ***Best practice is to avoid using chat unless you are asked.

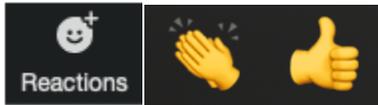
Please note, chats are not private. Try the reaction button instead!

The chat feature also takes up a lot of real estate on your monitor. To collapse the chat feature, to enable you to see more of the meeting, select the arrow and check close.



Reaction Feature Option

This is the best way to interact with others during a Toastmasters Meeting. There are two options available when you click on this the reactions feature. The clapping hands or thumbs up will display on your picture for 5 seconds.



Toastmaster & Presenter Meeting Options

Leader Mute Button Options



This button controls the sounds from the microphone attached the device (Mobile or Computer) used to login to the meeting. Due to Zoom's state of the art audio, it will *pick up and magnify every sound* in the meeting, and unfortunately the loudest voice or sound wins.

It is important to know the **mute button feature** on Zoom has the ability to make or break a meeting. The good news is when someone is speaking, you get a visual too, the person who has the floor, will have a **yellow outline around their screen**.

As the leader of your Zoom room you are empowered to control the audience features too. The audience should automatically have themselves muted when entering your meeting. However, some audience members fail to use this option, and it can be very distracting.

There are two ways you can mute your audience or an individual member. One is right click on the picture of the person making distracting noises and select mute. Or you can go to the 'Participants' button and use the mute all. ****Please note, when using this feature, you will have to consistently remind your audience. "Please take yourself off mute and answer..."*

As the Zoom room owner, you have the option to **change the participants name** if you choose. Simply right click on their picture and select the 'Rename' feature, enter the screen name and click ok.

You may also want to encourage the role holders to change their name to their **role** instead.

Leader Start Video Button Option

This is the camera feature allowing everyone to see each other. The default is set to off (red line through camera). If you do not change this option your screen will display your name only, or the name of the device you logged into the meeting.

Virtual Background Settings

This setting offers the option to choose a virtual background. This is particularly relevant for the participants that have roles. For example, the Timer Role can just display a virtual colored screen and display the colors for the time increments. Some toastmasters choose to hold up a colored card however, the colors on the cards don't show true on other screens, some red cards can look like orange or yellow.

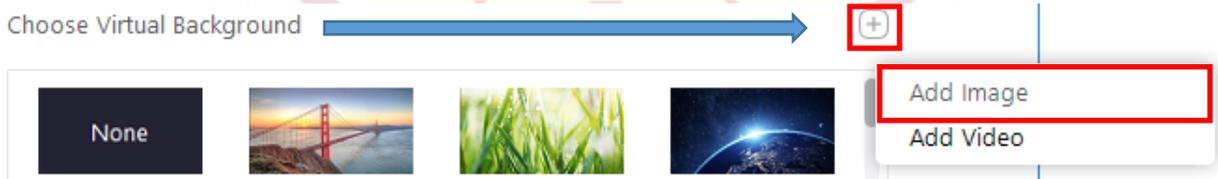


Backgrounds for Role Holders

- Inspiration and pledge role - display an America flag for the pledge of allegiance
- President and Toastmaster – display the Toastmasters logo
- Timer role – display colors of time increments for speakers

Adding a Custom Virtual Background

It is recommended you do this prior to the start of the meeting. Also, you must be in the meeting to change your background. Before adding your image, save it to your computer (your pictures file)



In the Zoom ribbon under 'Stop Video' select the up arrow and choose the 'Choose Virtual Background' option. Next select the **plus sign** image, a menu will display, select the 'Add Image' option. You will be prompted to select the location on your computer where you saved the image, choose your image and it is now an option in your background choices.

Leader Participant Button Option

This option allows you to **manage the audience and their option choices**. You can mute participants upon entry, allow them to unmute themselves, allow to rename themselves, play an enter/exit chime & enable the waiting room.

