

## MKNHS Zoom participant user guide - Part 2

### Zoom features you may want to use in a meeting

#### View type

There are two view types available, "Speaker" and "Gallery".

Speaker view has one big head in the middle of the screen and lots of small ones above or to the side of it. The big head is the person currently speaking, and will change as the speaker changes. This is the best setting for a phone or tablet. Tablets and smart phones only have space to show a few participants but you can change who they are by scrolling back and forward.

Gallery view displays all the participants in a rogue's gallery. The more people in the meeting, the smaller the heads will be. There is a yellow band around the speaker's image. This is the best setting if you're using a large screen on a PC or laptop.

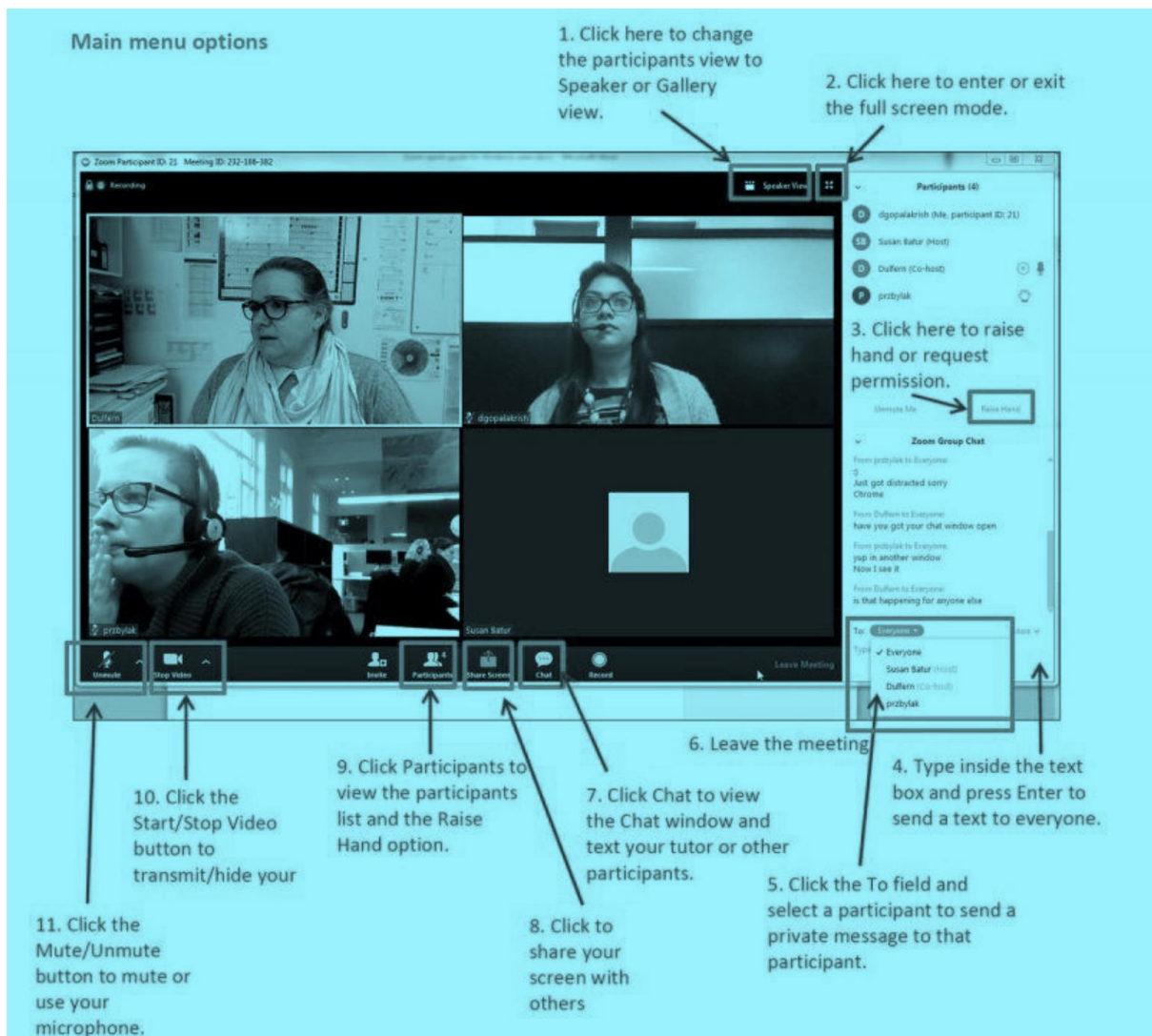
There's also a third view that you can't set up and this is "Share" view. When the speaker is doing a presentation with slides or photos, they will initiate Share view. You'll see whatever is on the speaker's screen, which should hopefully be the presentation or photos.

If you want to find out more about the different features of zoom that are available during meetings you could try this video:

Zoom controls from Zoom Help Centre

[https://www.youtube.com/watch?v=ygZ96J\\_z4AY&feature=emb\\_rel\\_end](https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=emb_rel_end)

Here is an image showing a full screen Gallery view for a Zoom course and the features available:



## Icons on the zoom screen

**Mute** – This allows you to mute yourself so you cannot be heard.

**Start / Stop Video** – This allows access to your webcam in order to show your face. If you stop the video, then no one will be able to see you and instead a black screen with your name across it will appear.

**Participants** –click this to see a list of people in the meeting. It will also give you other options e.g. to show you want to ask a question (raise your hand), show approval

**Screen Share** – This allows you to share your screen. See the note above about sharing by presenters.

**Chat** - Click this to see a box where you can type a question or message to others in the meeting

**End / Leave Meeting** – This is the icon you need to press to leave the meeting when it is finished and/or if you need to leave whilst the meeting is still on.

## **Meeting etiquette**

Mute your microphone during a presentation

Microphones are very sensitive, and they'll pick up any noise you make near them. The rest of the participants will hear it all! Apart from any embarrassment this might cause, it will also lower the speaker's volume, so other people will miss what's being said. You'll see a little picture of a microphone, either at the bottom left of your screen or at the top on a tablet; click that to mute your microphone. Don't forget to click it again when you want to speak.

The host will probably mute everybody while a speaker is presenting.

Don't talk when someone else is speaking

Just like a face to face meeting, it's rude to talk over someone else. Wait for a lull in the conversation.

There is a function to raise your (virtual) hand. The host will tell you when and how to use that to ask questions.

## **If you are the presenter...**

Or want to show photos to others (e.g. at a Members Evening) have your slideshow open before your presentation starts, so that you can start sharing straightaway.

If you're sharing photos, put them all in a dedicated folder in the right order, so that you can just move through them.

Minimise or close all windows other than Zoom and your presentation so that participants can't see anything you don't want them to see on your computer.

## **Breakout rooms**

In any large gathering, such as our weekly meetings, people congregate in twos and threes to talk to for a while and then move on. We can do that in Zoom using "Breakout rooms". The host will allocate you to one of the rooms where there'll be four or five other people to chat with. Every now and then, they'll mix you up a bit, so you can get to chat with more people. If there's someone you particularly want to see, let the host know.

We will also use breakout rooms for activities such as for example, quizzes, or for members to present photos or talk about wildlife sightings in small groups, or to discuss specific aspects of a presentation or conservation issues and so on.