

# ZOOM MEETING

## FOR FACILITATORS

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WHAT TO EXPECT IN THE ZOOM MEETING FORMAT –  
AND WHAT YOU CAN DO TO OPTIMIZE THE EXPERIENCE

In the Zoom Meeting format, all participants will be seen on video and will have control over their microphones.



AN OLLI STAFF MEMBER  
WILL OPEN AND CLOSE  
THE MEETING.

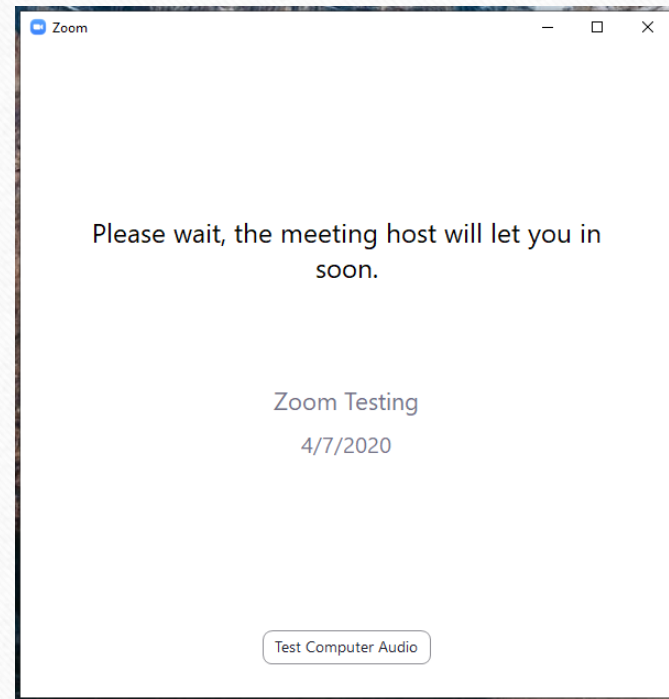
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Start and end times of all study group sessions will be firmly observed.

- Each meeting will open 10 minutes before the official start time.
- The OLLI staff host will promote the study group's facilitator(s) to the role of "co-host" at the start of each session – and this will give those individuals access to controls within Zoom that will be used to manage the study group meeting.

At the start of the meeting, all participants will enter the “Waiting Room” (and see a message that looks like this)

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The **facilitator/co-host** will be able to admit people from the Waiting Room, using the Participants panel.

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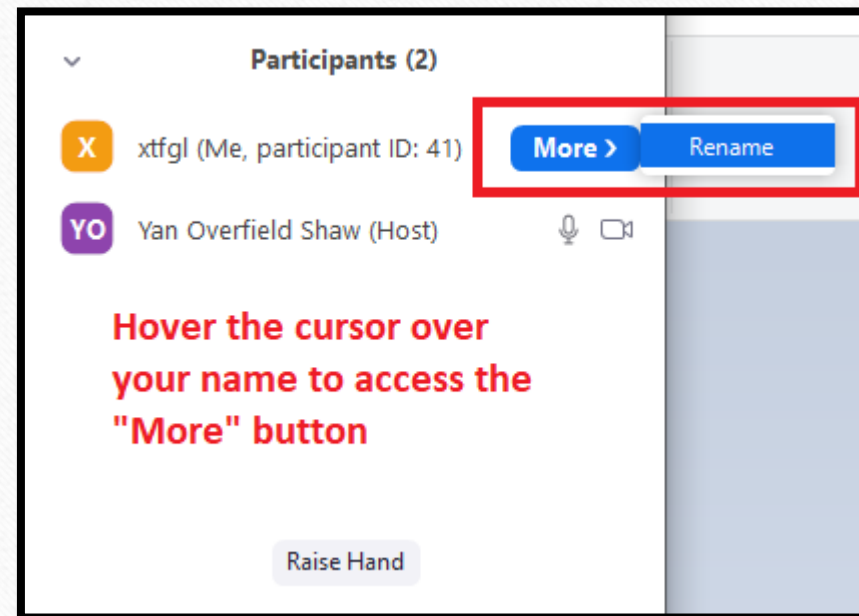
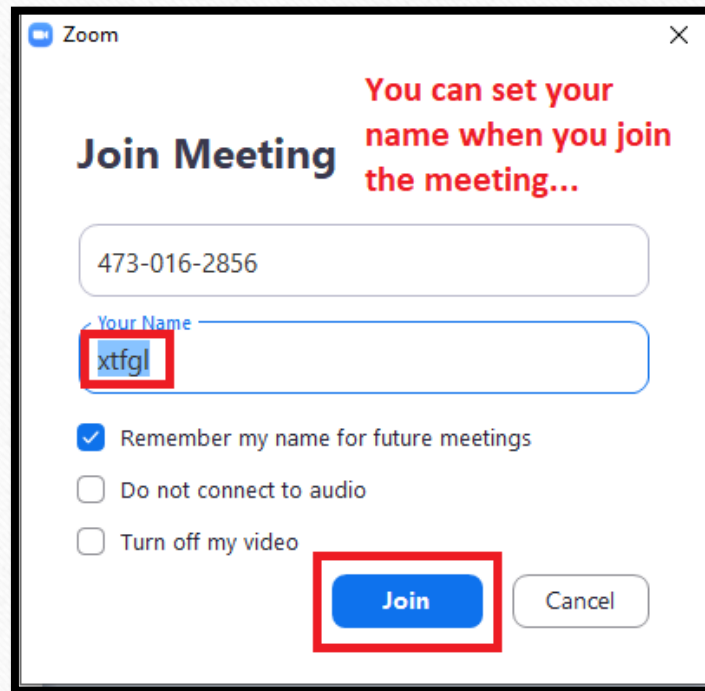
Two options –

