



Rotary

District 5020 - ONLINE MEETING AND CHAT OPTIONS

TIPS AND TRICKS FOR USING ZOOM

Zoom

zoom

- If your club doesn't have a subscription, sign up at www.zoom.us. Rotary Global Rewards has arranged a 20% discount with Zoom. Use the code ZoomRotary
- Zoom has great "How To" videos.

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.166201719.870463820.1584468016-1778722130.1584468016

- If you need help in a meeting, click on "Help" in the lower right corner to chat with Zoom.
- Close Captioning is an option. See Zoom help for how to set up for a meeting and assign a typist.
<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>
- Before meeting close applications that may remind you of incoming mail or turn off feature
- If using video:
 - Place the camera above your nose to provide a better view of you
 - Make sure you look behind you to see what others may view
- If using audio
 - Test your microphone before the meeting
 - In larger meetings, mute yourself when you're not speaking
 - Use only one source of audio, otherwise you'll get feedback
- If Sharing Screen
 - Before meeting evaluate other applications you have open. Close whatever you don't need.