

## ZOOM INSTRUCTIONS FOR KAUALI INTERGROUP & DISTRICT 6

**Zoom** allows us to see and interact with each other in real-time, like other video conferencing programs, such as Skype or FaceTime. It also allows you, the participant, to see our speakers and their PowerPoints. You can do this by phone, tablet, or computer, but you will be able to participate and engage more fully if you have a computer or tablet with a microphone and camera.

This document provides several Zoom instructions, tips, tricks, and frequently asked questions for first-time users. Throughout this document, you will see text in [blue](#)—these are hyperlinks that you can click to automatically connect to internet sources for more information.

### **Technology System Requirements**

Attendees do *not* need their own Zoom account to join a Zoom meeting. You are *not* required to have a webcam to join the Zoom meeting, but without one, you will not be able to transmit video of yourself. You will still be able to listen, speak, and view the webcam video of other participants/presenters.

Please note Zoom's [operating system requirements](#)

### **Preparing for the Meeting**

- Try to be in a quiet place free from distractions. Set up your space so you are comfortable (e.g., water and snacks).
- Download the Zoom software at [zoom.us/download](https://zoom.us/download).
- Go to [zoom.us/test](https://zoom.us/test) and check your internet connection, audio, and video.
- Close any tabs and applications you will not need.

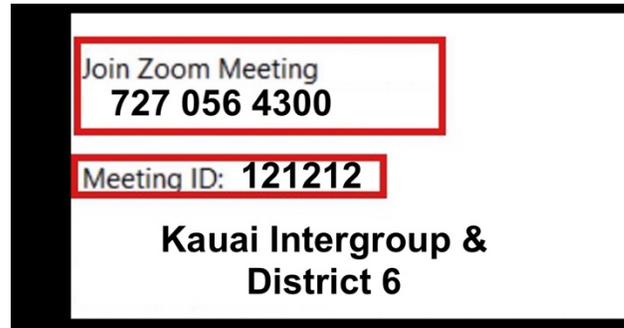
### **Ways to Join a Zoom Meeting**—see “[Joining a Meeting](#)”

You can join through an internet browser or the Zoom client (Zoom's app) from any desktop, laptop, mobile device, or Zoom Room. Each meeting has a unique 9, 10, or 11-digit number called

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a “**Meeting ID**” that will be required to join a Zoom meeting. Kauai Intergroup & District 6 are not public, so you will also need to enter a unique “**Passcode**.” If you are joining via telephone, you will need the teleconferencing, “**One-tap Mobile**” number provided in the invite.

The training’s meeting ID, password, and training materials will be included in the confirmation email sent to you after you register. A Zoom account is not required to join a meeting.

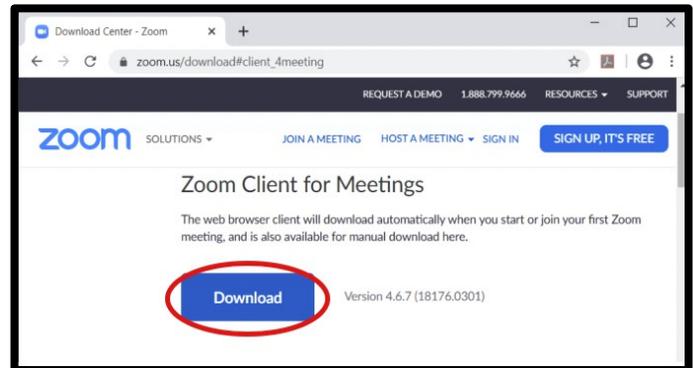
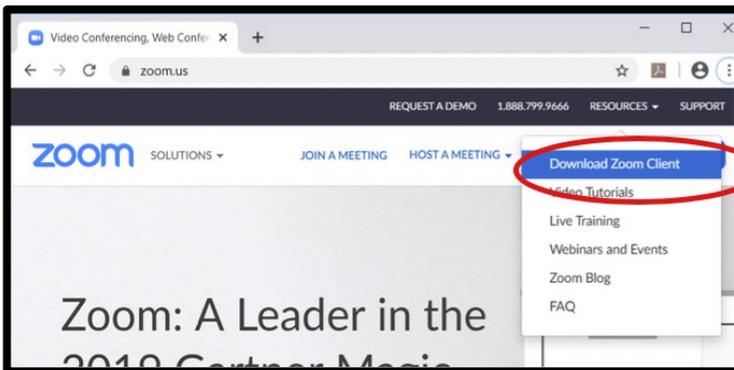


1. **Phone**—if you call in through the teleconferencing number, you will only be able to *hear* the meeting. But, if you want to view the presentation from your phone (like FaceTime), you can also download the Zoom app ahead of time.
  - Dial the Telephone number provided in the confirmation email. When asked, enter the “**Meeting ID**” number, press #, and when prompted, enter the password.
  - Or simply click the “**One tap mobile**” number. It should automatically dial the number and enter the meeting ID and password.
2. **Computer**—you *can* download the Zoom application onto your desktop, but you *do not need to* download anything before the meeting. You can either click “**Join a Meeting**” from the Zoom client app and input the 9–11 digit “**Meeting ID**” number, or click the link under “**Join Zoom Meeting**,” in the confirmation email, which will launch Zoom automatically:
  - If you did *not* download the app:
    - Click “**Cancel**” if you are asked to allow Zoom to open.
    - Click “**Join from your browser.**”
  - If you downloaded the app on your desktop:
    - Webpage pop-up will ask: Do you want to allow this page to open “zoom.us”? Click “**Allow.**”
    - Zoom will automatically launch from your desktop.
    - It may ask you whether you want to join via “phone call” or “computer audio.” Click “**join with computer audio.**”
  - When prompted, you may have to enter your name and the meeting details. Please use the name you registered with so we can verify your identity before admitting you into the meeting.

