

Zoom 101

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Overview

- ▶ Basic options/controls
- ▶ Renaming
- ▶ Hearing & being heard
- ▶ Seeing & being seen
- ▶ Non-verbal communication tools
 - ▶ Reactions
 - ▶ Chat
- ▶ Safety
- ▶ Practice
- ▶ Q&A

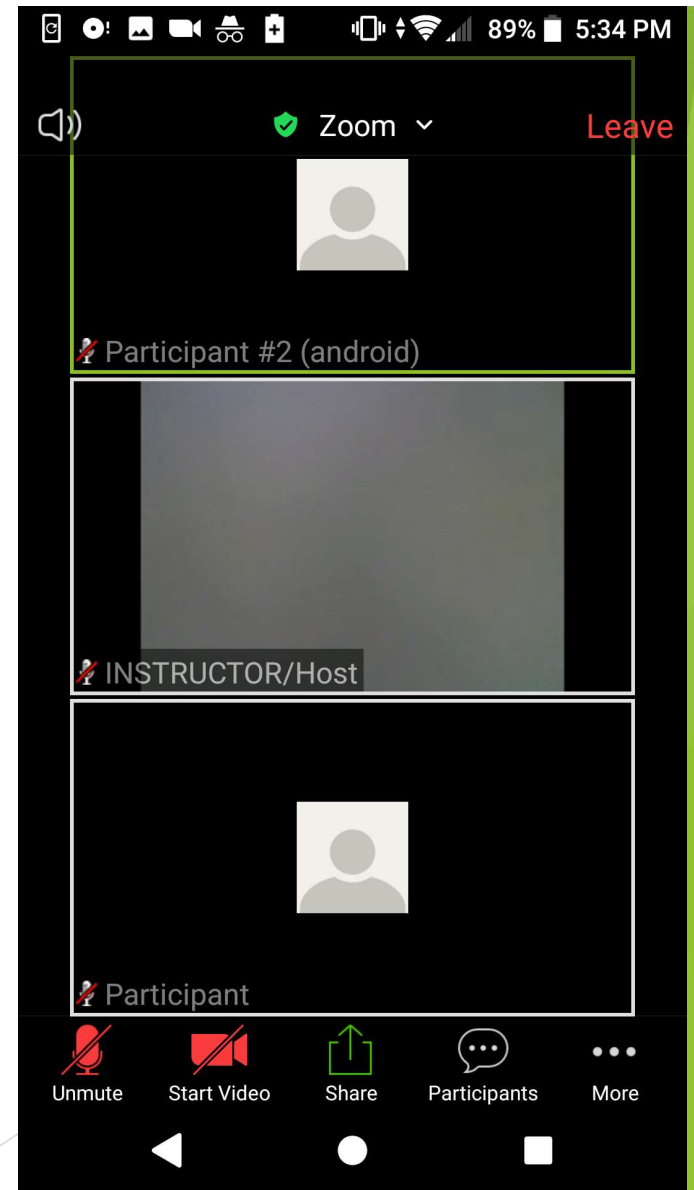


Basic options/controls on a computer

A screenshot of a Zoom meeting window. The window title is "Zoom Meeting". The interface shows a dark background with a central video area. A context menu is open over the video area, showing "Chat" and "Pin Video" options. The video area displays "Participant" and "Participant #2 (a...". The bottom toolbar contains icons for Unmute, Start Video, Participants (3), Chat, Share Screen, Record, Reactions, and a red "Leave" button. The top right corner has "Speaker View" and window control icons.



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 of 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



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