- Admitting each person individually; or
- Clicking “Admit All” to let multiple people in to the meeting

The screenshot shows a 'Participants (4)' panel. At the top, there is a dropdown arrow and the title 'Participants (4)'. Below this, it states '2 people are waiting' in bold. To the right of this text is a blue button with the text 'Admit all' inside, which is highlighted with a red rectangular border. Underneath, two people are listed in the waiting room: 'Lisa Williams' with a purple circle containing 'LW' and 'Bob Jones' with a blue circle containing 'BJ'. Below the waiting room, it states '1 participant in the meeting' in bold. Two entries are shown: 'Molly Parker (Co-host, me)' with a green profile picture and a microphone icon, and 'Molly Parker (Host)' with a blue profile picture and icons for a muted microphone and a disabled video camera.

# Two Ways to Change Your Display Name in Zoom Settings (optional)

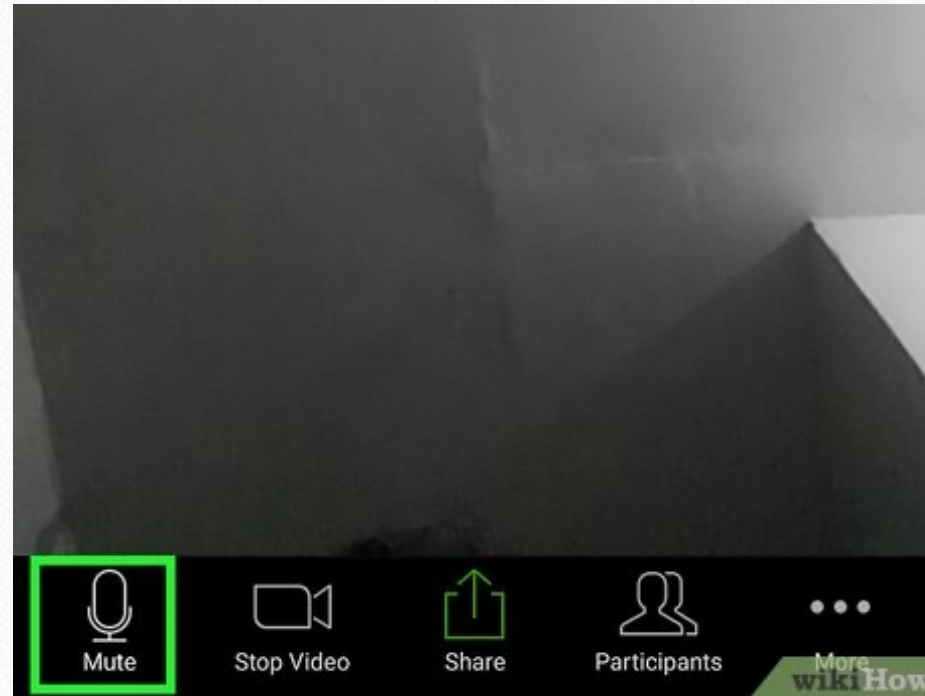
- to use if your computer's name or full name are not how you would like to be identified by the other participants in the meeting



# Everyone is muted automatically upon entry.

Remind people to **stay muted** as their default setting throughout the meeting.

