

## Zoom Info and Orientation

### Having Technical Difficulties? Call or Text!

If you are having trouble logging on to Zoom, hearing, or seeing, contact David Yang.

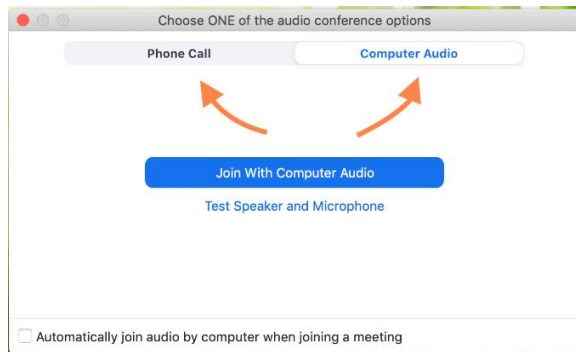
- Call/Text: (916) 874-4847
- Email: [dyang@airquality.org](mailto:dyang@airquality.org)

### Getting Started: How to Join the Zoom meeting

**By computer or smartphone:** (This gives you the ability to see other people and any pictures. The pictures below are from a computer. Zoom will look different on a smartphone or iPad.)

Click on the link provided in the email or Outlook calendar item.

- You will be prompted to either download or launch the Zoom application. Follow the instructions on your screen to do so.
- **Audio:** You can either join through your computer audio or through your phone. To choose an option, click on “Phone Call” or “Computer Audio” at the top of the dialogue box.
- You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”



- **Video:** As the meeting launches, you may be asked whether you would like to join with or without video. If you'd like us to see your face during introductions and check-in, join by video. You'll have the ability to turn your video on and off once you are in the meeting, regardless of which option you choose at this point.
  - If your audio is not that good or your internet connection is not strong, turning off video may help.
  - If video is turned off, you will still be able to see everyone else who is on video, and any pictures or documents that people share.
- You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided.
- Here are videos showing detailed walk-throughs on how to use Zoom:
- To use Zoom by computer, see [this video](#).

- To use Zoom by smartphone:  
<https://ucmerced.app.box.com/s/24hroqt5xs99t58m7fzue49ypueyybzd/file/654460338578>

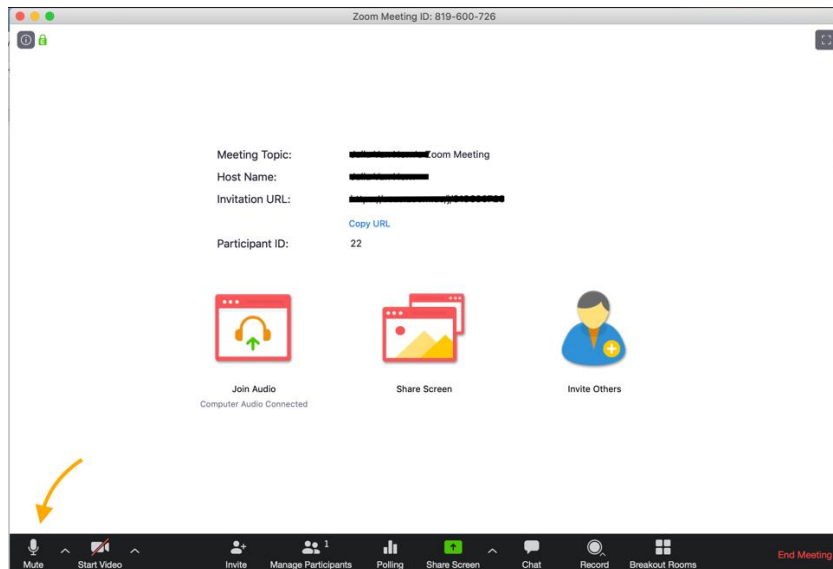
**By telephone audio only:** If you want to listen through your telephone (landline or cell), or if you don't have a computer or smartphone, or if your computer does not have a microphone, you can join by phone and the audio will be through your phone. People can participate only through their telephone like a conference call, with no visuals.

