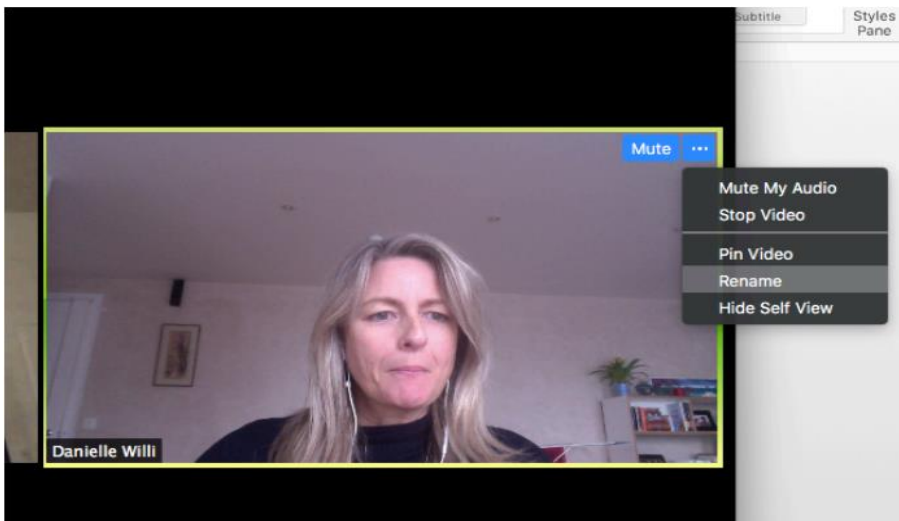


Instructions for Zoom

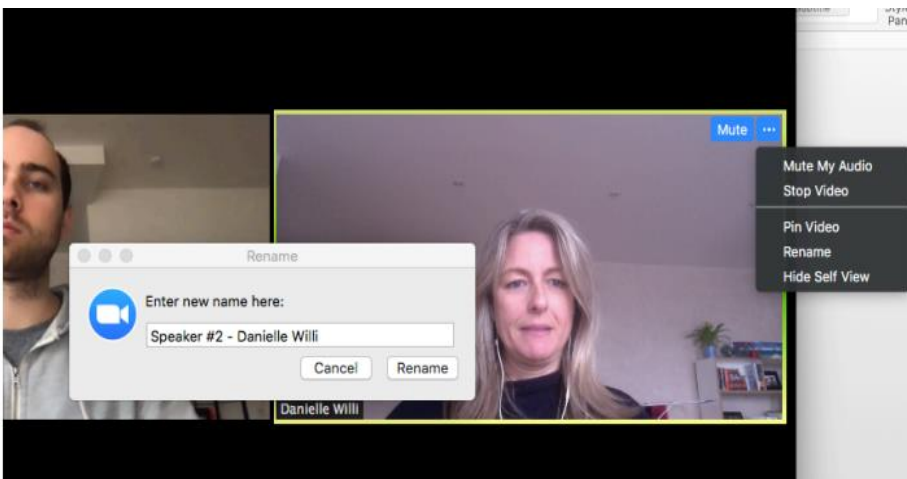
Log in the Zoom meeting by clicking on the link provided or copying it (shortcut ctrl-C or on mac command-C) and then pasting it into your internet browser (google, firefox etc) (shortcut Ctrl-V or MAC command-V)

Change your Display Name

Once you are in the meeting, please change your display name and add your country to your name.



You can do this by locating the three dots at the top of the box containing the video of you/your name. The dots will only appear if you put the arrow near the top right-hand corner of the box. Select Rename

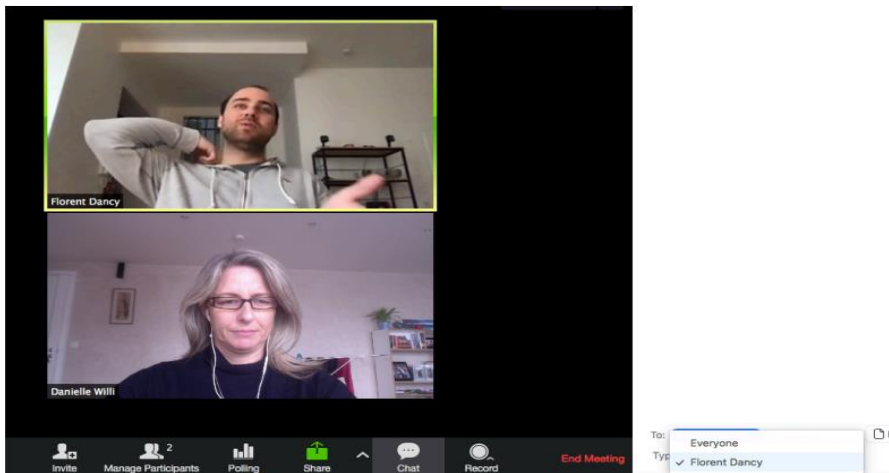


Select Rename and add your country in front of your name, i.e.

