



How to Use Zoom

We know...we all want to meet in person. But Zoom offers us a working alternative to see and hear each other. Zoom is relatively easy to learn, but like all new things, it can take some getting used to. Here are some tips and a how-to guide. If you still have questions or can't get into your room, please email us at info@westcoastchristianwriters.com . We'll be happy to help!

General Zoom Tips

Before joining the Zoom meeting, close all open applications on your device (websites, documents, etc.) except Zoom.

Make sure you're in a location that has strong Internet connectivity.

Turn off phone, tablet, or computer notifications that "ding" to prevent distracting background sounds.

If you have background noise (barking dogs, playing children, spouses watching videos, lawnmowers, etc.), please mute yourself (instructions below). You can unmute yourself when the noise goes away or when you would like to speak.

If possible, use a laptop, desktop, or tablet, rather than your phone. Elevate your device to eye level for more flattering video.

Have windows or other lighting in front of you, not behind you, so that your face isn't dark.



How to Join the Zoom Meeting

You do not need a Zoom account to join a Zoom meeting.

You will receive the Zoom link in an email. If the link in your email is hyperlinked (blue and underlined), just click the link under “Join Zoom Meeting.” If it isn’t hyperlinked, copy and paste the link into your browser. If a pop-up box asks for your passcode, type it in.

Example—link not hyperlinked:

Sarah Sundin is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Nov 22, 2020 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/71233839130?pwd=empsbVd1TXRhM3B1a3ZTV1Y4bHI3UT09>

Meeting ID: 712 3383 9130

Passcode: Tc73Fe



Copy the link. Highlight the link with your mouse, then hit “control” and “C” at the same time.

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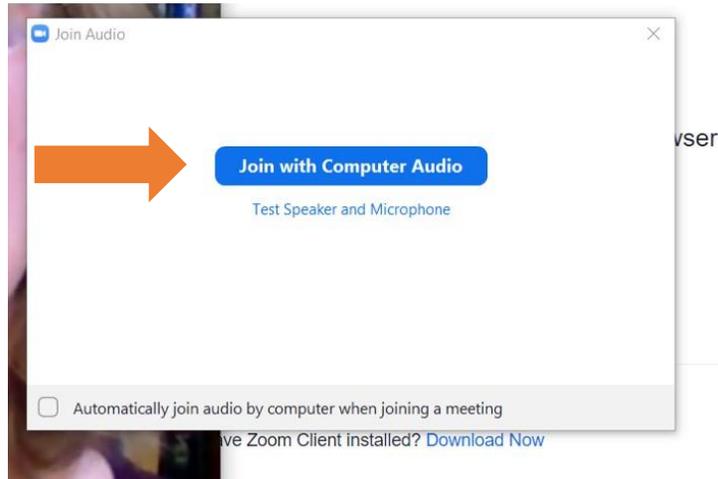
Now go to your browser and paste the link in the box—hit “control” and “V” at the same time. Then hit enter, and it’ll go to the link.



A screen will pop up saying you’re in the waiting room, and the host will admit you. Wait. It may take a few minutes for larger groups. Also, the screen may say you’re waiting for the host to start the meeting. Just wait. Your faculty member will start the meeting soon.



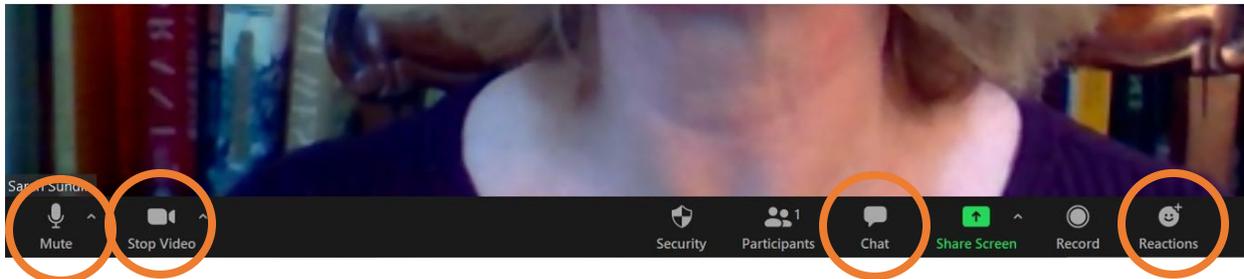
When the faculty admits you to the Zoom room, you'll get a pop-up box that asks if you want to join with computer audio. Click "Join with Computer Audio." If you're in the habit of turning off your computer's sound to avoid autoplay ads, make sure your computer speakers are on.



