**How to use Zoom**

**Please note the Tips at the bottom of the document.**

This call is being recorded. We will mute everyone so that there are no background noises and if you move a paper or sneeze, your picture won’t pop up in the Speaker’s box. If you do not wish to have your picture recorded, please click on the camera icon to turn off your camera, OR hover over your face with your cursor, click on the three dots and choose “stop video” (video refers to your personal picture). You will still be able to see us. You are all here and know how to sign on but we have included that information in this workshop so you can teach *your* members to use Zoom. We will now mute everyone.

An easy way to start the meeting is with a quote- choose one and the ways it can be shared- before or during the meeting.

On Let’s Grow Leaders.com, I found an article titled, “How to Start your Next Zoom meeting in a more meaningful way”. I will put the website in the chat, when I am done talking. What the article talked about was that we need to start each meeting with a collective deep breath. Right now, typically we either socialize talking about the weather, what we are binge watching or our hair. So, how do we do this? Share an inspirational quote, that will give everyone a minute to reflect on and if time allows, share what is on their minds. Ready? “The secret to change is to focus all your energy, not on figuring out the old, but on building this now.” Socrates. Think about that for a second, or as we go through this meeting.

There are a variety of websites to find quotes, or the easiest method is just to google quotes for a specific topic, such as innovation, perseverance, etc.

**Some suggested quotes are below.**

We hope to cover the most necessary and useful features of the Zoom platform. We have slides to help you find what you need. There are a number of tutorial videos on Zoom from which we gathered this information. We have endeavored to present these in a concise format to assist you in your future meetings. You can contact us or go to zoom.us for topics not covered this evening or for review. The recording will be posted and we will send the script to you in the next few days. Please follow along with us. If you have any questions, put into the chat (which we will explain how to do in a few minutes.)

**Joining a Meeting:**

Zoom is requiring everyone to upgrade to Zoom 5.0. Please be sure to upgrade your system when prompted and remind your members to do so.

When using Zoom, make sure your lighting is good and you are not lost in the shadows.

You have several options for participating in a Zoom meeting:

* You may use video and audio from your computer, tablet or smart phone.
* Or, you may use audio only from your device.
* Or, you may call in directly to the meeting from your phone. You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone). This is useful when:

you do not have a microphone or speaker on your PC/Mac, you do not want to use video while on the road, or you cannot connect to a network for video and VoIP (computer audio).

The first two options require a download of the Zoom program/app. You can do this beforehand or as the meeting begins by clicking on the link in the invitation or going to Zoom.us on your computer or in your app store. BE VERY CAREFUL TO DOWNLOAD THE CORRECT APP. You will be asked if you want to download the Zoom file. Follow the directions on the screen.

Once you have Zoom installed, click on the link for the meeting. You will be asked to allow Zoom, asked if you wish to join by video, then by audio. Click yes to the options you want. You may be put into a waiting room and the host will admit you.

You can click on the link for one touch call on your mobile phone which will automatically add the meeting id and possibly password. If you dial the call-in number you will be asked to enter the meeting id number followed by # and possibly the password. You can use your phone’s mute option or hit \*6 to mute and unmute.

**It is important not to send the meeting information and password to anyone else unless you are specifically asked to share it. This ensures security.**

To access the items below on your computer, put your cursor over the Zoom screen. A toolbar will show. If you are on a tablet or phone these options will show in different places on your screen than on the computer.

Once in the meeting, you will see a screen like the Brady Bunch with lots of faces if you are on gallery view or a speaker box with a few faces above or on the side and the speaker in the middle of the screen which is speaker view. Find your face and put the cursor over it. You will see a blue button that says “Mute” which you should click on if the host didn’t mute you as background noise will add lots of static. You can unmute if you wish to talk. There are also three dots when you put the cursor over your face. You can put in your name if it doesn’t show, or it shows your device name, by clicking on “rename”. You can also choose to stop video using the options at the three dots.

**Viewing Options:**

You can switch between Gallery View and Speaker View. The tab is on the upper right on a computer and on the left on a tablet.

Meeting and webinar participants who are viewing a shared screen can switch to Side-by-side mode. This enables them to see the shared screen alongside either the Speaker View or Gallery View, depending on which view they choose. They can also adjust the location of the separator between the shared screen and video to change the relative size of each side.