Leader Chat Button Option

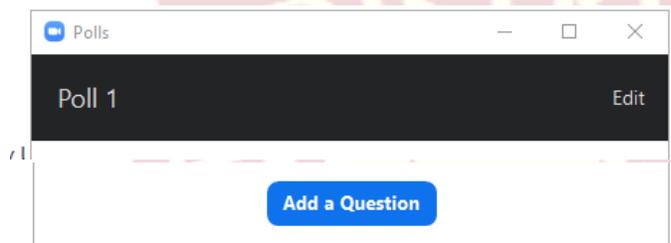
As the leader you can enable the chat option for all participants in your Zoom room. This is a great tool for your participants to ask or answer questions. However, use **caution** this feature can get out of control very quickly. Audience members often confuse this as a forum to host a side conversation with others in the meeting.

Best practice is to ask your audience to use only if asked. For example, you want your audience to send their votes to the vote counter, privately. Or may ask your audience to answer a question.

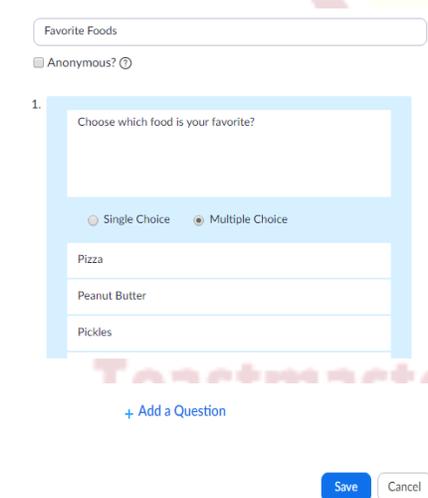
Please remind the audience **chats are not private!** All chat conversations are saved, and Zoom will offer the host, the option to download a copy of the chat.

Polls Button Option

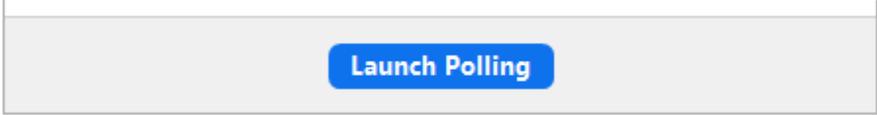
This feature is an excellent tool to get a temperature of what is going on with the audience. If you are training content, a poll can be used as a multiple-choice query to answer instantly.



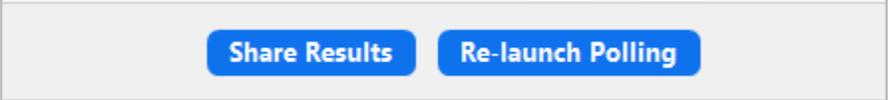
Click on the polling option and a message to add question will appear. Check your choices, and add a question, and save.



Polling 1: Favorite Foods Edit

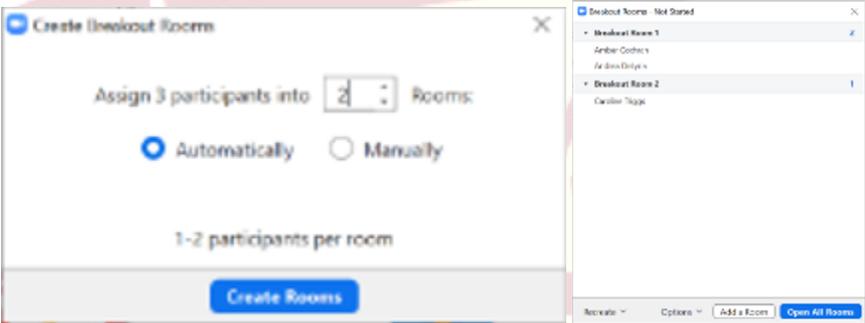


After you launch the polling the questions you selected will appear on everyone’s screen. It will show how many people have answered and the top choices in order. After you close the poll box you will instantly receive a message to share the results.

