

Tips for Zoom Participants: How to use Zoom

With the COVID-19 pandemic, quarantine, and social distancing, the Temple Beth Tikvah leadership has been working hard to keep TBT members connected. TBT now has a Pro Zoom account, where we are holding digital spaces for continued communication, gathering, and support.

To help each of us learn how to navigate the Zoom landscape, TBT members have drafted this document, full of instructions and tips for how to use Zoom as a "Participant" (a guest, an attendee, etc.).

This document will continue to be updated and revised as we learn new things and as Zoom itself adjusts and adapts for the current moment.

Please note that all instructions provided here depend on the device you are using.

General Tips + Information Regarding TBT Zoom meetings and privacy:

As much of the world moves to online gatherings, we've heard about issues with privacy and "Zoom-bombing" and the need for password protection to prevent unwanted attacks on events. As such, some things have changed in the way we conduct our online Shabbat services, Torah study, and meetings. Here's what's happening to our events and how to get the best audio/video experience:

- Announcements of Shabbat Services, Philosotea, Havdallahs and more will continue to arrive in your email in the weekly Happenings and will include the host's name.
- All Zoom meetings are now password protected. The password unique to each meeting is encoded in the link that we send each week, so there is nothing you need to do but click on the link.
- When you join a gathering or meeting, you are now sent to the Waiting Room for the host to grant you access. If you arrive after the event begins, the host is notified of your presence in the Waiting Room.
- If you are not using your computer, identified with your name, you must notify the host (generally Rabbi Johanna or Lauralei) in advance so that you and your computer are recognized in the Waiting Room. Use your Member Roster for phone numbers to text to.

A Note about Guests: You are welcome to invite family or friends to join us for Shabbat Services. For security purposes, you must confirm their attendance and share their computer name with the host for them to be recognized in the Waiting Room and allowed to join the meeting.

How do I navigate a Zoom meeting?

Once you're in the meeting, a "navigation" bar should appear on either the top or bottom of your screen with options for participation (if you don't see the nav bar, move your cursor to "hover" over the screen to make your nav bar visible). The placement of the nav bar is determined by your computer - PC or Mac - and its operating system. On the left corner are the icons with options to "Mute the Mic" or "Stop Video."

How do I join a Zoom meeting?

When you receive the email inviting you to the Zoom meeting, you should see a link. Click on that link.

Your device will prompt you with instructions for accessing your camera, your microphone, etc. Follow the instructions until you enter the meeting.

If you enter the meeting and see a white box with "Waiting on host to start the meeting" at the top, you don't need to do anything. Just wait. This prompt is just telling you that the Host of the meeting has not started the meeting officially yet. Once they start the meeting, you will automatically be led into the meeting.

Before you join a Zoom meeting, you can check your audio - both speaker and mic - and video. Please test your audio so that we can hear your voice clearly. If you don't see your image on the screen, click on the camera icon on the bottom left of your screen. When you see your image, click on "Join with video" or "without video." Please, turn on your video; we love to see your smiling face! Your computer might need you to give Zoom permission to access your camera.

How do I go full screen? How do I leave full screen?

At the top right corner of your screen, you should see an icon that looks like a box with four arrows. Click this box to go into full screen mode.

To exit full screen, either click the same box icon again, or click the Esc key on your keyboard.

How do I see other people?

If you want to see all the participants of the meeting on your screen, see the instructions below, for your device:

- 1) Desktop computer:
 - a) Click settings.
 - b) Click Video.
 - c) Enable the option *Display up to 49 participants per screen in Gallery View*.
 - d) Once you are in the meeting, Click *Gallery View* in the top-right corner.
- 2) Phone:
 - a) In the meeting, you can swipe left to switch to Gallery View.
- 3) iPad:
 - a) Tap *Switch to Gallery View* in the upper-left corner of the Zoom window. If you do not see the controls, tap your screen to get them to appear.
 - b) On the iPad, you can view only 9 people at a time, unlike the desktop where you can view up to 49 people at a time.

How do I mute or unmute myself?

The reason for muting is that Zoom conference calls get really messy if everyone is speaking at once. Even if you aren't speaking, if you are unmuted, then background noise is picked up by your microphone and can interrupt others who are speaking. Keeping everyone on mute avoids these complications.

At the top or bottom of your screen (depending on your device) you should see a microphone icon, which you can click to mute and unmute yourself throughout the meeting. The icon will be red if you are muted.

If you forget to mute yourself after you are done talking, the host of the meeting can mute you from their end.

How do I use the chat feature?

If you have questions, comments, or anything you'd like to share without interrupting the flow of the conversation, feel free to use the chat feature.

Look for an icon at the top or bottom of your screen that looks like a text bubble. Depending on the kind of device you are using, this icon will be located in a different spot.

If you can't find the chat bubble icon, click *Participants*, then *Chat*.

The chat box will automatically appear on your screen. Again, depending on your device, you may need to open and close the chat box frequently, so that you can click on other features on your screen.

Even if the chat box is not open, you should see notifications pop up on your screen when new messages arrive in the chat. Depending on your device, the notification may look different.

How do I use the raise hand feature?

If you are in a Zoom meeting where the host requests that you raise your hand to be called on to speak, then you will need to know where to find that feature.

Depending on the device you are using, the raise hand button will be found in different spots.

- 1) Desktop:
 - a) The raise hand button should be at the top (or bottom) of your screen.
 - b) The host will be able to see your hand raised from their end. They can then either lower your hand for you, or you can lower your hand by clicking the same button again.
- 2) Phone or tablet:
 - a) The raise hand feature can be found under "More" at the top of your screen.
 - b) The host will be able to see your hand raised from their end. They can then either lower your hand for you, or you can lower your hand by clicking the same button again.

How do I leave the meeting?

At the top (or bottom) of your screen, you should see a "Leave Meeting" written in red. Click this button to leave the meeting. Your device will ask you twice to ensure you didn't accidentally click the leave meeting button. Once you confirm, your device will automatically close the meeting and you're done!