**Viewing a Shared Screen**:

When in a meeting and viewing a screen, click on **View Options** and choose **Side-by-Side Mode**.

The shared screen will appear on the left and the speaker will appear on the right.  A separator will appear between the two views. Slide the separator to the left or right to adjust the size of each view.

Click **Speaker View** or **Gallery View** at the top to switch between the two.

To exit Side-by-Side mode, click **View Options**, then uncheck the **Side-by-Side Mode** option.

**Virtual Background:**

Click on the arrow by the camera icon and choose Virtual Background. You will be told whether or not your system supports it. There is a page in the Zoom tutorials that explains requirements for Mac and PC

Please note that you can get “lost” in the background. Use a greenscreen and/or don’t wear clothing that is the same color as your VB. Be aware of your video, especially if you are the speaker.

**To Ask Questions:**

If you are on the computer or tablet there will be a button at the bottom that says **“chat”.** Click on that and a box will open on the side or on top of the screen share and you can post a question, reply or comment. In the box will be the option to chat to everyone or you can choose a name from the participant drop down menu and chat privately. (Chats are saved for a couple of days so be mindful of what you say.) If you are on the phone, unmute and ask your question.

There is an option to **“raise your hand”.** Click on the icon for participants in the tool bar which will open another box. Find the “Raise Your Hand” icon and click. Please click on **“lower your hand”** when your question is answered.

Click on the camera icon to turn video of you on and off. You will still be able to see the people on the screen. Next to that is an arrow which will allow you to change which camera you are using if you want video and it’s not showing.

Use the arrow next to the microphone if you have to change the output for your audio.

To leave the meeting move your cursor on the screen until you see “Leave Meeting” and click.

**Hosting a Meeting:**

You have a few options for signing up for a Zoom account.

* Free account: 40-minute limit for up to 100 participants. Some work-arounds to the time limit are to schedule meetings back-to-back or give someone else hosting privileges at the five-minute warning.
* Purchase an account for $14.99 mo. It includes up to 24 hours for each meeting and up to 100 participants. You can choose to prepay a year and receive a discount.

There are other accounts that cost more and have additional features if you need them.

Your synagogue may allow you to share their line. If that is the case, you may have to ask them to schedule a meeting for you. Other options for hosting are mentioned below.

**Scheduling a Meeting**:

Once you have a plan or are Licensed by a holder (see below) you can schedule a meeting. The slides on the video from the meeting are from zoom.us web site after signing into the account. You can use the Zoom app which will be slightly different.

* From the home page, click on Schedule a Meeting.
* **Topic:** Enter the topic (board meeting, program name, etc.)
* **Description**: optional.
* **When**: Click on calendar and choose date. Click on time. You only have choices of half hour increments. Note: Updated to 15-minute increments in Zoom 5.0. If you are not on the free plan choose longer than you think will be necessary. Remember to check AM or PM. You can make it a recurring meeting such as for a regular board meeting. That will keep the same link for each meeting.

Time Zone will automatically be yours. If sending the invitation to people outside your time zone please make note of it when sending the invitation.

The next choices are options. Some are required, some not.

* **Registration**: if you want people to pre-register for the meeting.

Note: The question was asked about charging a fee for a program through Zoom. You can configure a Zoom Webinar (different from a meeting) with PayPal. Here is the link: <https://support.zoom.us/hc/en-us/articles/360018597111-Configuring-Zoom-Webinars-with-PayPal>

* **Meeting ID**: If you choose Generate Automatically, it will change for each meeting. You don’t have to remember anything.
* **Require meeting password**: This is an important security addition and we suggest you use it. The password will be in the Invitation.
* **Video**: Default is off. If you want host and/or participants to have video when signing on, click “on”. Otherwise you can allow video when attendees sign in.
* **Audio**: Default is both. Best to keep it that way.
* **Meeting Options**: Choose which options you want people to have. It is best not to click “Record the meeting automatically” as the meeting will begin recording when the first person signs in, which may use up some of your storage (and catch those pre-meeting conversations). If you click on “Enable waiting room” you will have to allow each person to enter the meeting as they sign on. This adds an extra measure of security, as does “Mute participants upon entry” and “Only authenticated users can join”. If you know your invitation is going to a specific group of people and won’t be forwarded you don’t need to choose these.