- UK Joan COLLINS
- Aus Fred WOMBAT
- Fr Marcel MARCEAU

Using the Chat Feature

At the bottom of your screen you will see a button that says Chat. When you click on it – a box will open up on the right-hand side of the screen where you can see messages being exchanged either with the whole group or privately with a chosen individual.



In the chat box area – select from the drop down the person you wish to send a message to then simply type your message and send. If there is a message for you to read, the chat button will flash orange.

Gallery, Speaker and Pinned view Settings

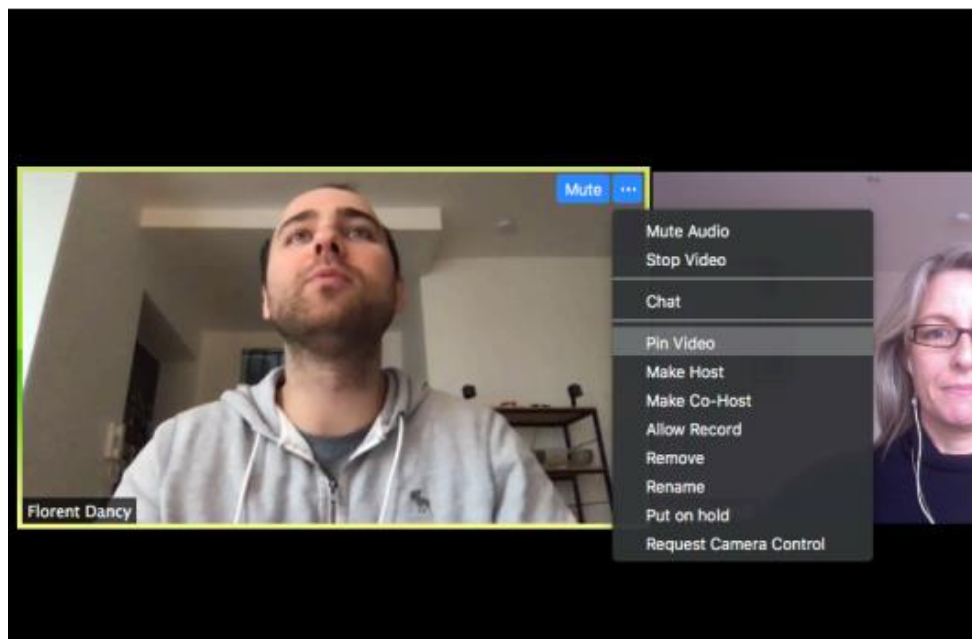
To see the maximum number of people on the call – click on the top right hand of the zoom window and select gallery view. This will allow you to see a maximum of about 25 people at once.



For the speeches, you may wish to change to Speaker View (select from the top right-hand corner of Zoom) so that the person who is speaking appears in a larger space on the screen and you can see them clearly. Everyone else will appear in a smaller box across the top of the screen.



You can also choose to PIN a specific speaker. Pin Video by clicking on the three dots in the top right-hand corner of the speaker's box and choose Pin Video.



To see the speaker full screen (Carol and her team) PIN THE SPEAKER (épingler)

Attendee Tips

Attending an online meeting has a slightly different feel, but the routines and expectations should be the same. Some slight adjustments you may need to make include:

- Register ahead of time to help the technical host keep track of who will be there.
- Mute your microphone unless you're speaking. This can't be emphasized enough. Hearing a dog barking or a television in the background can be very distracting.
- Look directly into the camera when you're talking, NOT at the screen. Put a circle or a post-it notes near your camera to remind yourself where to look.
- Dress as you would for a regular meeting. You may be in more casual clothes, but no grubby T-shirts or ripped sweatshirts, please.
- Be aware of your background. Before you go "on camera," make sure what's behind you on screen is appropriate. Some online platforms have ways to blur your background or even put up a different background if you prefer (pretend you're in front of the Eiffel Tower!).
- Remember you're on camera even if you aren't speaking. Many video platforms have a video gallery that shows participants on the call. Show respect to fellow attendees, and don't look bored or multitask.

"Avoid eating, clipping your nails, or doing other distracting behaviors," recommends Toastmaster Jesse Scinto, DTM, a lecturer at Columbia University.

- Be patient and keep in mind that people may need to repeat instructions more frequently, especially during the first few meetings. If you speak during the meeting, be sure to pause for a few seconds afterward to allow time for people to ask questions verbally or by typing.