Overview

- Basic options/controls
- Renaming
- Hearing & being heard
- Seeing & being seen
- Non-verbal communication tools
- Safety
- Setting Up A Meeting
- Practice
- Q&A
Basic options/controls on a COMPUTER

Gallery View
Basic options/controls on a COMPUTER

Speaker View

[Zoom Meeting interface showing options like Unmute, Stop Video, Rename, Pin Video, and Hide Self View]
Basic options/controls on a SMARTPHONE/TABLET

Gallery View

iPhone

Android
Basic options/controls on a SMARTPHONE/TABLET

Speaker View
Renaming

- Why: Helpful for your participants and for you (attendance)

- Recommended name: First name & last initial

- How to:
  - Computer: Click the “…” in top right corner or your video box, select rename, type your name, click Ok
  - Smartphone/tablet: Click “Participants” in bottom right of screen, click “>” next to your name, select “rename”, type your name, click Ok
Hearing

- Computer/phone speaker volume
- “Mute/Unmute ^”, audio settings, speaker
- Limit background noise
- Use a headset or connect speakers
- Ask to “Unmute”
- Last resort: Call in on phone for audio
Being heard

- Join with computer/device audio
- Unmute self
- Consider Mute All (Participants>Mute All/Unmute All), or yellow box
- Sit/stand close to device or consider wireless headset w/microphone
- 2 seconds of silence before speaking
- “Mute/Unmute ^”, audio settings, microphone
- Limit background noise
- Last resort: Call in on phone
Seeing

- Full screen/maximize Zoom
- Turn up device brightness
- Participants, start video
- Gallery/speaker view
- Hide video
- Camera angle
- Spotter(s)
- Connect to larger device (HDMI or USBA/USBC cord)
Being seen

- Video on/off
- No other apps or covers
- “Start/stop Video^” → video settings
  - At very bottom, “trouble shooting”
  - Original view rather than widescreen
- Front lighting (https://www.youtube.com/watch?v=9qyT1KBp-6s&feature=youtu.be)
- Solid background (contrast clothing with background)
- Spotlight video
- Camera angle (aim low! check you angles in your video box)
Get creative, get large!

Connect Devices

- Phone/tablet → TV or Computer Monitor:
  - USB (micro or C) → USB or HDMI or HD 15
  - Wirelessly

- Laptop → external monitor/TV
  - HDMI → HDMI
  - USB → HDMI
  - Older devices: HD 15 (big blue)
  - Newer: wirelessly

Converters
Reactions & non-verbal communications

- **Physical gestures**: ask for literal thumbs up/down or hand raise
- **Zoom Reactions**
  - Click Reactions: Clap or thumbs up
  - Click Participants: Raise hand, yes/no, slower/faster, thumbs up/down, clap, need a break, away
- **Polls**:
  - You: Polls → Add title(s), question(s), response options, save | launch as needed | you can share results and/or relaunch
  - Participants: automatically pops up on screen: select response → submit
- **Chat**
  - Click Chat (or More, then Chat)
  - Select who to send it to (everyone, instructor/host, specific participant)
  - Consider disabling chat between participants
Limit sharing of meeting access link, ID, or password to prevent Zoombombing

Fully exit the program after your meeting; participants exit first

Consider asking for location & contact in case of emergency

Check in frequently, use a spotter, request videos on

Encourage

- Safe footwear: non-skid, secure to feet (e.g., no slippers)
- Safe/comfortable/own range of motion
- Stopping if you feel chest pain, shortness of breath, or dizziness
- Staying hydrated
- Having sturdy, wheelless chair or a wall/table/counter close by for safety
Setting Up A Meeting

- Create a Zoom account (username/email and password) and sign into app
- Schedule
  - Start = 15min before desired start (40min limit on free account not currently enforced)
  - Recurring meeting, reuse link
  - Enable waiting room, mute on entry
- SCHEDULE
- Copy, edit, then share invitation
- Do not share the meeting access link, ID, or password with others to prevent Zoombombing
Resources

- One-on-one tech help: Teeniors
  www.teeniors.com 505-600-1297

- Share your class(es) on Paths to Health NM by emailing Tiara
  www.pathstohealthnm.org 505-850-0176

- Tai Chi for Health Institute
  https://taichiforhealthinstitute.org/

- Tai Ji Quan: Moving Better Balance
  https://tjqmbb.org/

- NCOA:
  ncoa.org

- Lifelong learning classes (including technology), wellness and balance classes, and volunteer opportunities: Oasis ABQ
  www.oasisabq.org 505-884-4529
Practice

- Gallery/Speaker view (pinning & spotlighting)
- Mute/Unmute
- Start/Stop video
- Cohost:
  - Mute/unmute All
  - Rename
- Participants
- Chat
- Thumbs up
- Raise hand
Questions?

- Type one into the chat tool
  or
- Raise your hand using the raise hand tool
  or
- Raise your hand physically (if your video is on)

Thank you for joining us!

For more Oasis programs, visit our website:

oasisabq.org