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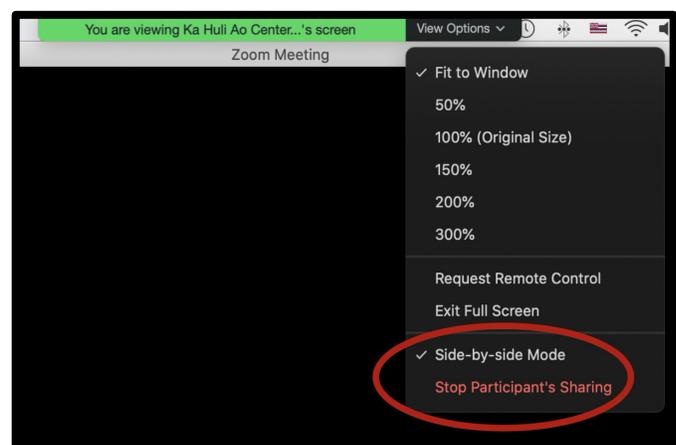
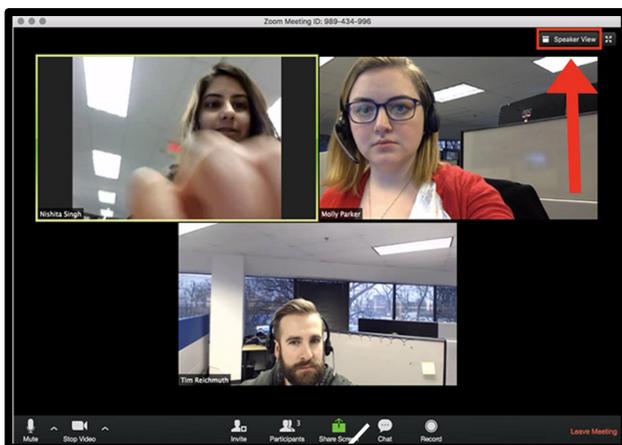
## Downloading Zoom for your Computer or Phone:

- **Download Zoom here:** <https://zoom.us/download>
  - It is free, but you will need to make an account (email & password).



## Helpful Tips for First-Time Users

- Strong Internet—Having a strong internet connection is important, so please make sure other uses are minimized (e.g., no one is streaming a movie while you are on Zoom).
- Have a power cord available—Because of the length of our sessions, you will also want to have a power cord for your phone or computer.
- Adjust views on Zoom—As an attendee, you can adjust what you see on your screen. You can either see all participants in “**gallery view**,” see only the presenter in “**active speaker**” view, or “**side-by-side**” mode to view the speaker and PowerPoint simultaneously. More information on video layout views can be accessed [here](#).
  - You can control this in the top right-hand corner of the screen:



- Accessing handouts—You will be provided with handouts ahead of time, so consider using another device or printing out the materials to follow along with the presenters, take notes, etc.

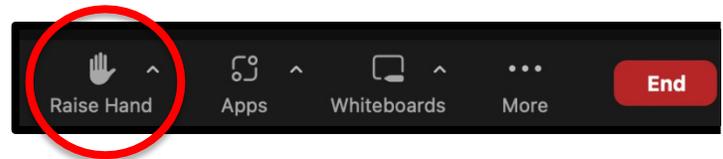
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### Some Tips During a Zoom Meeting

- Engage—familiarize yourself with the Zoom controls at the bottom of your screen (your Zoom controls may look slightly different):



- Mute & unmute—you will automatically be muted upon entry, so you will need to unmute if you are asking a question. Remember to mute yourself when you are not contributing.
- Turn on your video
  - Make eye contact with the camera (the camera is participation).
  - Find your light! Make sure there is a light source in front of you, not behind.
  - Speak in a conversational tone—you will not need to raise your voice.
  - Consider turning off your video by hitting “Stop Video” in the bottom control pane when you leave your computer for a bathroom break, etc.
- Raise your hand
  - When you have a question or comment, click on “**Chat**” in the controls (see above picture). You can modify who your message is being sent to, so please make sure that all questions and comments go to everyone or one of the Ka Huli Ao staff, so we can relay them to the appropriate speakers.
  - Click the “**Raise Hand**” icon.
  - When the presenter calls on you, unmute your microphone, speak, and then mute again.
  - Once the presenter has addressed your question or comment, click the “**Lower Hand**” icon if the presenter did not lower your hand.



### Other Resources

- [Zoom Help Center](#)
- [Frequently Asked Questions](#)

### Troubleshooting

- Read Zoom’s [Troubleshooting](#) information.
- Video is not working—visit [here](#).
- Poor internet connection—if your internet connection is unstable, consider turning off your video to see if that helps improve your connectivity.