

## Participating in a connect2culture Online Program (Zoom basics)

### Join a Meeting

- Click on the Zoom link provided by the meeting host
- You may be put into a waiting room until the host admits you

### Mute/Unmute & Audio Settings (Mic icon in lower left of screen)

You or your meeting host can mute and unmute your microphone, depending on the meeting settings.

- Mute - click on button once, and it will turn red and have a slash through it
- Unmute - click on the button and the mic icon will appear white

### Start/Stop Video & Video Settings (Video icon in lower left of screen)

Some meetings may be video recorded. If you prefer not to appear on the video or step away for a moment, you may turn off your video camera and still be able to hear the session and use your microphone.

Click the video button once to turn on your video camera, and again to turn it off.

## Function buttons (bottom center of the meeting screen)

- **Participants** – participants list will appear at the right
- **Raise Hand** In the participants list, click on the small hand next to your name. This notifies the meeting host that you would like to speak.
- **Rename** In participants list, hover over your name in the participants list. Click on *Rename* to change how your name appears on the screen.

- **Chat**

Click the **Chat button** to open the chat window.

Address an individual or Everyone by clicking on the up arrow that says "To" above the message field

Type questions or comments in the small field below the chat window.

- **Reactions** Post an immediate reaction to a comment during the meeting.

Click on and hover over the reaction to select it and click on it.

The icon will appear *temporarily* by your image in the video window.

### **Choose video screen layout** (Top right of the meeting window)

Click on this button to toggle between views.

**Speaker view** will make the window of the speaker dominate the meeting screen. The other people in the meeting will become smaller or disappear to give the speaker “the stage”.

**Gallery view** will give you a view of everyone in the meeting. The windows of people who choose not to turn on their cameras will appear just with their names or a personalized image.

### **Enter/Exit Full Screen** (Top right of the meeting window)

To **enter** full screen, click on this button to maximize the meeting view to fill your screen.

To **exit** full screen by clicking **Esc** on your keyboard

**Pin video** makes a person the primary speaker in your screen view. This is useful if there is a presenter that you want to focus on in the gallery view.

- Place the cursor over the video you want to keep as the speaker
- Right-click (on a two-button mouse) on the video of the person you want to pin or double-click (on a single button mouse)

### **Leave Meeting** (lower right corner of the meeting window)

Click on the Leave Meeting button any time to exit the meeting.

## Meeting Guidelines and Etiquette

To ensure an enjoyable community experience, please keep in mind:

- ★ Turn on your video if you are comfortable being on screen and being recorded. This is usually preferable, but not required.
- ★ More light is better. Avoid being backlit to minimize glare for the other people in the meeting.
- ★ Mute yourself if you're not talking. This will minimize ambient noise.
- ★ Raise your hand, physically on camera or through the participant list, if you'd like to speak.
- ★ The chat window is another option to ask questions or make a comment.

Enjoy yourself!



For more information about CaringKind, contact the Helpline at 646-744-2900.

These instructions are based on this [document](#).

