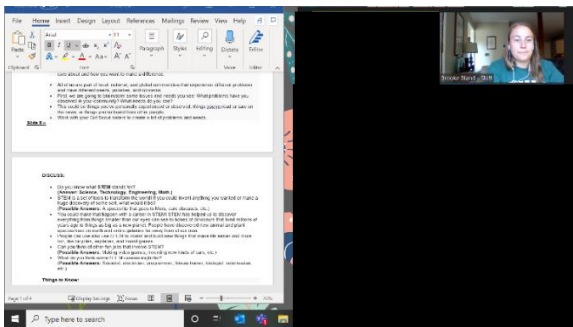


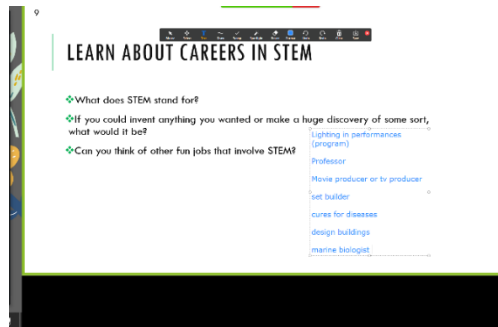
Zoom Virtual Meeting Tips

Zoom Best Practices

- Have a co-host to admit and mute participants and monitor the chat.
- Be familiar with screen sharing and selecting the correct display
 - If you select screen 1 or 2 then participants will see anything you put on those screens.
 - If you select just a page, they will only see the page. If you have to change screens, then you will have to re-share the new screen.
- Disable presenter view on PowerPoint if screen sharing.
- Use two monitors if screen sharing, if possible (See below)
 - One for slideshow
 - One for your zoom window and talking points, using half the screen for each
- Have your talking points on the screen with the camera. If you look directly at your camera while speaking, the girls will feel much more included in the conversation. Position the document on your screen directly under the camera so that it is natural for your eyes to be looking towards the camera.



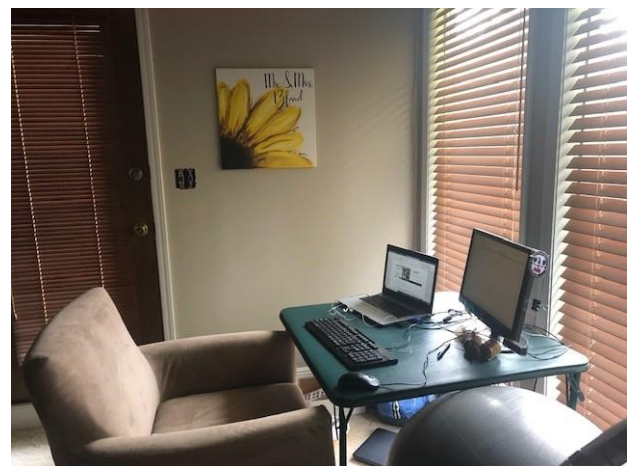
Monitor 1



Monitor 2

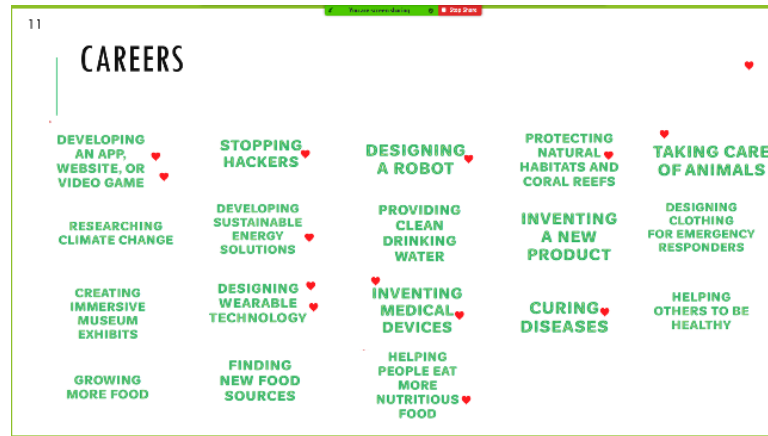
Event/Personal set up:

- Do not have a light source behind you.
- Set up in a room with natural light in front of you and no echo.
 - Adjust shades and curtains so you do not look like a ghost. 😊



Event Tips: ([Zoom](#) has a great PDF of tips!)

