



MRBN Meeting ZOOM Instructions

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[How do I join a ZOOM meeting?](#)

[How Do I Join or Test My Computer/Device's Audio](#)

[My Video/Camera Isn't Working](#)

Important Considerations:

- We recommend you print this sheet to have it by your side for reference.
- Ensure your cell phone is not near your computer during the Zoom session, as it causes interference.

Viewing Options:

Look at the top right corner of the ZOOM window. You will see an icon representing one of two view options: *Gallery View* or *Speaker View*. Click the icon to switch views. Gallery View lets you see small video thumbnails of all participants. Speaker View lets you see the Active Speaker (the person speaking at any given time). We recommend keeping your screen on Speaker View to preserve focus on the presenter.

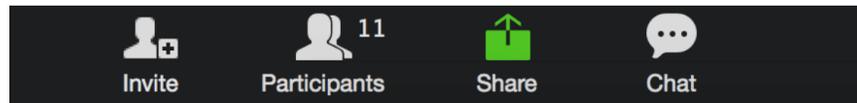


On the bottom of your screen, in the bottom left corner of the toolbar, which you may have to scroll over, there are controls for your microphone and video camera.

Other things to think about for the audio and video live-stream experience:

- Are you in a comfortable spot for the time on video?
- Make sure your video/camera is turned on. How's the lighting? Can people see you clearly and without a glare?
- Are you muted while the presenter is speaking? Background noise can be very distracting to the presenter and other participants. If you are muted, you may need to unmute to ask a question or participate in a breakout session.

Chat Feature:



A control bar is on the bottom of the ZOOM window – the first icon to the left of "Leave Meeting" is the Chat Button. We may deliver instructions and communication throughout the program via the *Chat* window. This is also a convenient way for you and other participants to communicate with your online hosts or other participants. Messages can be sent publicly, to "Everyone," or privately, to particular individuals.

To open your chat window: Press the *Chat* button in the control bar. The *Chat* window opens. Once it is open, there is a downward pointing arrow on the top left of the Chat window. Click on it and select *Pop Out*. The *Chat* window will detach from the viewing window, and you can now drag it to a suitable place on your desktop so it doesn't block your view of the speaker or display.

Raising Your Hand



There will be opportunities during the event to both ask questions and offer comments. At these times, a request will be made for online participants to "raise their hand." To raise your hand, click on the "Participants" icon in the bottom control bar. This will open up a right sidebar in which you will see a list of all online participants. On the bottom of this sidebar is an icon of a hand. Click on this hand, and the ZOOM WT Host will see that you've raised your hand, and you will enter a queue to ask your question or offer your comment.

Additional Information and Resources

If you need help, please press Ask for Help, and the ZOOM WT Host will respond.