

Zoom Guidelines

In 2021 Ohio Conference will hold numerous meetings on the Zoom video conferencing platform. We ask that those attending the meetings adhere to the following guidelines to help the meetings run smoothly and be enjoyable for all.

If joining via computer, tablet, or smartphone:

- Click on the link provided to enter the meeting.
- Your microphone will be set in the muted position when you enter. Please keep the microphone muted for the duration of the meeting unless you are speaking.

If joining via phone:

- Dial the phone number provided.
- Enter the passcode when prompted.
- Please mute your phone and keep muted for the duration of the meeting unless you are speaking.

Best practices if joining via computer, tablet, or smartphone:

- Use strong, reliable Wi-Fi or an internet cable.
- A headset can help eliminate feedback and distortions.
- If using Wi-Fi, place the device as close to the router as possible.
- Close all other browsers and programs.
- Make sure the name on your video is correct.

General guidelines:

NAME

- To change your name, hover the mouse over your video screen and click on the three dots (...) in the upper right corner. Click *Rename* and enter your correct name. Click *Ok*.

MUTE

- To mute/unmute yourself, click on the microphone at the bottom of the Zoom screen. You may need to hover your mouse over the bottom of the screen for the microphone to appear.

VIEWS

To choose the layout of your screen and how and which videos appear, click *View* at the top of the Zoom screen. You can then choose between

- *Speaker View*: The speaker's video will appear large while the other participants will be small.
- *Gallery View*: Videos will be small boxes and may flow onto another screen. Click the arrow to see more videos.

CHAT

Questions or other comments can be shared in the chat screen. Hover your mouse over the bottom of the Zoom screen and click on *Chat*. A white box on the right of your screen should appear. There should be a cursor at the bottom of your screen where you can type your message. You can also reply to other's chat comments.

POLLS

At times, a poll may appear on your screen. Click to answer the questions and hit *submit*.

BREAKOUT ROOMS

There may be times that the host breaks the participants into smaller groups. When this happens, a box will appear on your screen.

- Click *Join* if prompted.
- When it is time to rejoin the main meeting, a box will appear. Click on *Leave Breakout Room* or simply wait until you are automatically put back into the main meeting.

TEST

If you would like to join a test meeting prior to our meeting, please visit zoom.us/test.

QUESTIONS

- Please contact Alysa Short at 419.572.1348 or alysashort@gmail.com prior to the meeting if you have questions.
- During the meeting, please type your questions in the chat box.