Here's what your screen will look like, except with your beautiful face, not mine.



If you hover your mouse over the lower part of your screen (laptop) or tap your screen (tablet), your dashboard controls will appear. These photos show a laptop screen. A tablet screen will look different, but will have the same functions. Explore.



Here's the Zoom dashboard. Left to right (circled):

Mute Button: if it looks like this, your microphone is on, and you and your background noise can be heard. To mute yourself, click “mute,” and the mute button will now have a slash through it.  To unmute yourself, click again and the slash will disappear.

Please mute yourself if you have any background noise (people, animals, machinery). We know your grandchildren are adorable, but their sweet voices will distract others in your group—because of all that sweet adorableness. Also, please mute yourself if you wish to speak to someone in your home.

Stop Video: If the video button looks like this, your camera is on. You should be able to see your own face on the screen (probably in a little “Brady Bunch” video box). If you want to turn your camera off, click the button and a slash will appear.  To start your camera again, click the button and the slash will disappear.

You may turn off your camera any time you don't want to be seen. You will still be able to see and hear the others in your Zoom room.

Chat: This allows you to type in questions and remarks without interrupting the speaker. A WCCW representative will monitor the chat box during the meeting. Click the “chat” button and a sidebar will open with space to type. You can choose to send a message to the group or to an individual.

Examples of times you might want to use chat—tech questions, questions for the speaker when you don't want to interrupt, comments and reactions for the speaker, side comments for other attendees (“You're from Alaska? So am I! Do you happen to know...”—address these to the individual). If someone asks for resources and you know the link to a great website, add it here.

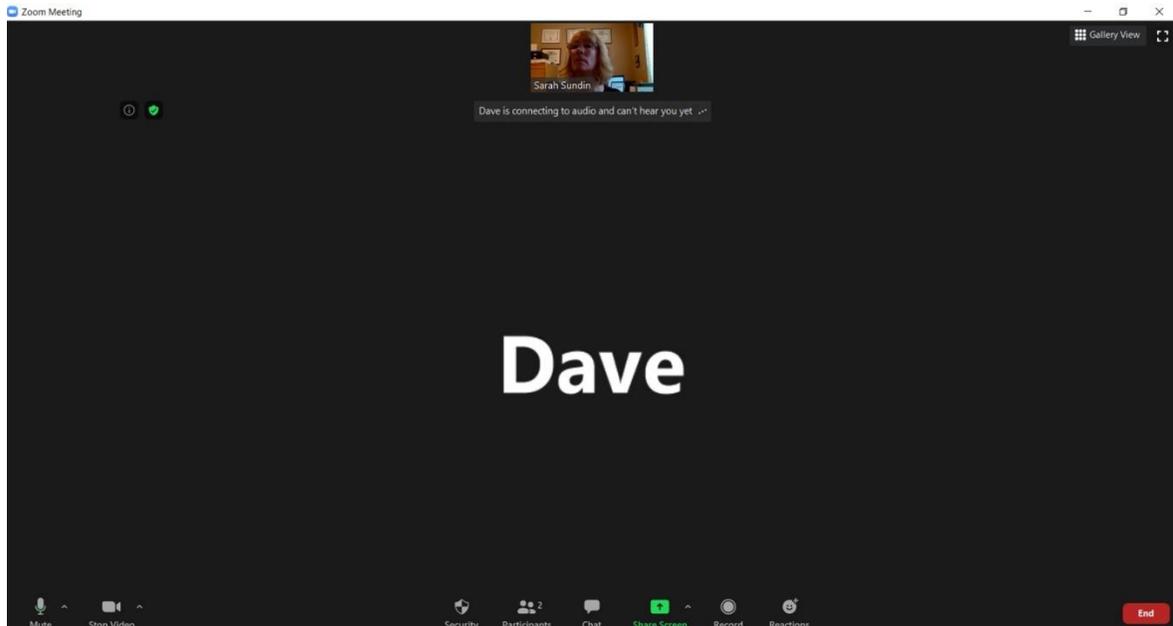
Reactions: Just for fun! Click on this, and you can give a smiley face, a thumbs-up, clapping hands, etc. This is a fun way to show you like something the speaker said without interrupting.

