

## **ZOOM Guide for PAHx Board Meeting**

### **Joining a Zoom Meeting:**

Click on Zoom link in invitation email.

If prompted, enter the meeting ID number found in the invitation email.

You may be asked if you wish to **Open Zoom**, click on yes.

You will see a preview of your camera image.

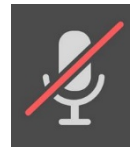
Click “Join with Video”.

Click on “Join with Computer Audio”

Please make sure your computer audio and computer camera are turned on.

### **Audio**

The “Mute” button is located on the bottom left corner of the screen and looks like a microphone. If the microphone has a red line through it, you are muted.



If you wish to unmute, either click on the “Mute” button (if there is no red line through the microphone, you are unmuted) or press the space bar.

Please make sure to mute yourself again when you are done speaking.

### **Video**

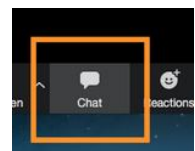
If you need to turn on or off your video camera, you can find the “Video” button in the bottom left-hand corner of the screen. If the video camera icon has a red line through it, your computer video is off. Click on it to turn it on (You may have to give your antivirus software permission to share your camera. Just click on “Yes” of “Give Access” if you are prompted to do so.)



### **Chat Function**

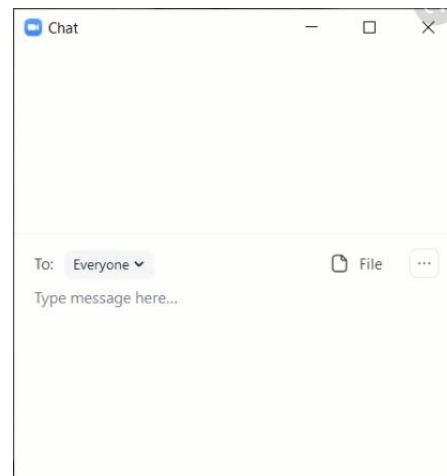
To send a chat message during the meeting, click on the “Chat” button in the bottom center of the screen. This will open up the “Chat Window”.

In the “To:” drop down menu, make sure that “Everyone” is selected.



Type your message in the box below the To: Everyone header. Press the Enter key to send your message to all the other Zoom participants and Zoom moderator.

\*Please note that you can send “private” messages to other Zoom participants, BUT all chat messages (to everyone or private) are available to the Zoom hosts as a transcript at the end of the meeting.



### **Participants View**

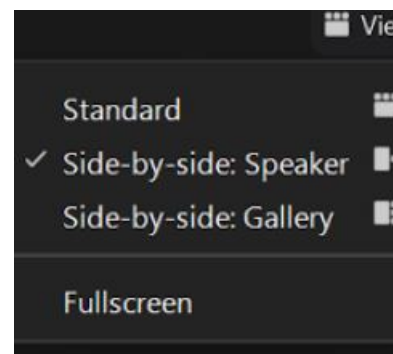
During the meeting, the slide presentation will be the “Big Screen” with the other participants as smaller screens either on top or to the side.

You can change the position of these smaller screens by clicking and dragging them either to the top, bottom, or sides of the screen.

By hovering with your pointer over the videos, you will have the option to change your “View” of how you see the other participants.

You will have the 3 following view options:

- **Standard:** Similar to Speaker view, where the shared content is below and other videos tiles are along the top. When in full screen, the shared content will fill the screen and video tiles will become smaller, movable thumbnails.
- **Side-by-side: Speaker:** When in side-by-side mode, the meeting window is split between the shared content and video thumbnails. It will only show the active speaker’s video in a small window.
- **Side-by-side: Gallery:** When in side-by-side mode, the meeting window is split between the shared content and video thumbnails. Side-by-side: Gallery will display a maximum of 6 videos in the portion containing video thumbnails.



If you have any questions during the meeting, please feel free to ‘text’ your friendly PAHx staff:

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Lori: 770-315-5053