Everything You Need to Know About Zoom
Housekeeping

- Mute your mic
- Use your video
- Minimize distractions
- Participate
Today’s Agenda

Present Your Best (Virtual) Self

Secure Your Meetings

Use Engagement Tools

Four Hot Tips
Is there anything else you would like covered?

Send a Text Chat
Today’s Agenda

Present Your Best (Virtual) Self

Secure Your Meetings

Use Engagement Tools

Four Hot Tips
How To Present Your Best (Virtual) Self

What Do I Wear?

Questions?
Text Chat or Unmute Your Mic
How To Present Your Best (Virtual) Self

Is it Important to Show Your Video?

Yes

No
Use Your **Stamp** Tool

Click on **ANNOTATE**, then click on **STAMP**
Select the **Checkmark** or **X**

To change your **COLOR**, click on **Format**
and select a new color
How To Present Your Best (Virtual) Self

Is it Important to Show Your Video?

Yes

No
Virtual Backgrounds

Zoom Desktop App

Zoom US - Resources - Resources - Down Zoom Client

Desktop App required for Virtual Backgrounds
Virtual Backgrounds
Virtual Backgrounds
How to Create a Virtual Background

1. Google search Zoom Virtual Backgrounds and save selected image to your computer
2. From the Zoom Desktop app, go to Settings
3. Click on Virtual Background
4. Click on the (+) sign - Add Image
5. Browse your computer to select the image and click Open
6. Your image will be in the Desktop App and active
Your Microphone

CAN U HEAR ME NOW?
Corded Headset

Voice Joy USB Plug Corded Headphone with Quick Disconnect

Amazon

$35.99
What Do You Need to Do Differently?

Send a **Text Chat**
Checking-in

What questions or suggestions do you have about Presenting Your Best (Virtual) Self?
Today’s Agenda

- Present Your Best (Virtual) Self
- Secure Your Meetings
- Use Engagement Tools
- Four Hot Tips
Nick Mehta @nrmeha 7h
Our first "Take Your Pets to @zoom_us" was a hit! Big learnings:
1. We have some adorable animals in the @GainsightHQ family!
2. Zoom-based bonding like this is 🔥
3. Snickerdoodle decided to have the "zoomies" right during the Zoom call... coincidence?
Zoom Engagement Tools

Chat
Annotation Tools
White Board
Screen Sharing (incl. iPhone)
Advanced: Breakout Rooms & Polling
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Taking party in a virtual pub quiz – try <a href="#">MyQuiz</a></td>
</tr>
<tr>
<td></td>
<td>Hosting a digital dinner party</td>
</tr>
<tr>
<td></td>
<td>Bob Ross-style paint-alongs with pals</td>
</tr>
<tr>
<td></td>
<td>A virtual book club</td>
</tr>
<tr>
<td></td>
<td>Playing a game of charades or karaoke</td>
</tr>
<tr>
<td></td>
<td>Board game night – Listography</td>
</tr>
</tbody>
</table>
Use Your **Text** Tool

Click on **ANNOTATE**, then click on **Text**

To change your **COLOR**, click on **Format** and select a new color.
Stay Connected to Friends & Family

A Few Fun Ideas

_____ Taking party in a virtual pub quiz – try MyQuiz
_____ Hosting a digital dinner party
_____ Bob Ross-style paint-along with pals
_____ A virtual book club
_____ Playing a game of charades or karaoke
_____ Board game night – Listography
Use Your **Text** Tool

Click on **ANNOTATE**, then click on **Text**

To type, click on the screen, type in the box and click outside the box
What Engagement Tools Will You Use?
Checking-in

What questions or suggestions do you have about Using Zoom Engagement Tools?
Today’s Agenda

- Present Your Best (Virtual) Self
- Use Engagement Tools
- Secure Your Meetings
- Four Hot Tips
Prevent Zoom Bombing!

1. Don’t use your Personal Meeting ID
2. Enable the “Waiting Room” feature
3. Disable option that allows participants to “Join Before the Host”
4. Disable screen sharing for participants and the remote control function

https://www.cnet.com/how-to/prevent-zoombombing-change-these-4-zoom-settings-now-for-secure-video-chat/
Checking-in

What questions or suggestions do you have about Securing Your Meetings?
Today’s Agenda

1. Present Your Best (Virtual) Self
2. Use Engagement Tools
3. Secure Your Meetings
4. Four Hot Tips
Hot Tip #1

YOU are the Brand!
Hot Tip #2

When hosting a meeting, arrive 10-15 minutes early
Hot Tip #3

Practice
Practice
Practice

Delray Newsmakers Club
Mondays 5:45 – 7:00 PM
Zoom Training Resources

ATTEND
- Live Daily Demos →
- Upcoming Webinars →

WATCH
- Zoom Video Tutorials →
- On-Demand Zoom Training Sessions →

READ
- Best Ways to Get Zooming Today →

Zoom.com
Hot Tip #4

Check-in throughout the Meeting.

Ask:

“How is it going for you?”

“Is the pace okay?”

“Are you learning what you want?”

“What am I missing?”
1. Take a Zoom training class (Zoom.com or YouTube)
2. Update your advanced settings including security
3. Schedule a Zoom Meeting with friends/family then employees/clients
Empowering people to engage, connect and thrive in the workplace

Personalized Learning Experiences designed to sharpen social and emotional skills resulting in:

- Increased self-awareness
- More enjoyable workplace interactions
- Higher team productivity
- A more engaged and collaborative workforce