How To Use Zoom
(Instructions provided for the most recent software update)

If you have any issues with Zoom, please contact Annabelle Harvey (harveya@chesapeake.org; 301-247-6108)

1. **Register for the meeting**
   You will receive an invitation to the meeting personalized for you. Once you click on the meeting invitation, you will be put into a waiting room until one of the meeting hosts lets you in.

   There is also a dial in option; however, if you call into the meeting, you will not be able to see the screen nor participate in the breakout sessions.

   Please make sure you are on mute, with your camera on (particularly during the breakout sessions).

   Feel free to update your name (see below). However, we ask everyone to be respectful; changing your name to something offensive will result in your removal from the meeting.

2. **How to mute/unmute; start/stop video; see your "self view"**
   The Mute Button is located at the bottom of the screen (in the red rectangle in the image below).
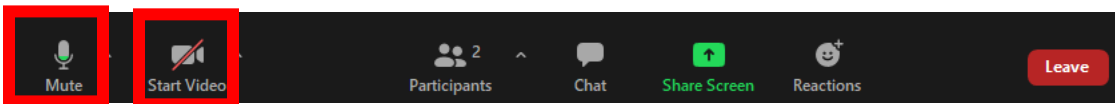

   To unmute, press the microphone button **once**.
   Make sure you press it again when you are done speaking (it should have a red line through it)

   We encourage use of your video, particularly during the breakout sessions. Click on the "start video" icon to remove the red line through it.

   You can hide your "self view" by hovering over your video and clicking on the ellipses button (…) in your video to display the menu, then choose "Hide Self View." While you can't see yourself, others can see you.
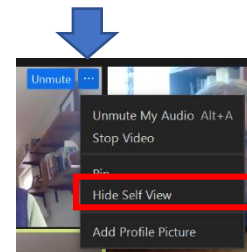

   To restore your video, click the View Button in the top-right corner of the video screen and click "Show Self View" (lower red box).
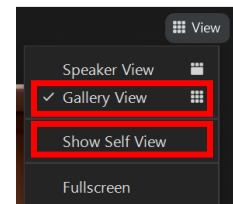
   We also recommend putting your view into "Gallery view" to be able to see more than one participant at a time (upper red box)


3. **How to change your name**
   Click "Participants" at the bottom of your screen(highlighted with a red rectangle in the below image) to open up the side bar. Hover your mouse over your name and click the "MORE" that pops up. Select rename, and type in your preferred name (i.e. Jane Doe).
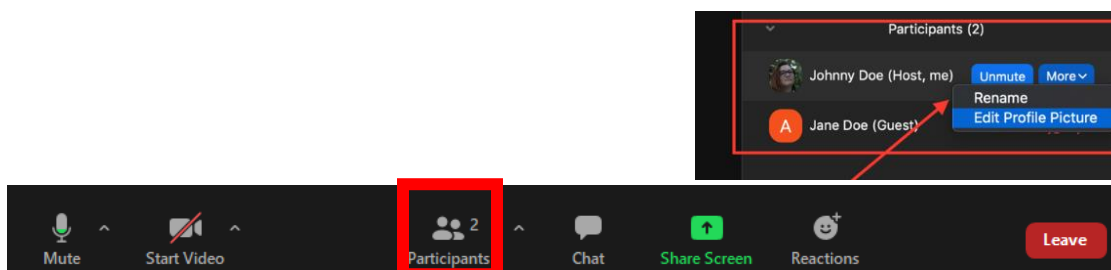
4. **How to use chat:**
   Click on the chat icon. This will open up a new screen or a chat box to the right. The settings will allow you to chat with everyone (public) or with one other person (which is private to each of you). Any public chat can be seen only by those who are already on zoom; anyone who joins after something is posted in chat cannot see any information that might have already been shared.
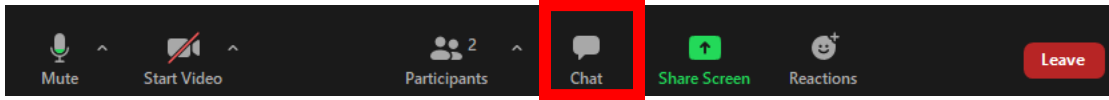

5. **How to raise your hand or use reaction emote pictures**
   Click on the smiley face icon/reaction button (within the red rectangle in the image below).
   Note: for older versions of zoom, you must open the participant list to find the "raise hand" function.
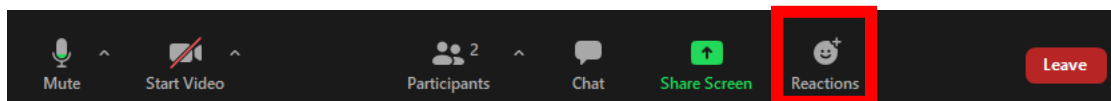
   After clicking, you will see the same as in the below image. Select "raise hand" and then wait to be called on. Once you have finished talking, click the "lower hand" button to put your hand down.
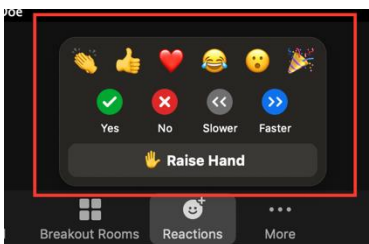
To share an "emote" picture, click on the reaction icon (the same as for raising your hand). Select one of the emotes available (from left to right: clap, thumbs up, heart, laugh, shock, congratulations).
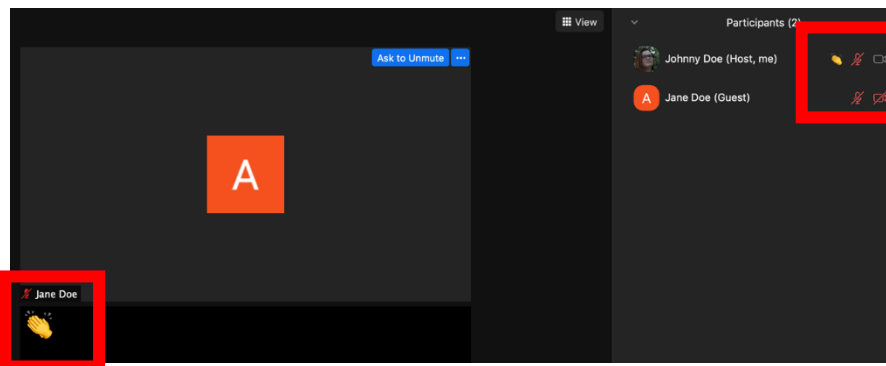
The emote image will appear briefly on your screen and in the participant list, then disappear- no need to turn it off as you must for raising your hand.

6. **How to join a breakout room**
   We will assign you to a breakout room. Once the rooms are opened, you will see a small button asking you to "join the breakout." Click on this and you will be moved to a small breakout with a facilitator and a notetaker. Once the breakout session ends, you will automatically be moved back to the main session. Please do not leave the meeting.