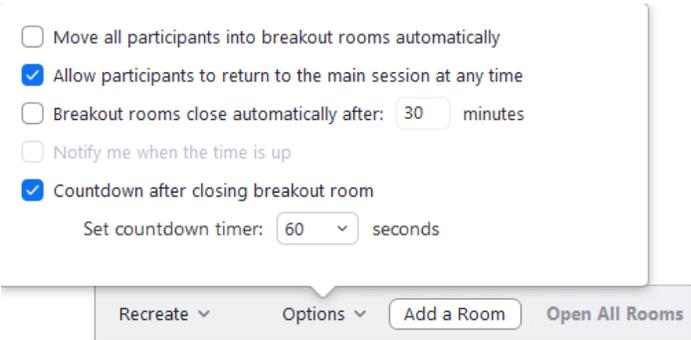


Breakout Rooms

To access this functionality, hover over the ribbon and check ‘Breakout Rooms.’ You can now choose how many rooms you want to set up. For example, you may want to setup two teams to go into separate rooms.



To send people to the breakout rooms, check the blue button ‘Open All Rooms’ When your audience is in a breakout room they can only hear the people in the room. As the owner you can hop in and out of the rooms to listen, or interact with the participants. The participants receive a display message to go to their breakout room. When the time is up it will send another message that your meeting will end in XX seconds and time down.



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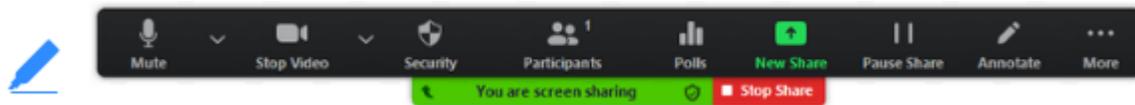
Recommendation set the countdown timer to 10 seconds, to assure everybody gets back in a timely fashion. Zoom will take everyone back to the main room.

Share Screen Options

Sharing the Whiteboard Feature

When you click on the 'Share Screen' Option Zoom will display all the window you have open in order for you to select an option.

The Whiteboard option is a picture of a whiteboard and a pen. Choose this option and click share.



Your bottom floating ribbon will appear at the top of your screen and display a message that you are screen sharing. When accessing the whiteboard option be sure to click on the annotation tools.



Annotation Tools

Mouse – to activate and deactivate the mouse pointer. It is blue if the annotation tools are deactivated.

Text – allows you to write on your whiteboard. It will display a box to add text. Caution, when you click out of the box the text will remain, but you cannot edit or add to it. You can move the box around the window and add as many text boxes as needed.

Draw – can insert lines, arrows, and shapes. This also allows you to highlight an area of your whiteboard. Choose the oval or oblong square, to insert a semi-transparent area to highlight the area or word.

Stamp – insert predefined icons like a check mark or arrow

Spotlight Arrow – displays your mouse pointer to all participants when you mouse is within that area. The arrow displays a small arrow with your name on it. Each subsequent click will remove the previous arrow placed.

Clear – very important to know your annotation markup follows you to each screen in your presentation. The clear option allows you to erase your annotations from the current screen to the.

Format – contains color options to use in your tools, font color highlight color etc.

Save – saves your screen as a screenshot. Note: this is only available if you started the shared screen on the whiteboard.

Cool Features for Zoom Masters

Zoom Personal Meeting ID

Why change the zoom personal meeting ID? So, it can reflect something more easily identifiable with you or your organization. Your Zoom's personal meeting ID is assigned to you, so you can have a virtual room that you can use anytime.