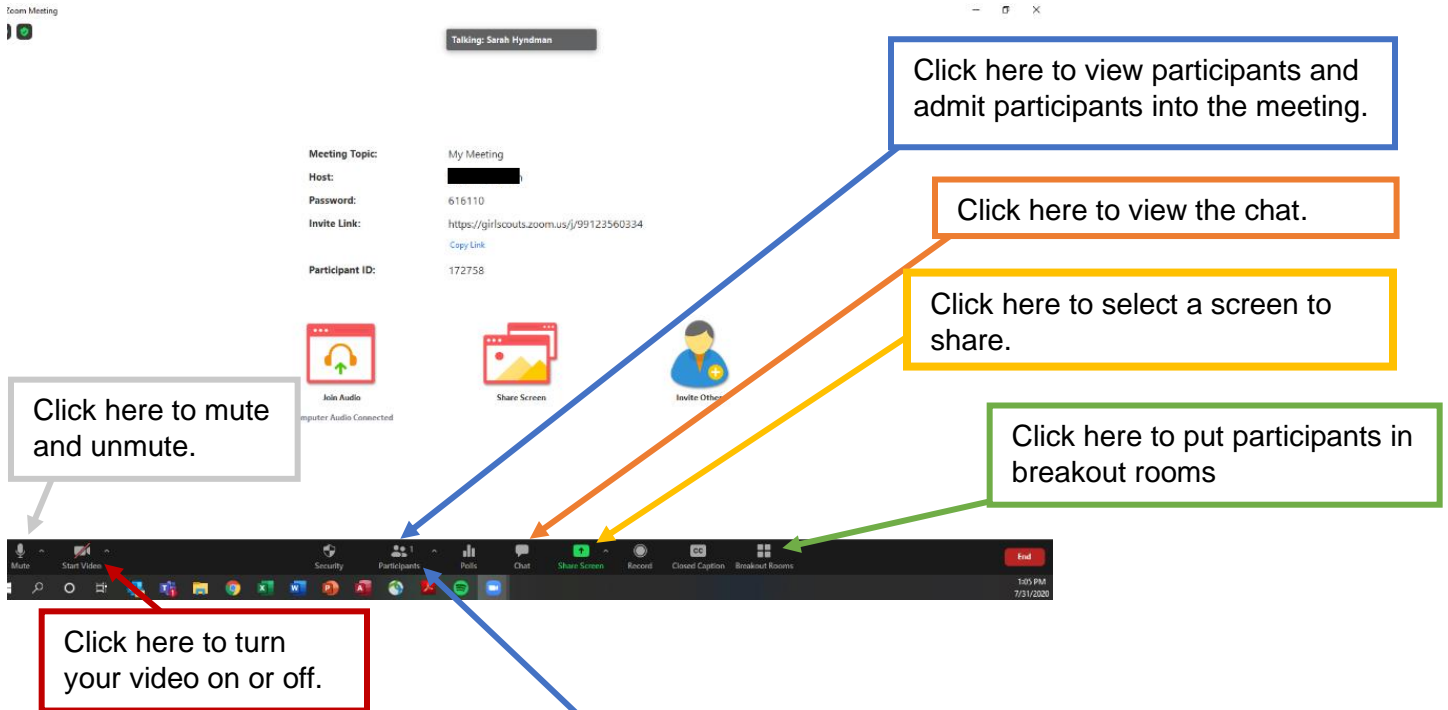
- Encourage participants to sign on early to figure out technology.
- Have an engaging intro slide to get girls involved from the start of the event. (Put a heart by your favorite food, heart where you live, heart favorite season, etc.) Participants have the ability to stamp, draw, and type on the screen using the annotate function.