1. On your phone, dial the teleconferencing number provided.
2. Enter the Meeting ID number and password (also provided) when prompted using your touch-tone keypad. You should then be able to hear the meeting.

### Orientation to the Zoom Screen & Features

#### Microphone

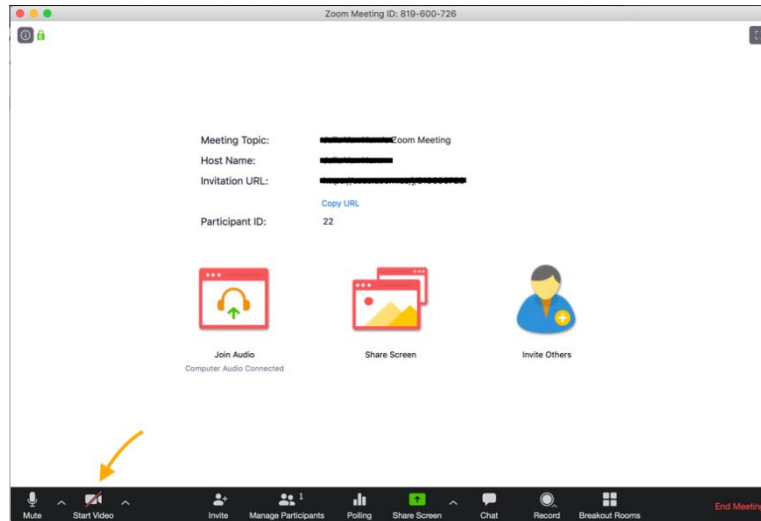
- To mute or unmute yourself, click on the microphone icon in the lower left hand corner.
- Once we have shifted to one individual presenting at a time, it's a good practice to mute yourself until it's your time to talk, to avoid background noise and echo. If needed for quiet, the host can mute participants, but participants retain the ability to unmute themselves.



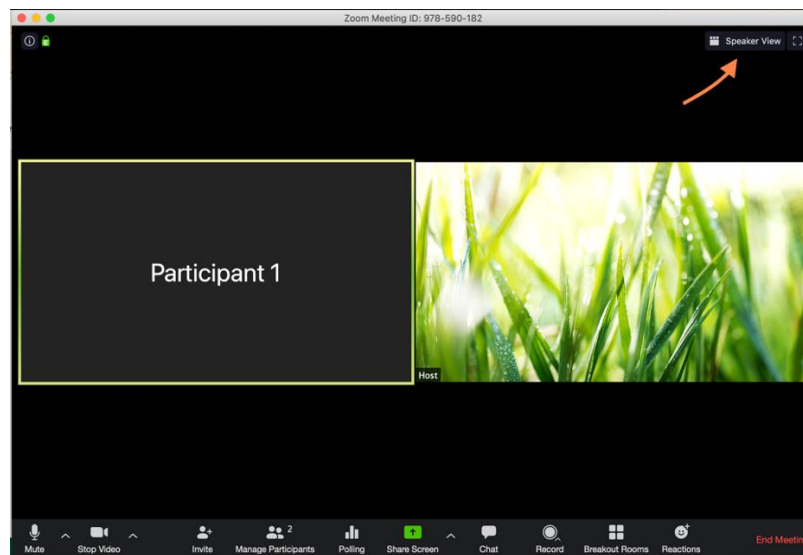
- If you are calling in by telephone only, you can mute and unmute yourself by dialing \*6.

#### Video

- You'll see a button on the bottom left of your page to turn on your video



- To set how you would like to view other participants, use the button on the top right of the screen
  - **Speaker View** shows only the person speaking
  - **Gallery View** shows everyone with their video on
  - **Presentation View** shows the presentation