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## Identifying and Using the Microphone and Camera

- It is especially important to know how to MUTE and UNMUTE yourself (by clicking on microphone icon), to avoid any accidental disruptions during the event.



The **facilitator/co-host** can mute everyone in the group; and has the ability to mute an individual who is having trouble with their audio controls.

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The facilitator can also turn off a participant's camera if needed.

**THESE CONTROLS ARE FOUND IN THE PARTICIPANT PANEL;**  
hover cursor over participant's name for menu of options.

# Choose the Screen Layout You Prefer

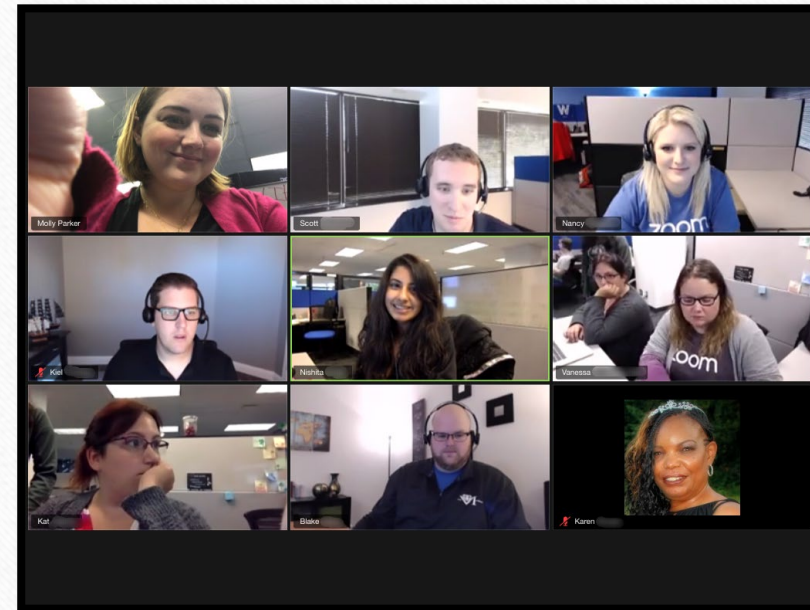
(appearance of screen will differ by device – see “View” for options)