REMEMBER, ONCE IN THE MEETING THE HOST CAN MUTE,

STOP VIDEO, AND REMOVE PARTICIPANTS.

When you click save, the meeting information is shown on the next screen. You can copy it OR you can click on “copy invitation”. When the box opens, click copy, then paste into an email. Fill in the addresses, subject and any information you want to share about the meeting in the body of the email and send.

Zoom has toll numbers available for many countries that are included with all plans. The [dial-in numbers](https://support.zoom.us/hc/en-us/articles/115004454886%22%20%5Ct%20%22_self) available are dependent on the host's audio subscription and settings. If a number is not listed or has asterisks (\*\*\*) in place of some of the numbers, it means that number is not available on the account that you're currently logged into. This is important if you want to “bring in” a speaker from a Masorti seminary or congregation outside North America.

You can set up the account so that more than one person has scheduling privileges. As it won’t apply to most of you we are including the link only: <https://support.zoom.us/hc/en-us/articles/201362803> This is especially relevant if you are using the synagogue’s Zoom account.

**Setting Up Meeting:**

As mentioned above, a security option for the host is to have everyone go to a waiting room first where the host can verify identity and then let a participant into the meeting (or there may be a password to enter the meeting). When scheduling the meeting, you can choose to have everyone muted as they enter and the host can unmute as attendees come into the meeting. These options, again, keep out “zoombombers”, people who crash meetings.

When the meeting begins, it is a good idea to assign a co-host in case of technical difficulties. If your internet goes down or the computer freezes and you need to exit, the connection won’t be lost for others. If it’s a large meeting you may want someone to help with muting/unmuting, monitoring chat and raised hands, etc.

**To add a Co-host**, click on participants icon, find the name for the person you want to be co-host, click on More and click on Make Co-host.

Alternatively, hover over a user’s video, click on the three dots, click Make Co-host. **You can only make a person a co-host after the meeting has begun.**

With meetings, hosts and co-hosts can control the following features:

* Mute participants
* Request that a participant unmutes
* Stop a participant's video
* Request that a participant starts their video
* Prevent participants from screen sharing.
* Rename a participant
* Put a participant on hold if enabled in settings
* Choose to play an enter or exit chime
* Lock the meeting to prevent anyone new from joining
* Place participants in waiting room or admit/remove participants from the waiting room (waiting room itself can only be enabled by the host)

Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

* Start closed captioning and assign someone or a third-party to provide closed captioning
* Start live streaming
* End meeting for all participants
* Make another participant a co-host
* Start breakout rooms or move participants from one breakout room to another
* Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign another host. Go into your account and to your profile page. Scroll down to Host Key. Click on “show”. That number can be given to someone else. When the new host joins the meeting, she can click on Participants and then “claim host”. A box will pop up to enter the host key number. It’s best the person claiming host be on the meeting first, before another host gets on the call.

**Alternative Host Option:**

This allows you to schedule meetings and designate another **Licensed user on the same account** to start the meeting on the host's behalf. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting. Zoom only allows one licensed user per line. You must have multiple lines on an account to be able to do this. If you are sharing with the synagogue and they have multiple lines they may be willing to make you an alternative host.

## Limitations

* The alternative host can start the meeting using the join link in the email or calendar invite sent to them by the host. The meeting will not display in the upcoming meetings list in the desktop client or mobile app for alternative hosts.
* Alternative hosts can't schedule on behalf of the host. If you need to schedule a meeting on behalf of another user, use [scheduling privilege](https://support.zoom.us/hc/en-us/articles/201362803%22%20%5Ct%20%22_self). You can also give another **Licensed** **user** **scheduling privilege**, <https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege>, which allows them to schedule meetings for you and makes them an alternative host for those meetings.
* If a host is attending a meeting but needs assistance with managing the meeting, they can assign a [co-host](https://support.zoom.us/hc/en-us/articles/206330935%22%20%5Ct%20%22_self) during the meeting.

