



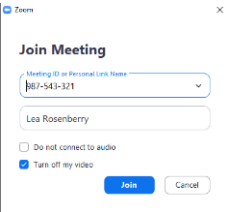
Delta Gamma

Zoom Orientation

Delta Gamma Events



Joining a Zoom Meeting



The screenshot shows the Zoom 'Join Meeting' window. At the top left is the Zoom logo and a close button. The title is 'Join Meeting'. Below it is a dropdown menu for 'Meeting ID or Personal Link Name' with the value '887-543-321'. Underneath is a text input field for the name, containing 'Lea Rosenberry'. There are two checkboxes: 'Do not connect to audio' (unchecked) and 'Turn off my video' (checked). At the bottom are 'Join' and 'Cancel' buttons.

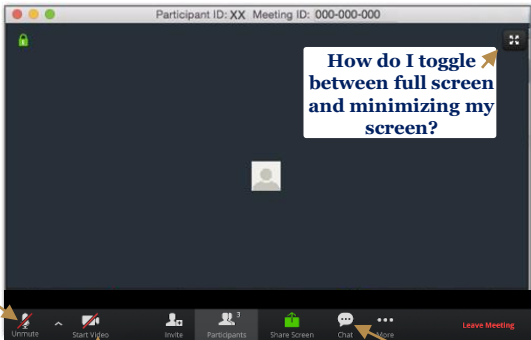
Via URL

1. Click the **Meeting URL** provided by the host.
2. Follow the prompts to download and install the **Zoom desktop application**. You will need to download the app to use meeting chat and participate in polls.
3. You will see a pop-up to **enter your email address and your name**. Please note that whatever you enter here for your name will be displayed to all participants.
 - You can change your screen name at any point by hovering your mouse over your name on your Zoom video and clicking the **Rename** button that appears.

Note: If you click the Meeting URL too early, you will see a “waiting” message appear on your screen and you will automatically join the meeting when it begins.



Participant Navigation



How do I mute & unmute myself?

Tip: You can also hit Alt + A keys to mute & unmute.

Keep your mic muted unless you are talking!

How do I turn my video on & off?

Turn your video off if you do not wish to be seen at any point.

Where do I see a list of other participants?

How do I access the chat box?

Ask questions & chat with other attendees here!

You can send a message privately to one participant, or to the whole group.

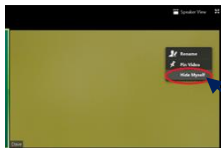
Participation

Hide Self-View

Tired of seeing yourself on screen all day? Here is how to hide yourself from your screen, while allowing others to still see your video.

1. Locate your video.
2. Right-click your video to display the menu shown here, then click **“Hide Myself”**.
3. You will no longer see the video of yourself, even though others in the meeting will be able to see a video of you (if your video is turned on).

Note: To restore the video of yourself, right-click any visible user's display to show the menu. Then, select **“Show Myself”**.



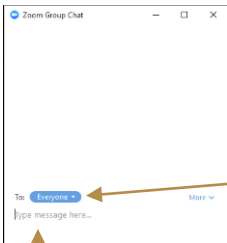
Participation

Chat Box Tips

How do I send a message to the host/facilitator rather than to everyone?

1. When looking at the Zoom Group Chat, click the blue circle around “Everyone” to prompt a drop-down menu.
2. Click “Panelists” to send a message just to the meeting host and facilitator team.

Note: You can use this same method to select an individual attendee to send a private message. Be sure to check this box to make sure you are sending the message to the correct person before you send!



Type your message here and press the “Enter” key to send!



Participation

Speaker View vs. Gallery View

How do I focus my screen on just the speaker, rather than little boxes of everyone attending?

1. Click the “Gallery View” or “Speaker View Button” on the top right corner to toggle between each type of screen view.

This Zoom screen is currently set to speaker view! We recommend this screen view when you view presentations.

Gallery view may be best when you are in breakout spaces or networking sessions. Click here to make that switch.



Participation

Restoring a Minimized Screen

How do you restore your Zoom screen if you've been spending time on a different computer program while Zoom runs in the background?

1. Find the thumbnail Zoom screen on your desktop, shown here.
2. Click on the button shown here to exit minimized video and return to the larger meeting view.

Note: If you have lost the Zoom meeting, you can return to the meeting by clicking the **Zoom** icon, then **Back to Meeting**.



Expectations

What are our expectations?

1. Keep yourself muted if you are not talking.
2. Be mindful of your background.
3. If you step away from your computer, please turn off your video so that we know not to call on you.
4. If you are having issues with your technology, please email dgevents@deltagamma.org or call Laura Oeters at (513) 600-5846.
5. Please use the chat feature on Zoom for any questions related to the presentation.



Virtual Conference Tips

How do I make the most of a virtual conference?

1. Keep a cold beverage nearby.
2. Use frequent breaks to stretch your legs and to use the restroom.
3. Keep all computer and phone notifications muted so your full attention is on the presentation.
4. Attend optional networking sessions for time to get to know fellow house directors outside of the training sessions.