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## SPEAKER VIEW



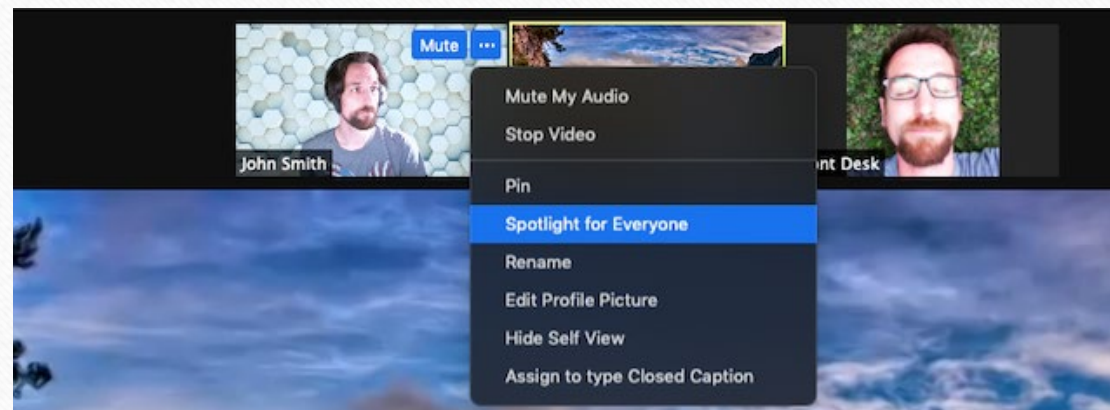
## GALLERY VIEW



## Options for screen views – if you want to focus on one participant (and their shared screen, if appropriate)

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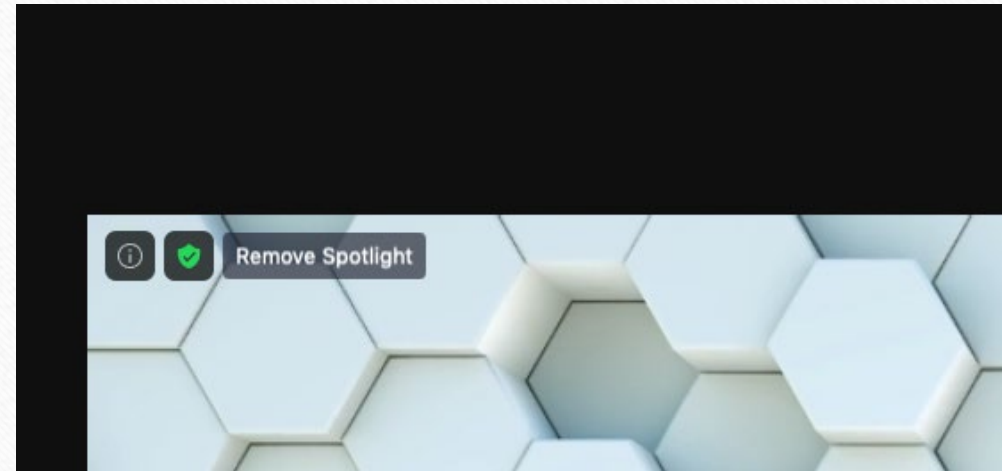
- It is possible to choose one or more participants to be the focus for a short part of the meeting, without other participants' photos visible on screen:
- To do this, the **co-host** can hover their cursor over the screen of the participant they wish to spotlight – from the menu, choose Spotlight for Everyone



# Notes about Using “Spotlight” Feature

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- Only those participants who are using “Speaker View” will be able to see this feature.
- Up to 9 people can be spotlighted at once.
- When you wish to end this feature, and revert to the screen layout that shows all participants on the screen, the co-host can click on the box marked “Remove Spotlight.”



## How to See More People on Your Screen

- This feature can be customized on YOUR SCREEN ONLY – but everyone can do this for the best experience.

