Zoom meeting basics

Zoom is a complicated piece of software! If you are new to Zoom, feel free to join the meeting 15 minutes early to experiment with the help of the facilitator.

General instructions

- **Please update your name in the Zoom meeting to be the name and gender pronouns you want other people to use.** To do this, click on "Participants," mousing over your name, and clicking "Rename." Example: "Valerie (she/her/hers)". NOTE: *If you are considering coming out as a different gender or name than you currently use, please do not feel pressured to share your new name or gender in this meeting.*
- **Please use headphones** when you join the meeting to avoid echoes or feedback.
- **Please mute your microphone when you aren't speaking.** The mute button is in the lower left hand corner of the Zoom app.
- If you have a question while we are all in the main video conference, you can either verbally interrupt the instructor, type in Zoom chat, or use the "Raise hand" feature of Zoom. To use it, click on "Participants" and click on "Raise Hand" at the bottom of the participants list.

Using breakout rooms

- When it is time for group discussion, you will get a pop-up message inviting you to join a breakout room. Accept this invitation (unless you don't want to join a discussion).
- You will no longer be able to see the slides when you are in the breakout room. The instructor will copy information you need into the group chat, which everyone can see. Your group’s gatekeeper should kick off discussion when you have all joined the breakout room.
- Be generous in affirming what others say. It is harder to see things like people nodding their heads yes or smiling in agreement over video.
- If you have a question for the instructor while you are in the breakout room, use the "Ask for help" button in the menu bar.
- When time for group discussion is over, you will get a 60 second warning that the breakout room is going to close. Go ahead and keep talking with your group for the remaining time. When the 60 seconds are up, you will be automatically returned to the main video conference.