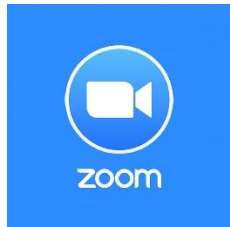


Zoom Top Tips



Many of us are unfamiliar with Zoom as a tool and sometimes, with the focus on technical aspects, it's easy to forget why we are doing it!

That is – to try and replace what we do in a face to face meeting with an online version; to discuss issues, share information, arrive at some decisions and allocate roles to tasks.

So to help with the smooth running of virtual meetings, we have come up with the following points and wherever possible, we try to implement them.

Before the Meeting:

Ideally, have a practice with one or two people before the session – that way you have a go with the different views, test your camera and microphone and so on.

- Send out a link to your participants prior to the meeting. The link enables participants to join the meeting. As you have set up the meeting – you are the Host.

Send out instructions to the participant such as: -

- When you click on the link, it should automatically download Zoom and take you to the meeting's 'Waiting Room'.
- Although I shall send this out ahead of time, you won't be able to enter the meeting until I start it.
- If you are receiving a Zoom link via your work email which you access by logging on to your remote server, it may cause a glitch or slowing down of

the server if you click on the link. Best to copy the link, come out of your remote access and paste the link into Google.

- Or, you can note down the Meeting ID and Password and then go to Zoom at the allotted time, click Join a Meeting and then follow the instructions from there.

This option works for people who access their email on one device but prefer to use Zoom on another.

- We try to start the meeting 5-10 minutes early. This is so we can let participants in and then start the meeting on time.

Starting the Meeting:

- Make sure names of participants appear correctly on the display. You can do this by clicking on the three dots in the top right of the box containing your image. Click 'Rename' and type your name as it should be for the meeting. This is worth noting as if you have used Zoom for anything else prior to the meeting such as a friends quiz then Zoom will remember that last used name!
- We ask that participants keep themselves muted when not contributing to the discussion as this helps to minimise background noise. Put a strike through the microphone image.
- If you wish to contribute, please unmute yourself and start speaking. Click on the microphone image so that it doesn't have a strike-through.
- If the meeting gets too hectic – too many people speaking at once - the meeting Host will act as the meeting Chairperson and will invite you to speak.
- Say whether you as Host, will respond to messages in the Chat box during the meeting or at the end.

- If possible, please use headphones or ensure you are in a private space to ensure confidentiality.
 - If this is not possible, please make everyone aware at the start of the meeting that you are working in a shared space.
 - If you are in a shared space and there will be confidential elements to the discussion, it may be necessary for you to leave the meeting briefly.

- Virtual meetings can be harder to minute than face to face meetings due to fluctuations in sound quality and volume. We can all help by speaking a bit more slowly than normal and remember that it can take a minute or two for the microphone to engage when you start speaking.

- You will have had an email address or a mobile telephone number to send your participants the Zoom link. It's a good idea to ask permission to share contact details with the other participants.

During the Meeting

There are different views in Zoom, if the Host isn't screen-sharing then you can choose Active Speaker, Gallery and Mini.

- Active speaker means that you see a full shot of the person speaking and the other participants will be in small boxes at the top of your screen
- Gallery means that you see everyone in an equal sized box on the screen, no matter who is speaking.
- Mini means you can minimise the video and work on the rest of your desktop, but not screen sharing.

Gallery is probably the most useful for a general meeting as you can see everyone, if you have Active Speaker then it means the other participants are at the top of the screen in a banner and if there are more 6 or 7 of them you can't

see the others. If you want to know who else is there – click Participants on the bottom strip.

Gallery View on a tablet, it is easy to assume that the size of the gallery images would reset so that you can see everyone. But this isn't the case – you need to swipe sideways to see the next set of participants, and another sideways swipe will show more!

- Zoom has a chat box function where participants can send a message to one person or to all. It's sometimes helpful if the Host can message a person to say you're covering your camera perhaps, but it's very difficult if participants start messaging each other one-to-one.
- Best to address this at the start of the meeting - agree what is acceptable.
- If you are using Zoom to deliver some information to a group of people, in the style of an informal webinar rather than a meeting, it can be helpful to call in the help of a colleague or committee member. They could take on the role of reading the messages in the chat box, leaving you to deliver the information, and then at the end of the session they help collate the questions arising from the messages.
- Screen sharing - the Host of the meeting can share their screen, this means that they can have a document open on their desktop which others will be able to view if they click the share Screen option.
- The Host can also make someone else in the meeting the Host at any point during the meeting. This means that other people can share their screen too. This is useful if you are hoping to reach a decision on a piece of information such as a new mission statement or good if you are part of a creative writing group - each person could share their piece of writing – depending on the length of course!

If you would like further advice or to join one of our Online Coffee Mornings please contact us at Derbyshire Dales CVS – 01629 812154 or email enquiries@ddcvs.org.uk