ZOOM SUMMARY AND HELPFUL TIPS

LA JOLLA PARKS & BEACHES, INC. MEETING

Monday, April 27, 2020 at 4:00 pm

La Jolla Parks and Beaches will conduct its April Meeting online using Zoom, enabling us to leverage available technology, be connected, conduct our work, and remain physically distant. This summary is provided to address questions concerning Zoom functionality.

Registration is Required In order to mitigate any security issues and conduct security safe online meeting, LJ P&B meeting participants are required to *preregister* in advance. Once registered, you will receive the meeting link. Claudia Baranowski will act as both meeting moderator and board member.

The online meeting will go live at 4:00 pm. However, to give participants a chance to set up, ask questions and settle in, the Zoom meeting will open at 3:30 pm. The meeting proper will be called to order at 4:00 pm and led by Ann Dynes and Bob Evans.

Please register for La Jolla Parks & Beaches monthly meeting on Monday, April 27 at 4:00 pm by clicking this link:

https://us02web.zoom.us/meeting/register/tZwpde6gqTsqHtyccgaj_AtPzs hJGI-hiez2

Meeting Preparation Please print the agenda or keep it on your computer screen so you can refer to it during the meeting.

If you are making a presentation to the audience during the meeting, send your presentation by 10:00 am on April 27 to Ann Dynes (email below). Presentations and meeting materials will be projected during the meeting only by the moderator. Participants will not be able to share their screens.

Zoom Set Up and Connection After registering, a confirmation email will be sent to you with connecting information to the meeting. You can join the meeting from a computer, tablet, smartphone or other cell phone. You are now able to join the meeting using the personalized URL from the confirmation email as your browser will start up the Zoom app. (You can click on

that URL any time, if you want to get familiar with the set up.) If you don't have the app installed already, the system will have you do so; you might need to click on the link once more after the app installs. ***If you dial in with a cell phone, use the phone numbers and meeting ID from the confirmation email.***

Once you're connected through the Zoom app, you will be placed in a "waiting room" until the meeting is ready to start. After you are released from the waiting room, a window will appear with live video images from all the participants. These will probably be very small, especially if there is a large audience connecting. If you're on a slow connection, the video may be jumpy. We are finding that the prompts and instructions for how to function in a Zoom meeting may vary by device, though the suggestions below are a starting point if you are new to this process.

Place your mouse cursor above the Zoom window as you view your screen, various settings and options appear; tapping on a tablet or smartphone screen does the same. By default, the video image for whoever is speaking will take over much of the screen, with everyone else relegated to a row scrolling across the top or on the side. This is called "Speaker View." We highly recommend clicking to "Gallery View." That toggle is found in the upper-right corner on a computer, the upper left corner on a tablet, or swiping left on a smartphone. Gallery View highlights whoever is speaking with a border or underline on their video image. Gallery View, aka "Brunch Bunch" effect, will give you the greatest sense of being in a virtual group meeting with the ability see all attending participants on your screen.

Your Space/Backgrounds The camera on your device, whether computer, laptop, tablet or phone, will show the background behind you. Find a nice corner in your home which permits your face to be visible. While Zoom allows participants to change the background to a static or personal photo, we ask that, if you chose to change your background, please use a photo appropriate to our organization's mission, such as park or beach setting.

Communication During Meeting The **"Chat"** function is how you are recognized as a participant who wants to speak during the meeting. To start you will need to click the "Chat" icon which will bring up a "chat room" window where you can type messages which are seen by everyone (by default). The chat room window can be moved by dragging it to the side of your personal screen in order to see who is speaking and any shared materials. *Please keep the chat window open.* This function allows participants to communicate with everyone including the speaker and moderator during the meeting. If you want to speak, type ***"I would like to speak"*** in the chat box. The moderator will recognize you and unmute your microphone. Once you are done speaking, your microphone will be muted.

Important! As LJ P&B regular meetings are open to the public, the online meeting will be entirely recorded. The Zoom software will automatically record and document all video, audio, verbal conversations and messages typed in the chat box. Since this includes any private chats between meeting participants, side "chat conversations" will not be allowed, or

you risk the information being shared as part of the public document.

Useful Software Details At the lower left (this may vary on other devices), there are icons to Mute or to Stop Video for yourself (or to unmute or start them). By default and as noted, you'll be muted when you join; please remain muted unless Ann/Claudia (host/moderator) calls on you. Be aware, the host/monitor can mute and stop your video remotely.

• The little **"^"** next to the microphone icon brings up some audio settings--if your computer has more than one microphone, make sure you choose the right one.
• The little **"^"** next to the camera icon brings up a similar list of cameras, where you also may need to choose the right one.
• The "Participants" icon will bring up a list of who's on the videoconference, which you also might want to keep open.
• At the bottom of the Participant list is a row of icons ("raise hand", "yes", "no", and so forth); these cause the associated icon to appear on your video image on everyone's screen and in the
  participant list. For now we will not recognize that icon, since with a large
  number of participants it is hard to notice when images have an icon
  displayed.

Help is Available You are not alone if feeling out of sorts with this new technology and unsure how meeting virtually actually works! If you are familiar with Zoom, please offer to help others who are using for the first time. Claudia, as the moderator, will be available for 30 minutes before the meeting on **Monday, April 27th between 3:30-4:00 pm** to answer questions and help troubleshoot connectivity problems.

If you want more detail on how to join the Zoom meeting, please visit Zoom's help page:
https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

Thank you for being open to learning and using this new technology to enable us to conduct an effective Board meeting.

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