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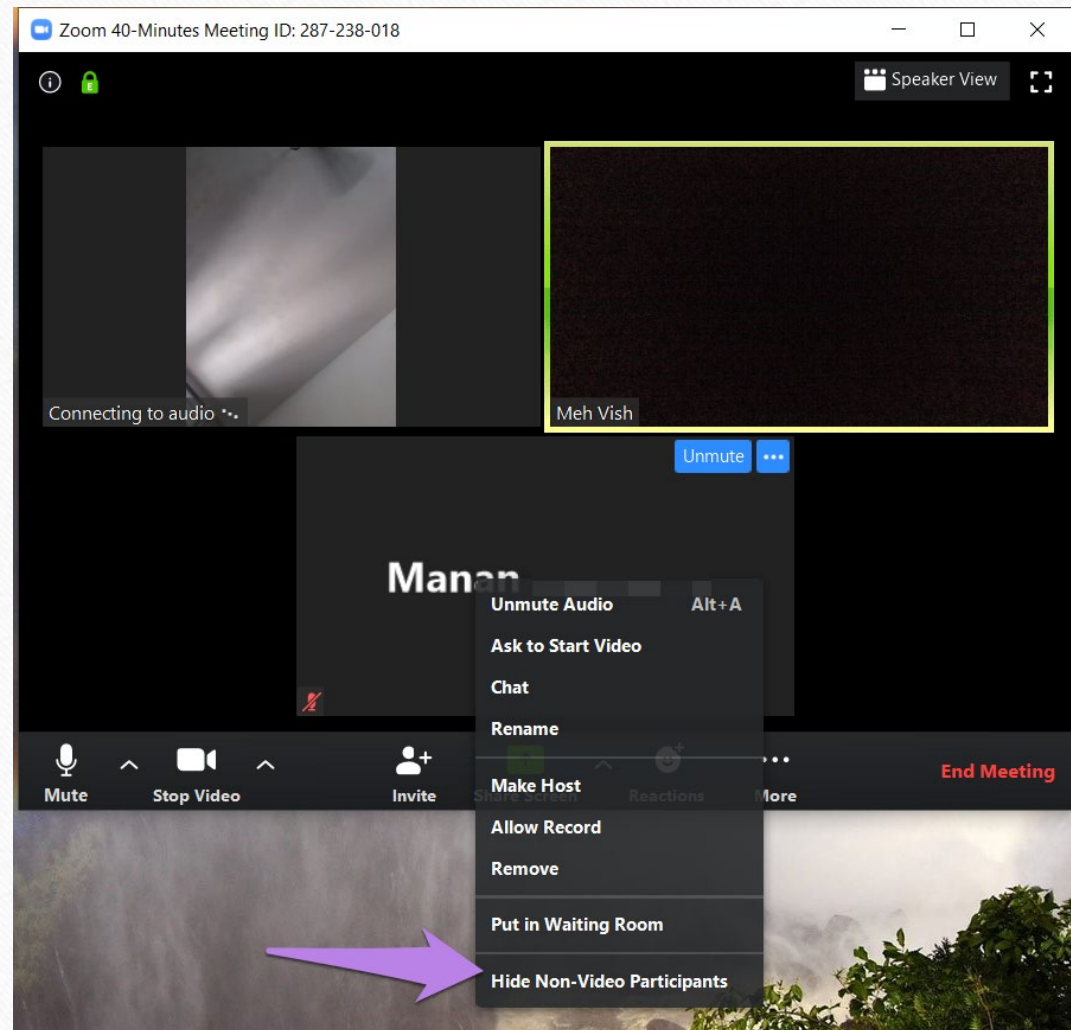
- If someone in the meeting is screen-sharing – there is a small vertical slider to the right of the shared screen; hover your mouse over this to highlight it, and you can then drag it to adjust the proportions of your display. (*works on desktop and laptop computers only*)
- If no one is screen-sharing – Under “View” (in the upper right or left on most devices), select Gallery View.

**Please note** that the location of controls, and the options available to you, will differ by device. Desktops and laptops have more options than tablets or phones, for example.

## Another option to see more people on a single screen:

The facilitator/co-host can hide all participants who do not have an active webcam – so you won't see the black boxes on your main screen, and **ONLY** those people whose webcams are turned on will be visible.

This feature can be found under the video menu (click on the caret next to the camera icon).

