

Atlanta Friends of the Alphabet

ZOOM WORKSHOP - HELPFUL INFO

1. The device that you use for the Zoom meeting must have a camera and a microphone.
2. Load the latest version of the Zoom app well before the class. For PC or Mac, go to zoom.us to download the Zoom app. For cell phones and tablets, in the app store or Google Play, download Zoom Cloud Meetings.
3. On <https://zoom.us/>, watch some of the How to Videos, such as “Getting Started with Zoom Meetings” and “Zoom Meetings.”
4. Explore the controls, such as Chat, Participants, Audio, Video, by starting a meeting with yourself or a friend. Learn to adjust your screen between Gallery View and Speaker View. Go to <https://zoom.us/> to learn about Side-by-Side Mode for Screen Sharing.

Additional resources are available in the Zoom Help Center,
<https://support.zoom.us/hc/en-us>.

**FOR SECURITY PURPOSES, FOTA WILL E-MAIL PARTICIPANTS
THE ZOOM LINK THE DAY OF THE ZOOM MEETING**

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PREPARATION BEFORE THE WORKSHOP

- Join the meeting ten minutes before starting time, to make sure your microphone and video are working properly
- Be sure that your first and last names appear on your video thumbnail. This secures the room from unwanted visitors and helps the host and co-host identify you from the waiting room. To change your name, if necessary, click the three dots on your image and select **Rename** from the drop-down list.
- Make sure your lighting is good, and you are in the picture! Note that virtual backgrounds can sometimes be distracting because they make your image fade in and out, and they distort the image if you hold up your work to share.
- Use only one device to join the Zoom meeting. For example, do not join the meeting with a laptop and also join with a cell phone. If the teacher allows, you may use a cell phone or document camera to show your work in real time

Please practice before the scheduled meeting if you are uneasy with the Zoom Platform. Let a board member know if you are having issues beforehand - we will try to help! But please note that we will not be able to help individual members who might run into technical issues accessing Zoom during the workshop.

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DURING THE WORKSHOP

Note that FOTA ONLINE functions will have a co-host who will go over the protocol for the individual meeting. He/she will help facilitate the program based upon instructor, instruct on how to ask questions, share your work, etc. You will not be alone!

DURING THE WORKSHOP, PLEASE FOLLOW THESE BASIC RULES:

- Mute yourself except when you are asking a question.
- Use the **Participants** panel to see who is in class. The teacher/host or co-host may request that you use the **Raise Hand** tool in the Participants panel to ask questions.
- Check **Chat** to see messages. The teacher might provide specific guidelines for how to use **Chat** in their class.
- ENJOY THE ZOOM SESSION WITH YOUR FOTA FRIENDS!!!! WE ARE SO GRATEFUL TO BE ABLE TO STILL "MEET" DURING THESE TIMES THAT DO NOT PERMIT US TO DO SO IN PERSON.