



FEDERATION ZOOM GUIDE

INSTRUCTIONS FOR TAKING PART IN FEDERATION ZOOM MEETINGS

This guide will help you take part in Zoom meetings with The Federation. Follow the steps in the order below. Please note that Federation Zoom meetings may be recorded for training and/or future viewing purposes and may be shared with our membership and other provincial organizations. If you require further assistance, please call The Federation office at 250-480-7387

REQUIREMENTS

- A computer
- Internet access
- Webcam (optional)
- Microphone (headsets provide better audio quality)

PRIOR TO JOINING

- If you haven't used Zoom before, go to the [Joining a Meeting](#) page on the Zoom website prior to the meeting to familiarize yourself with features you may need.
- Be sure all unnecessary background apps and programs are closed before joining.

HOW TO JOIN

- Join early, up to five minutes before the meeting start time.
- The Zoom meeting invitation email contains all information needed to connect. Click on the URL link provided by The Federation to access the online Zoom meeting.
- Upon entering the meeting you will be placed in a **WAITING ROOM** until the host is ready to admit you.
- You can edit the way your name is displayed by clicking on your own video or by hovering over your video and clicking the **THREE BLUE DOTS**.

If you require further assistance, please call our office at: 250-480-7387

USEFUL BUTTONS

- ❑ Use this icon to **MUTE/UNMUTE** yourself. **BE SURE TO UNMUTE YOURSELF BEFORE TALKING.** The side arrow allows you to adjust audio settings.

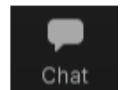


- ❑ This icon is used to **START/STOP VIDEO.** Use this button to stop your video if you need to step away from the meeting, to keep from interrupting others. The side arrow allows you to adjust your video settings.



» Zoom provides a virtual background feature that may be used to eliminate background distractions; this can be found when clicking the side arrow.

- ❑ Use the **CHAT** feature to ask questions and make comments. You have the option to chat with everyone or to message privately with specific participants.

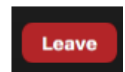


» To chat with someone directly, clicking **EVERYONE** will open a dropdown menu of the various participants' names.

- ❑ **GALLERY VIEW** and **SPEAKER VIEW** icons give you the option of viewing everyone's video at once (Gallery View) or viewing the current person speaking in the main view (Speaker View).



- ❑ When the meeting is over select **LEAVE THE MEETING.**



DURING THE ZOOM MEETING

- ❑ Mute your microphone when you are **NOT** speaking to avoid background noise and distractions.
- ❑ Use the **RAISE HAND** feature at the bottom center of your screen when you want to speak. Be sure that you are **UNMUTED** before speaking.
 - » **ZOOM TIP:** Holding down the space bar while muted will temporarily unmute you when you are ready to speak.
- ❑ When you are speaking, look into the camera instead of looking at yourself on the screen; this will help you look engaged and present.
- ❑ When you are finished speaking, saying **THAT'S ALL** or **THANK YOU** will let others know that you are done speaking.
- ❑ Be present during the meeting and try to avoid doing other tasks, consider stopping your video if you are temporarily interrupted or need to step away from the meeting.
- ❑ Sharing: open any relevant documents before the call and share only those during the meeting.
- ❑ Remember to **LEAVE THE MEETING** when the session is finished.

If you require further assistance, please call our office at: 250-480-7387

The Federation of Community Social Services of BC
102- 739 Kings Road, Victoria, BC info@fcssbc.ca www.fcssbc.ca