## **Designating an alternative host:**

1. Sign in to the Zoom desktop client.
2. Click on the **Schedule** icon or go to **Schedule Meeting.**
3. Click **Advanced Options** or go to bottom of schedule screen.
4. In the **Alternative Host** field, enter the alternative name to search through users. You can also enter the alternative host's email address if their name doesn't come up.
5. Click **Schedule**to finish, and open up the calendar you have selected.
6. The alternative host will now receive an email letting them know that they have been added as an alternative host.

**Remember, the alternative host must be a licensed user on the account.**

**To Mute All and Unmute All:**

Click on the Participants icon. A screen will open up listing everyone. At the bottom will be three buttons:

 Mute All Unmute All More

When you select Mute All you will be asked if you want to Allow participants to unmute themselves. If you do, click on Continue. Muting all is a useful option, especially for large groups as background noise interferes with transmission and clarity of audio. If you do not allow others to unmute themselves you will need to find their names in the list of participants or hover over their picture and click on unmute. You can mute an individual that forgets or doesn’t know how to do it. You can stop video for a participant if there is something inappropriate in the shot (like the husband in the shower in the background when a news anchor was reporting from home).

**Audio Echo in a Meeting:**

If you hear audio echo or audio feedback during your meeting, there are 3 possible causes:

1. A participant has both the computer and telephone audio active

If someone joins from a computer and calls in from the telephone, please make sure they mute one or both of the devices. Or, in their settings they can manually click on **leave computer audio**. Select **Audio Options** > **Leave Computer Audio** (PC/Mac) or **Disconnect** (Android/iPhone).

1. Participants with computer or telephone speakers that are too close to each other
2. Multiple computers with active audio in the same room

Muting all solves this issue, too.

The source of echo can also be from:

* Speakers (such as TV or soundbar) that are too loud
* Echo cancellation has failed (device or performance issue)
* A bad microphone

**Screen Sharing:**

You may share a document, video or even something on the web such as a YouTube video on your screen. Have the document or page you wish to share open on your desktop prior to signing on to Zoom. Click on “Share Screen” which should be on the toolbar, usually on the bottom of the Zoom screen. A box will open with documents on your desktop. Click on the one you want to share and click on “Share”. Click “Stop Share” when you are done. That may be at the top of the document. You may need to give permission to a participant to share screen by clicking on participants and clicking on the More next to their name. THE HOST CAN STOP SOMEONE FROM SCREEN SHARING.

If you want to transition to a new document, click on New Share. The box with documents will again pop up, and you can choose the new document and click on “Share”. If New Share doesn’t show, click “Stop Share” then click on “Share” again and go through the process to choose a new document.

You can share a YouTube page or something similar in the same way as for a document. For better quality, Zoom optimizes screen sharing of a full screen video clip to ensure the attendees have the best quality experience. Directions are below or check the video tutorial on Zoom.us.

**Note**: Only follow these steps if you are screen sharing a video clip. If you are not sharing a video, make sure you turn off the option to optimize for full-screen video clip.

## Prerequisites

* At least 1.5Mbps uplink and downlink for full screen HD
* Play video clip at full screen

## **Starting a new screen share and optimizing for full-screen video**

Zoom screen sharing allows you to share the desktop, window, application or audio/video. Zoom allows you to also send computer audio to the remote attendees when sharing a video or audio clip.

**Prerequisites**

* Zoom Desktop Client for Mac or Windows

**Instructions**

To share computer audio such as YouTube, Pandora, etc. during screen sharing, click on **Share Computer Sound**.

## We are sharing the PowerPoint in full screen and it’s from a different computer than mine. Chat is also being monitored by another co-host. If you are the only person running the meeting, you can set up a PowerPoint so it shows in just a single screen like one of the participants.

## **Single monitor setup with slide show view in a window:**

Follow these steps if you have a single monitor and want to share your PowerPoint presentation in slide show view, but have it contained in a window rather than in full screen. This is useful if you need to access meeting features like in-meeting chat or managing participants while sharing your PowerPoint presentation.

1. Open the PowerPoint file you want to present.
2. Click the **Slide Show** tab then **Set Up Slide Show**.

SLIDE

Switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.

PowerPoint will display the slide show in a window.

## **Single-monitor setup with slide show in full screen:**

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.