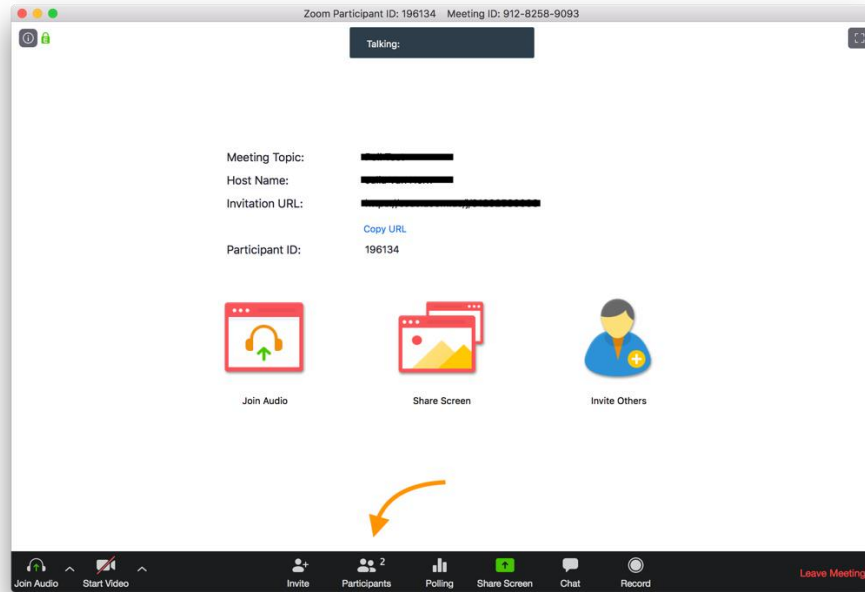


## Ways to Ask Questions & Make Comments

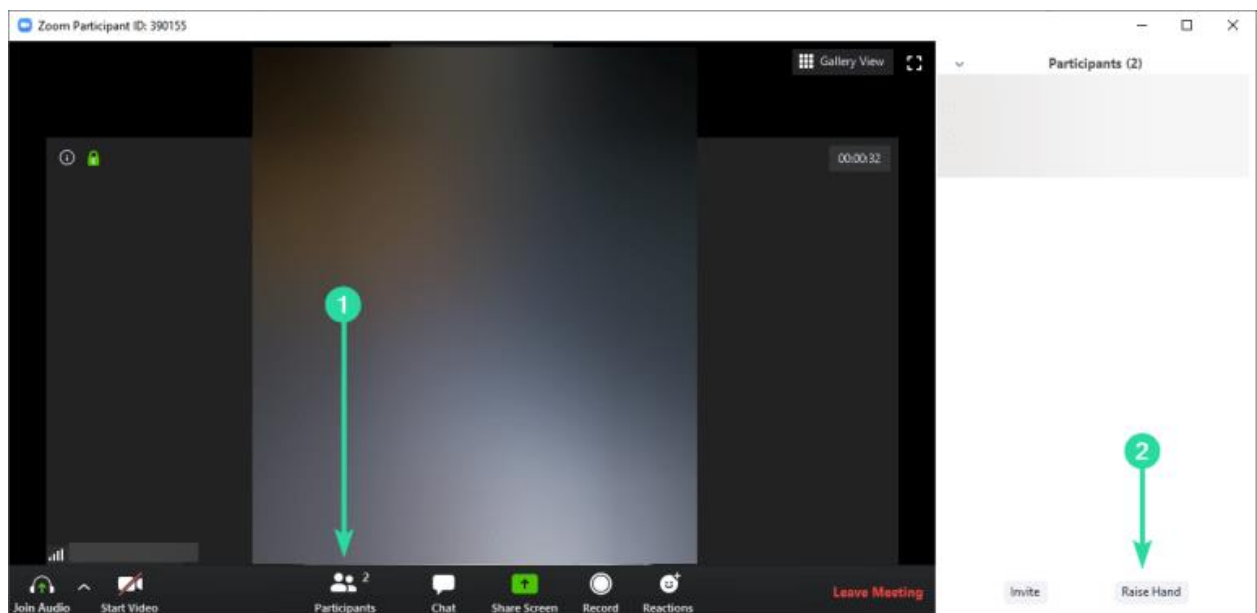
**1. “Raise Hand” to get in the queue.** You can “raise your hand” virtually to get in the queue to speak, although the facilitator will also ask for people who want to speak, so that those on the phone can participate equally.