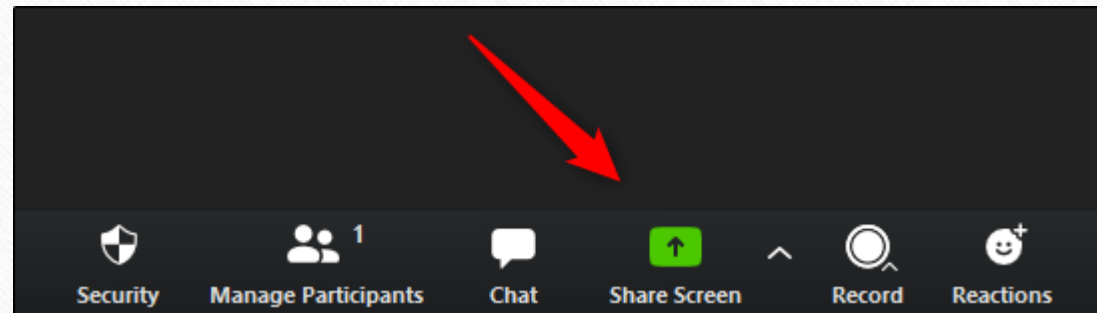


## SHARING A SCREEN

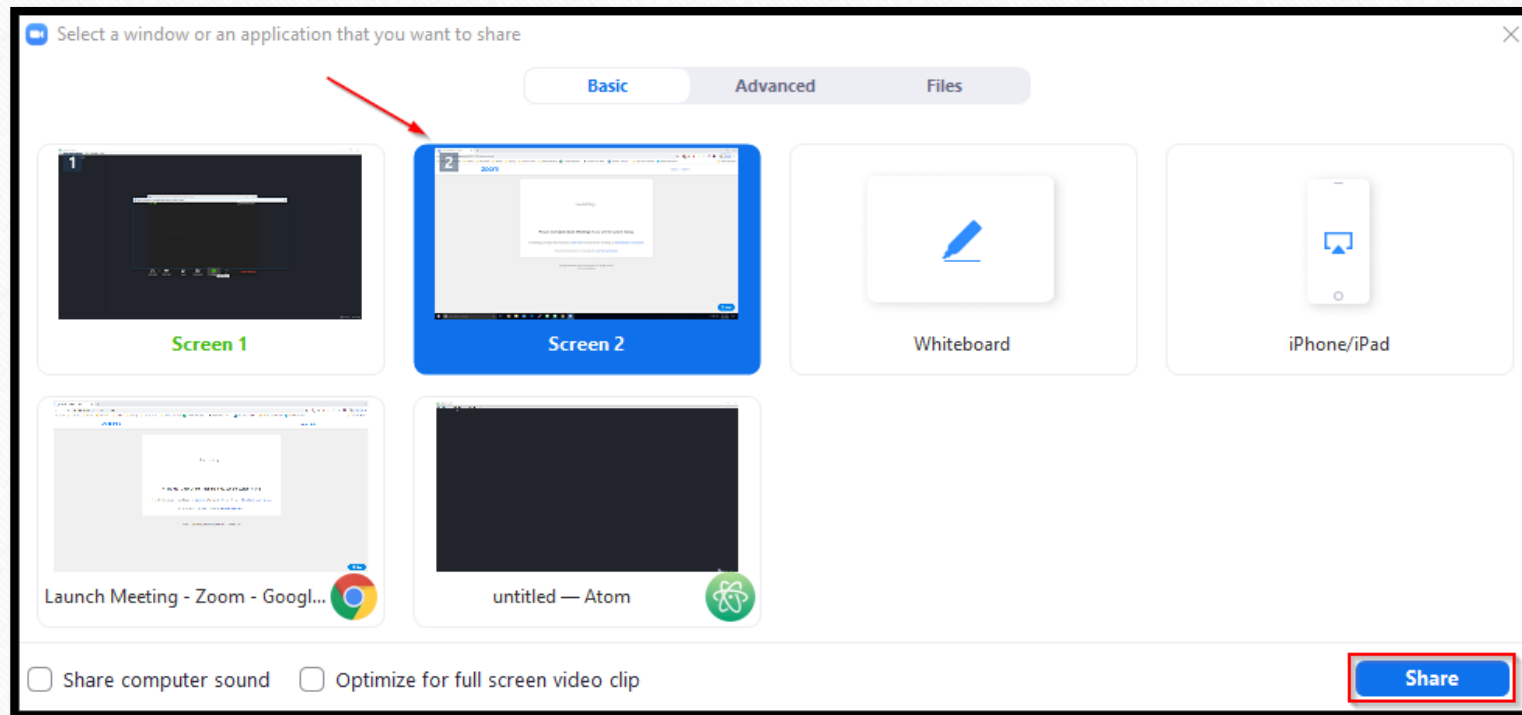
- only one person can share their screen at a time

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1. Have PowerPoint or other material open on your computer (but NOT in full-screen mode)
2. Click Share Screen button on Zoom control panel. . .