4. Select your monitor then click **Share**.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.

The green border indicates the monitor you are currently sharing.

**IF YOU WISH TO RECORD THE MEETING YOU MUST ASK PERMISSION OF ALL THE PARTICIPANTS BEFORE DOING SO.**

**Recorded Sessions:**

Local recording is available to free and paid subscribers. Local recording allows participants to record meeting video and audio locally to a computer. The recorded files can be [uploaded](https://support.zoom.us/hc/en-us/articles/202291078-Upload-Local-Recording-to-the-Cloud%22%20%5Ct%20%22_blank) to a file storage service like Dropbox, Google Drive, or a streaming service like YouTube or Vimeo. Women’s League does this with their programs.

**Note**: Local recording is not supported on iOS and Android. See [cloud](https://support.zoom.us/hc/en-us/articles/203066759-Recording-on-iOS-and-Android%22%20%5Ct%20%22_self) [recording](https://support.zoom.us/hc/en-us/articles/203066759-Recording-on-iOS-and-Android%22%20%5Ct%20%22_blank) for paid accounts if you are using a mobile device.

Account Holder:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click **[Account Settings](https://go.zoom.us/account/setting?tab=recording" \t "_blank)**.
3. In the **[Recording](https://go.zoom.us/account/setting?tab=recording" \t "_blank)** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

### User:

1. Sign in to the Zoom web portal and click **My Meeting Settings** (if you are an account administrator) or **Meeting Settings** (if you are an account member).
2. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

## **Starting a local recording:**

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to **Record**.
3. If there is a menu, select **Record on this Computer**.
Hosts will see a recording indicator in the top-left corner while recording is active.

Participants will see a similar indicator in the top-left corner while the recording is active.
4. Click **Participants** to see which participants are currently recording.

**Note: Dial-in Participants** will hear a message informing them that the meeting is now being recorded unless disabled by the host.
5. After the meeting has ended, Zoom will convert the recording so you can access the files.
6. Once the conversion process is complete, the folder containing the recording files will open.
**Note**: By default, the audio/video file (MP4) will be named **Zoom\_0.mp4**. The audio only file (M4A) is named **audio\_only.m4a**.

## **Stopping or pausing a local recording:**

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.
The recording can also be stopped or paused by clicking the indicator in the top left corner.
2. When a recording is paused, an indicator will be displayed in the meeting.
3. To resume the recording, click **Resume Recording**at the bottom
The recording can also be resumed by clicking the indicator in the top left corner.

## **Accessing and converting local recording files:**

By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

* **PC:** C:\Users\User Name\Documents\Zoom
* **Mac**:/Users/User Name/Documents/Zoom

To access and convert recording files:

**Note**: For versions 4.6.10 or higher, you can't convert local recording files by double-clicking the Zoom files. You must follow the steps below to convert the files. If you're issues converting a local recording, see the Zoom [troubleshooting suggestions](https://support.zoom.us/hc/en-us/articles/201362753%22%20%5Ct%20%22_self).

1. Open the Zoom desktop client and click **Meetings**.
2. Click the **Recorded**tab and select the meeting with a local recording.

**Note**:
	* If you have a local recording that hasn't been converted to a video file yet, click **Convert** to convert the recording to a video file and display the options below.
	* If you only see the **Open** option, it means the recording is a [cloud recording](https://support.zoom.us/hc/en-us/articles/203741855%22%20%5Ct%20%22_blank).
3. You can access these options to manage your local recordings:
	* **Open**: Open the folder that contains the recording files.
	* **Play Video**: Play the recorded meeting using your computer's default media player.
	* **Play Audio**: Play the recorded meeting audio with your computer's default media player.
	* **Delete**: Remove the meeting from the recording list on the Zoom client. This does not delete it from the computer.
	* Refresh icon : Refresh the recording list if you don't see your recording.
4. (Optional) Follow the steps to [share a local recording](https://support.zoom.us/hc/en-us/articles/202291078-Upload-Local-Recording-to-the-Cloud%22%20%5Ct%20%22_blank) if you want others to see your recording.

**Note**: If there are issues opening or playing the file, check the default recording location and ensure the files are in the correct place.

The file may have three parts to it. One will be the video/audio combined.