Leave (not shown—to the far right in red): Click this when you're finished with the meeting. If you're in an all-day Coaching Circle, you will probably not leave the meeting when you take your breaks—just mute and turn off your camera.

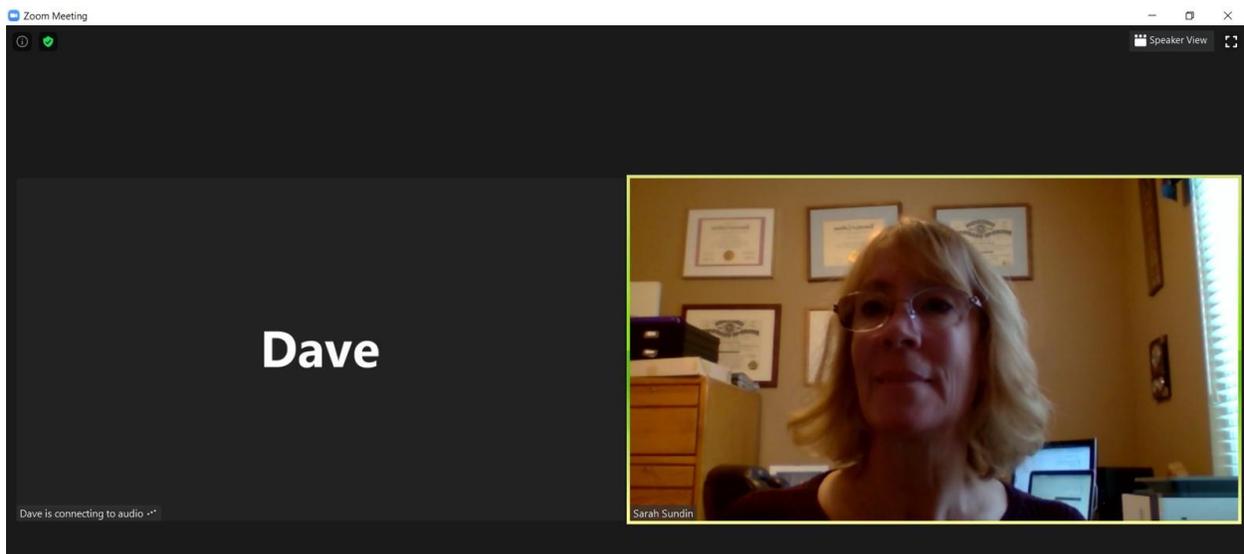


Speaker View vs. Gallery View

Your screen may look like this (speaker view). One person's video will fill the screen, and everyone else's videos will be in little boxes across the top of the screen. In this case, my husband's camera was off—that's why his box is black and just shows his user name.

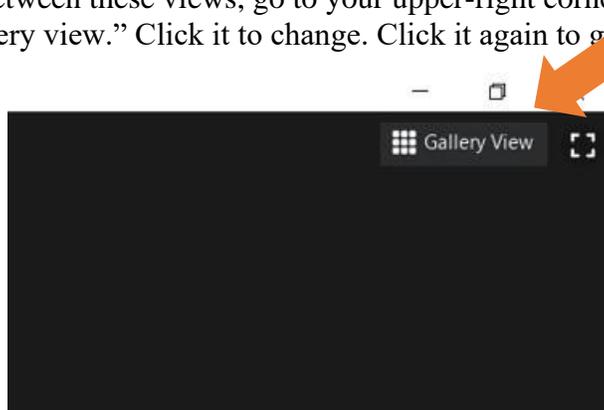


Or it might look like this (gallery view). Everyone in the meeting will have equal-sized boxes with a “Brady Bunch” look. By the way, this also shows why you do NOT want the light behind you 😊.





If you want to change between these views, go to your upper-right corner. It will say either “Speaker view” or “gallery view.” Click it to change. Click it again to go back.



Why would I want to change?

Speaker view is best when one person is speaking for an extended period. The disadvantage is that the screen will flip when anyone else speaks—or has background noise. This can be dizzying in a group conversation.

Gallery view is best for group conversations with lots of back and forth. If your faculty gives a presentation, you can switch to speaker view to see him or her better.

Changing Your User Name

Help! My teenagers were playing with my Zoom, and my user name says “I’m a loser.”

Or...my user name says “Laptop.” How can I put in my real name?

That’s easy to change! Your little video box has your user name. Click on the name itself. A pop-up window will display options. Click “rename.” Then type in your real name.

