

Wisconsin Disability Vote Coalition - Zoom Basics (6/2020)

Before the Training or Meeting

- Select a quiet location to “attend” the virtual meeting or training.
- Download the free zoom app if you haven’t already. You do not need to have a zoom account to log in or participate. You’ll get the best experience by connecting from a desktop or laptop, but a tablet or phone will also work in a pinch.
- Test your connection, video and audio in advance. You can [join a test meeting here](#)

Enter the Meeting

- Log in a little early so we can start on time.
- Connect by opening your registration confirmation and click on the link provided.
- You may want to: mute your microphone (if it’s not already); turn on your video (if it’s not already); select gallery view to see more faces; open the chat pane to talk and the participant pane to see who’s attending; edit your name to add your organization.
- If you’re having trouble connecting clearly, options include:
 - turning off other internet applications in your home or office;
 - turning off your zoom video;
 - using your computer for video and your phone (dial in option with password) for audio – just remember to mute the audio AND the microphone on your computer. For phone line only, write down the number and access codes – and follow them in order.

During the Meeting

- **ASL Interpreters:** Carol Goeldner and Tracy Vetter are the interpreters for the 4/23 training. They will rotate during the meeting. If you need an interpreter, pin the current interpreter to your screen.
- If you need support or have questions during the meeting, please share your questions in chat. We will be monitoring and responding.
- Everyone will be muted throughout the session. Please use the chat feature to type your questions. We will answer as many as we can.
- Click to “Gallery View” to see more faces or “Speaker View” to see just the person talking

NAME. Rightclickandselect“rename”to edit the name that appears on the screen.

VIEW. Click to “Gallery View” to see more faces or “Speaker View” to see just the person talking.



VIDEO. Start or stop your video.

CHAT. Open chat pane. Keep it open to share observations and questions – and to ask for tech support. You can chat with everyone or select one person’s name to chat just with them.

MUTE. Mute or unmute. (Or press the space bar to unmute temporarily—like a walkie-talkie.)

PARTICIPANTS. Open participants’ pane to see who else is attending; weigh in on yes/no questions; or raise a virtual hand to speak.

REACTIONS. Like what you hear? Give it a thumbs up or some applause. Your reaction will go away on its own after a little while.