**Breakout Rooms:**

If you want to meet in small groups, such as breakouts with panelists or Board teams, you can arrange for breakout rooms. You can choose to split the participants of the meeting into these separate sessions automatically or manually.

To enable the breakout room feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then **[Account Settings](https://zoom.us/account/setting%22%20%5Ct%20%22_self)**.
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671%22%20%5Ct%20%22_self).
5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock**to confirm the setting.

## Group

To enable the breakout room feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit groups.
2. In the navigation menu, click **User Management** then **[Group Management](https://zoom.us/account/group%22%20%5Ct%20%22_self)**.
3. Click the name of the group, then click the **Settings**tab.
4. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
**Note:** If the option is grayed out,  it has been locked at the account level, and needs to be changed at that level.
5. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671%22%20%5Ct%20%22_self).
6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

## User

To enable the breakout room feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then **[Account Settings](https://zoom.us/account/setting%22%20%5Ct%20%22_self)** (if you are an account administrator) or**[Settings](https://zoom.us/profile/setting%22%20%5Ct%20%22_self)** (if you are an account member).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.
4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671%22%20%5Ct%20%22_self).

## Using breakout rooms

After enabling breakout rooms, you can do the following:

* [Participant in breakout rooms](https://support.zoom.us/hc/en-us/articles/115005769646%22%20%5Ct%20%22_self) (participants)
* [Manage breakout rooms](https://support.zoom.us/hc/en-us/articles/206476313%22%20%5Ct%20%22_self) (host)
* [Pre-assign participants to breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671%22%20%5Ct%20%22_self) (host)

If Breakout Rooms are enabled you will see an icon in the toolbar. Click to begin your breakouts.

If your brain is overloaded, you are not alone. There is a new Yiddish word going around: “Oysgezoomt= over-exposed to, fatigues by, exhausted from, bored by, had it with…Zoom!” But think how isolated we would be without it.

**Other Tips:**

There are many more features that you can access. Zoom has a number of tutorials with videos and pictures. Some will work and some won’t, depending on your operating system.

**It would be advantageous to read the entire list of options under Account Management/Account Settings and choose the ones best for your group**.

Here are a few other pointers for hosting a Zoom meeting.

* Dress appropriately if you are in charge. Wear your Torah Fund pin.
* Begin on time! We don’t want to be on longer than we need to be.
* Begin with a D’var to bring everyone together and focused. Can be something sent ahead such as a quote, question or topic about which to think.
* You need to get buy-in from all your board on using Zoom and train them how to effectively participate in and/or lead a Zoom program.
* Prepare ahead of time and if necessary practice first, especially if it is a program with more than one person involved.
* Make the program as participatory as possible- and limit to 60 minutes if possible. If a varied format (speaker, music, Q & A) can be

90 minutes tops.

We hope we have answered most of your questions regarding Zoom. This script will be sent to all of you once it’s edited.

If you have any other questions, please feel free to contact us or check out the tutorials on zoom.us.

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**PLEASE JOIN US ON JULY 12, 2020, FOR OUR VIRTUAL CONVENTION.**

Thanks for your time this evening, and thanks to Toby and Carol for being co-hosts with me this evening.

How to Start Your Next Zoom Meeting In a More Meaningful Way

From Let’sGrowLeaders by Karin Hurt, Posted May 11, 2020

Have you noticed that most Zoom meetings start one of two ways?

Friendly banter. “Hey Lauren, why did you choose [Tiger King as your virtual background?](https://www.google.com/search?q=tiger+king+zoom+background&rlz=1C5CHFA_enUS773US774&sxsrf=ALeKk02Z9fQZ14d74wmWhj4l9uVJgBgNLw:1589116542935&tbm=isch&source=iu&ictx=1&fir=52-QdRr61X-5nM%253A%252Cl2dZLlE0txgpZM%252C_&vet=1&usg=AI4_-kT4XdRK8ZKNAura7wRMpnqPUpmc4w&sa=X&ved=2ahUKEwivjrG4sKnpAhWkdt8KHRIuDcIQ9QEwAXoECAoQHg#imgrc=52-QdRr61X-5nM:)” “Oh my gosh, I need a haircut.”   “Haha, not me. There are some advantages to being bald.”