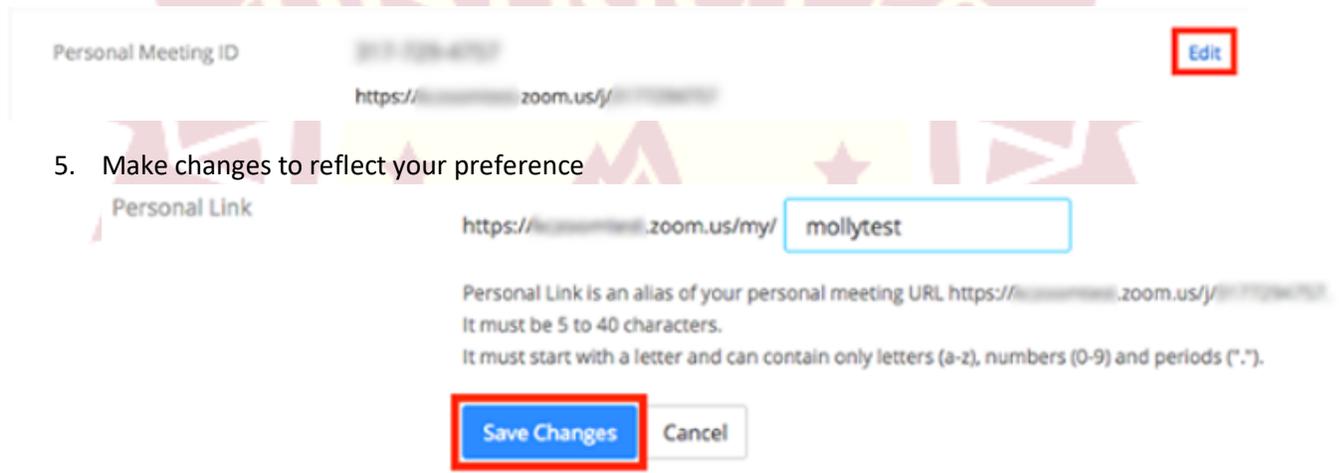
To customize your Zoom Meeting ID

1. Log into your Zoom web portal (<https://zoom.us>)
2. Click **Profile** (left side of screen)
3. Find Personal Meeting ID and Click the **Edit link**
4. Enter a 10-digit number you would like to use (**Phone Number.**) There are some restrictions with number assignments. For example, cannot start with 1 or 0, see complete list.
5. **Save Changes**

Customizing the URL

Personal URL's are associated with your meeting room. To customize the URL:

1. Log into your Zoom web portal
2. Click **Profile**
3. Look for **personal link** (right side of screen)
4. Select **Edit** next to Personal Meeting ID



Personal Meeting ID Edit

<https://us01zoom.us/j/9177264752>

5. Make changes to reflect your preference

Personal Link

Personal Link is an alias of your personal meeting URL <https://us01zoom.us/j/9177264752>.
It must be 5 to 40 characters.
It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").

Save Changes Cancel

6. Save changes

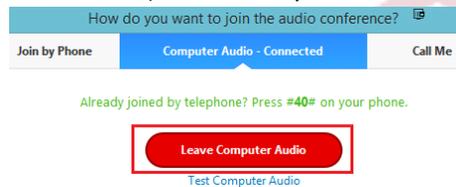
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Troubleshooting

Audio Echo Feedback

Generally, if there is an echo, it means that there is a device out there that is channeling your audio back. There are 3 possible causes:

1. A participant has both the **computer and telephone audio active**
 - a. If you join from a computer and call in from the telephone, be sure you either enter your participant ID when calling in or enter your #participant ID# when already in the call.
 - b. Or, manually **Leave Computer Audio** on your computer



2. Participants with computer or telephones **speakers are too close** to each other
 - a. If another participant is too close to you, and both of you have speakers on, leave audio conference on one of the computers only or hang up the telephone connection.
3. **Multiple computer** with active audio in the same conference room
 - a. If you are in a conference room with multiple devices disconnect the computer audio from other devices.

Additional Audio Feedback Issues:

Generally, if there is an echo, it means that there is a device out there that is channeling your audio back.

To isolate the attendee:

- Attendee can **mute him/herself**
- Host can mute the attendee one at a time
- Host can mute all, and unmute one at a time

Other Sources That Cause an Echo:

- **Other Speakers** (such as TV or sound bar) that are too loud
- Echo cancellation has failed (**device or performance issue**)
- A **bad microphone**

NOTES