To “Raise Your Hand:”

- First click on the “Participants” icon at the bottom of the screen:



- Then click on “Raise Hand” and a blue hand will show next to your name in the Participants list.

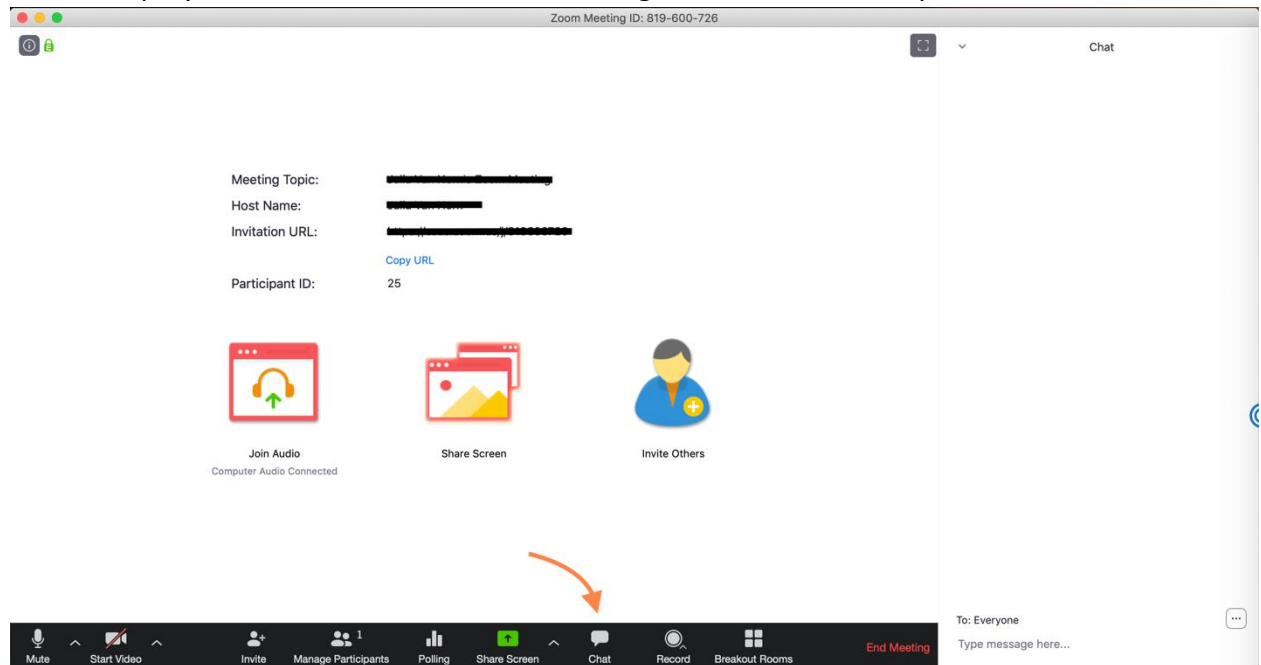


- If you are calling by telephone only, you can raise hand by pressing \*9.

#### **Chat to communicate with the meeting hosts/IT support.**

- You can type out your question or comment to the meeting hosts/IT support by using the **Chat Box**. Just click on Chat (see below), and a box will open up – you can type in it and then hit “Enter” to send your question/comment.
- Please use this just for meeting logistics issues – we want to make sure that the people on phone audio only are able to hear and participate in the comments about agenda topics, so

there is equity across all members of the Steering Committee and the public.



## Other Zoom Features



The bar at the bottom of your screen has other features:

- View Participant list – opens a pop-out screen
  - You can see names of others on the Zoom
  - You can change your screen name as seen in the participant list and video window
  - And as mentioned above, you can “Raise Your Hand” and see who else has raised their hand
- Green Share Screen: At times, different members of the Steering Committee may be making presentations or sharing a view of a document to the group. To be able to present, you will “Share Screen.” Click on the green “Share Screen” at the bottom to give people a view of your computer/phone screen. If you choose “Screen,” Zoom participants will see whichever window is showing on your computer. Otherwise, you can choose to show only one app, such as Microsoft Word or Firefox.