Or, you jump right into the Zoom meeting agenda because “everyone’s so busy there’s no time to waste.”

No wonder we have[Zoom fatigue.](https://www.bbc.com/worklife/article/20200421-why-zoom-video-chats-are-so-exhausting)

Most of us are [doing the best we can](https://www.careersingovernment.com/tools/gov-talk/covid-19/how-to-find-new-ideas-and-solve-problems-in-the-midst-of-crisis/) with what we have from where we are. We’re human beings navigating uncharted territory, experiencing the wild ride of emotions that shift by the minute. There’s not a lot of time to process. Most people I talk with are yearning for deeper conversation.

So, I’ve been thinking about an easy way to help you start your next Zoom meeting in a collective deep breath. Give people a minute to reflect on and share what’s on their minds. I hope you will give it a try and let me know how it goes.

**An Easy Way to Start Your Next Zoom Meeting By Connecting a Level Deeper**

Share this article with your team a day or so before the meeting.

Invite them to pick one of the quotations below that really resonates with them right now (or to bring a favorite quote of their own).

Then, start your Zoom meeting, but asking each person to share which quote they chose and why they find it valuable right now.

And watch the magical conversation unfold.

**Inspirational Quotes For Difficult Times**

Start here, or bring your own. In fact, I’d love for you to add your favorite to the list in the comments to give others even more choices.

**Courage**

“All courage is a threshold crossing. Often there is a choice: to enter the burning building or not, to speak the truth or not … But there is another sort of courage we are talking about here—the kind when afterward, the courageous are puzzled to be singled out as brave. They often say I had no choice.” -Mark Nepo, *The Book of Awakening*

“Courage doesn’t always roar. Sometimes courage is the quiet voice at the end of the day saying, I’ll try again tomorrow.” – Mary Anne Radmacher

“I believe the most important single thing, beyond discipline and creativity … is daring to dare. – Maya Angelou

**Perseverance**

“Hang onto your hat. Hang onto your hope. And wind the clock, for tomorrow is another day.” -E.B. White

“Fall seven times, get up eight.” – Japanese Proverb

“You may have to fight a battle more than once to win it.” -Margaret Thatcher

“Never interrupt someone doing something you said couldn’t be done.” -Amelia Earhart

“Go back?” he thought. “No good at all! Go sideways? Impossible! Go forward? Only thing to do! So up he got, and trotted along with his little sword help in front of him and one hand feeling the wall, and his heart all of patter and a pitter. -J.R.R. Tolkien

“A hero is an ordinary individual who finds the strength to persevere or endure despite overwhelming obstacles.” -Christopher Reeve

**Authenticity**

“First tell yourself what kind of person you want to be, then do what you have to do.” -Epictetus

“If things start happening don’t worry, don’t stew. Just go right along you’ll start happening too.” – Dr. Seuss

“I can be changed by what happens to me, but I refused to be reduced by it.” -Maya Angelou

“All you need are these: certainty of judgment in the present moment; action for good in the present moment; an attitude of gratitude in the present moment for anything that comes your way.” – Marcus Aurelius

**Innovation**

“There is a better way to do it. Find it.” -Thomas Edison

“The secret to change is to focus all your energy, not on figuring out the old, but on building this now.” -Socrates

“A problem is a chance for you to do your best.” -Duke Ellington

“In times of stress, the best thing we can do for each other is to listen with our ears and our hearts and to be assured that our questions are just as important as our answers.” – Mister Rodgers

“The type of disruption most companies and government agencies are facing right now is a once-in-every-few-centuries-event … More than changes in technology, or channel, or competitors—it’s all of them all at once” (and this was said BEFORE this crisis, even more true now). -Steve Blank, Professor of Entrepreneurship, Stanford

“The most promising ideas begin from novelty and then add familiarity.” -Adam Grant

**Shifting Perspective**

“My barn having burned down, I can now see the moon.” -Minutia Masahide

“You’ve got to think about big things while you’re doing the small things, so all the small things go in the right direction.” -Alvin Toffler, Future Shock

“When the winds of change blow, some build walls and others build windmills.” -Chinese Proverb

**Your turn.**

What inspirational quote is speaking to you most now?