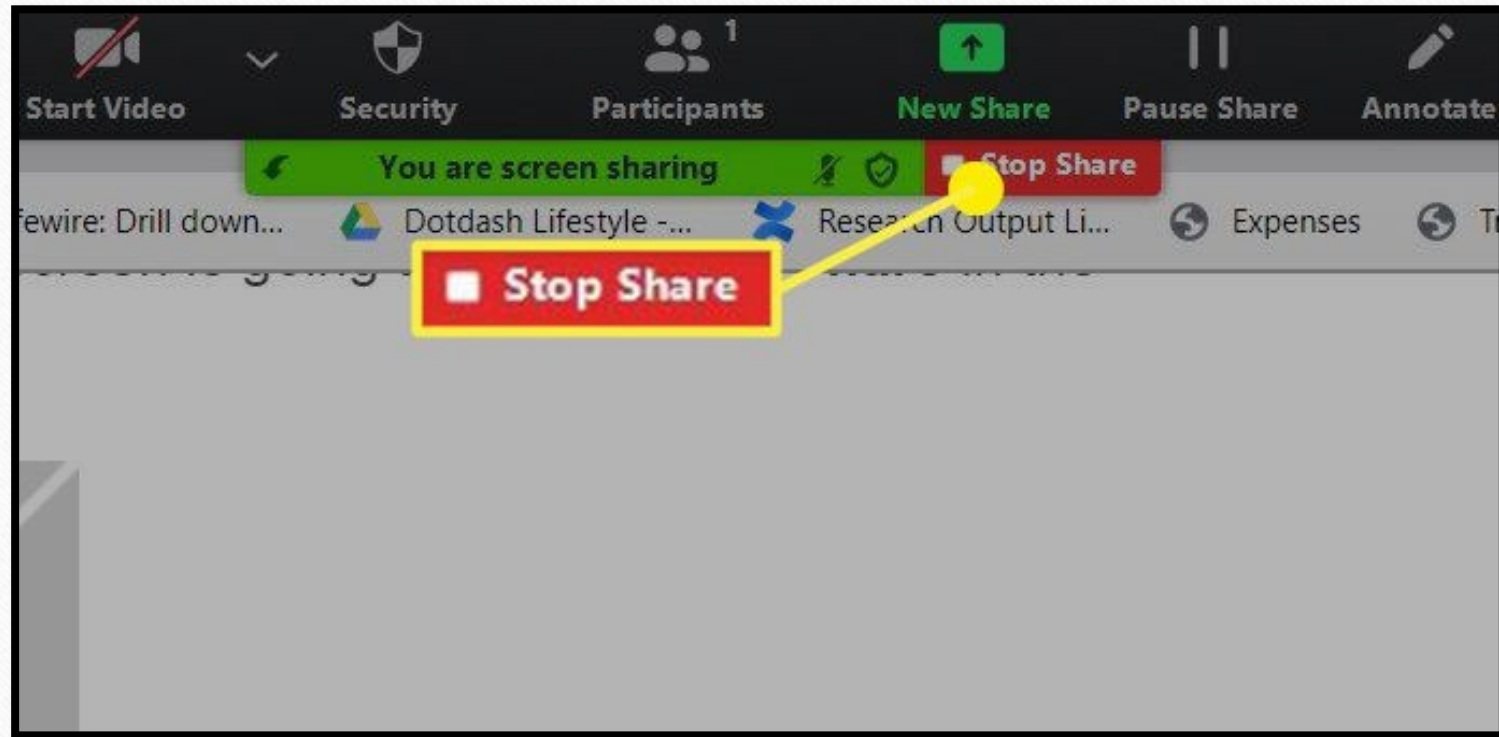


3. Choose the screen you wish to share.
4. If audio and/or video is involved, click the boxes in the lower left corner.
5. Click “Share” in lower right corner. You are now screen-sharing!





# To End Screen-Sharing



The easiest way to ask a question in Meeting is to raise your hand and wait for the facilitator to call on you.

We recommend that you designate one person in the group to be an extra set of eyes, to recognize those with raised hands.

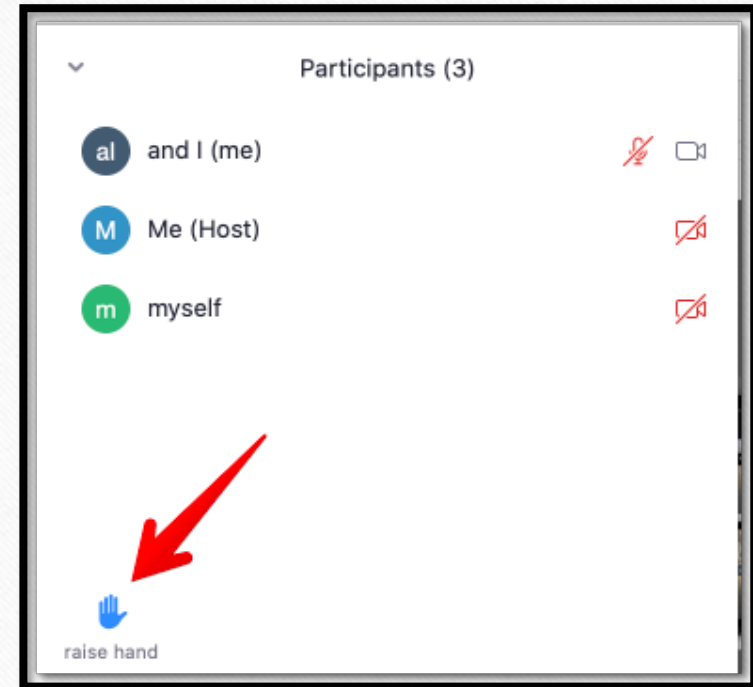
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# Raising Your (Digital) Hand

