Overview

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- Safety
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Basic options/controls on a computer
Basic options/controls on a smartphone/tablet
Renaming yourself

- Why: Helpful for the instructor, your friends, & your privacy
- Recommended name: Your 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 & being heard

**Hearing**
- Computer/phone speaker volume
- Mute when not talking
- “Mute/Unmute ^”, audio settings, speaker
- Limit background noise
- Consider headphones
- Call in on phone

**Being heard**
- Unmute
- Sit/stand close to device
- Wait for 2 seconds of silence before starting to speak
- “Mute/Unmute ^”, audio settings, speaker
- Limit background noise
- Consider headset with microphone
- Call in on phone
Seeing & being seen

**Seeing**
- Full screen/maximize Zoom
- Turn up device brightness
- Gallery/speaker view
- Pin speaker
- Hiding videos
- Camera angle
- Connect to larger device (HDMI or USBA/USBC cord)

**Being Seen**
- Video on/off
- No other apps or covers
- Front lighting
- Background
- Camera angle
- “Start/stop Video™”, video settings, at very bottom “trouble shooting”
Reactions & non-verbal communications

- **Zoom Reactions**
  - Click Reactions: Clap or thumbs up
  - Click Participants: Raise hand, yes/no, slower/faster, thumbs up/down, clap, break, away

- **Surveys**: Appear automatically if instructor launches one, select a response & submit

- **Physical gestures**: Instructor may ask for literal thumbs up/down or hand raise

- **Chat**
  - Click Chat (or More, then Chat)
  - Select who to send it to (everyone, instructor/host, specific participant)
Safety

Do not share the meeting access link, ID, or password with others to prevent Zoombombing

Fully exit the program after your meeting

For exercise classes
  - If asked, share your location, phone number, and emergency contact
  - Safe footwear: non-skid, secures to your feet (e.g., no slippers or clogs)
  - Move within your range of motion
  - Stop if you feel chest pain, shortness of breath, or dizziness
  - Stay hydrated
  - Have a sturdy, wheelless chair or a wall/table/counter close by for safety

Stay hydrated
Resources

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

- All evidence-based health being offered in the area: Paths to Health NM
  www.pathstohealthnm.org 505-850-0176

- Lifelong learning classes, wellness and balance classes, and volunteer opportunities: Oasis ABQ
  www.oasisabq.org 505-884-4529
Thank you for joining us!

For more Oasis programs, visit our website: oasisabq.org

Please stick around for practice, Q&A, and a bonus—setting up your own meeting!
Practice

- Gallery/ Speaker view
- Mute/ unmute
- Start/ Stop video
- Participants
- Chat: Send to “Chat Here”
- 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!

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Setting up a meeting with a free Zoom account

- Sign in with a user name and password
- Select schedule
- Copy invitation
- Send to your guests