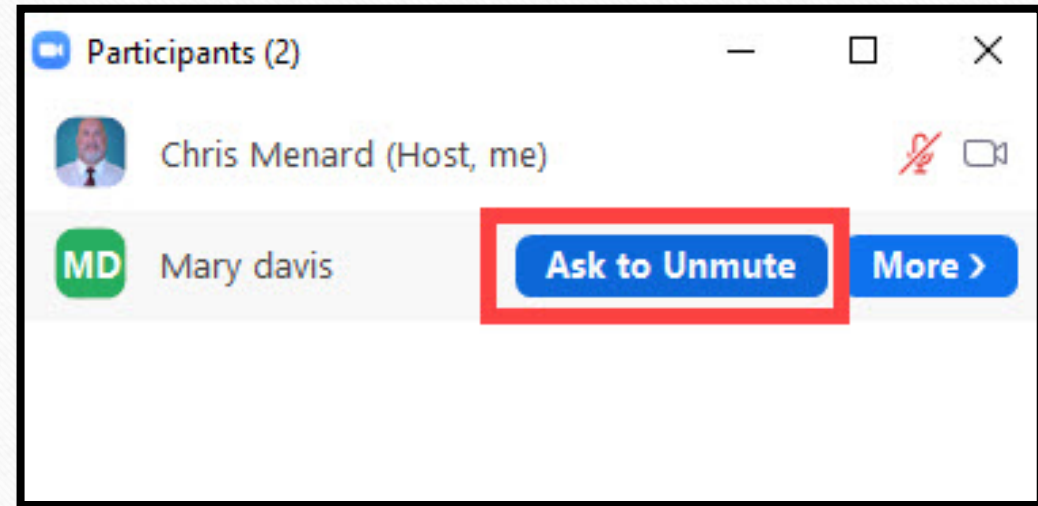
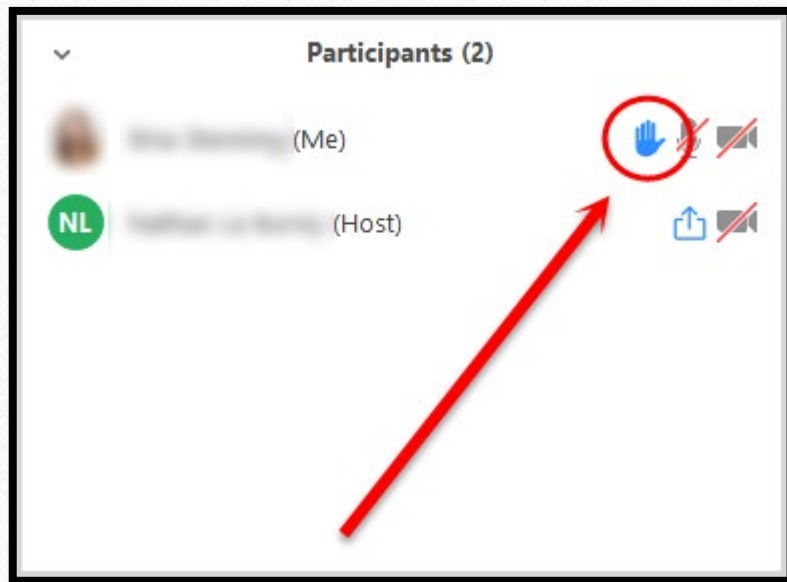
- If you do not have a webcam

- Click on “Participants”
- In that window, on the lower right side, is the button marked “Raise Hand”
- The facilitator will send you a pop-up message to unmute your microphone when it is your turn to ask a question



# For Facilitators – how to manage raised digital hands

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Any questions?

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Good luck! A little patience and experimentation will help to make this experience a successful one for everyone.