- As the event host, set the tone for the event by being up-beat and conversational. The more comfortable girls and adults feel, the more likely they are to engage in the event.
- Go over zoom expectations. In a friendly way so that everyone can participate and hear. 😊
 - Please put your name as First name Last initial. (Unless I ask you to change it)
 - Please only use the chat for relevant conversation.
 - Mute when you are not talking, raise your hand before you want to talk.
 - Practice the Girl Scout Law and be respectful and kind to anyone that is talking.
 - Please only annotate when I ask you to.
- Ask girls specific questions and call on them by name
 - Ask engaging questions – steer away from yes or no question because it does not require the girls to think about what they are doing.
 - How did you use the design process to make that?
 - Why did you design it that way?
 - Did your test work? If not, why didn't it work and how did you fix it?
 - Did you find anything to be challenging? If so what? How did you overcome that challenge?
 - Did you fail? How did you try it again?
- Be familiar with how to use share, annotate (stamp, draw, and text).
- Follow up with a thank you email or survey.

ZOOM How-tos

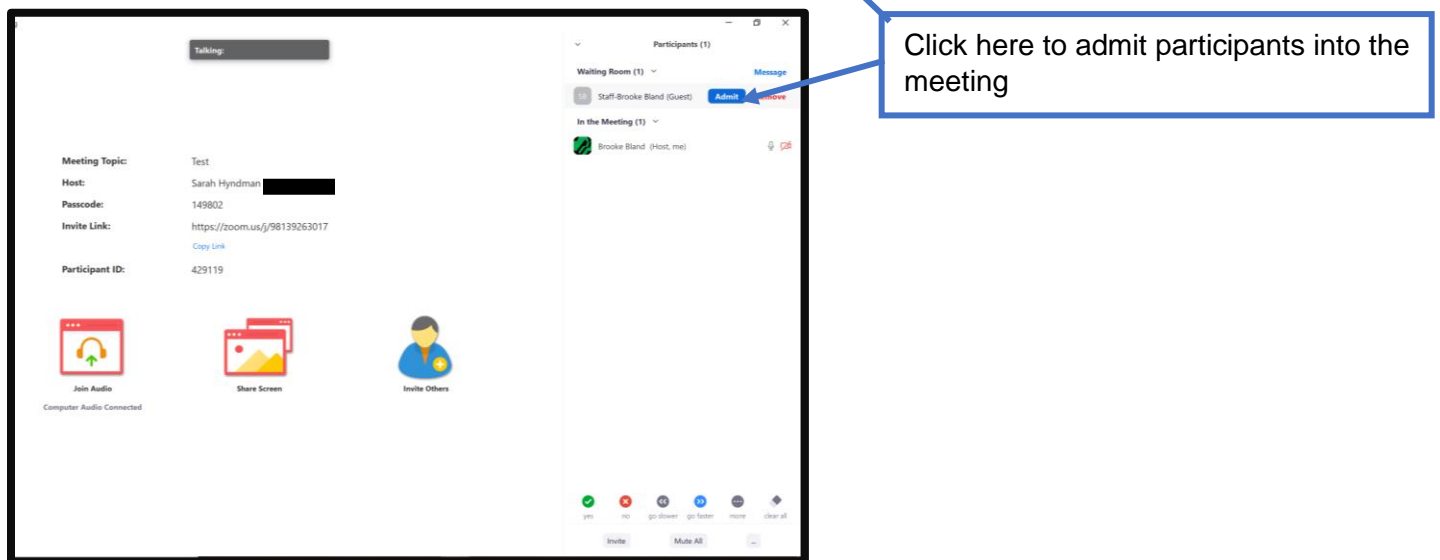
- Some feature below may only be available through a paid Zoom account.



This screenshot shows the Zoom meeting control bar with several callout boxes pointing to specific icons:

- Click here to mute and unmute.** Points to the Mute icon.
- Click here to turn your video on or off.** Points to the Start Video icon.
- Click here to view participants and admit participants into the meeting.** Points to the Participants icon.
- Click here to view the chat.** Points to the Chat icon.
- Click here to select a screen to share.** Points to the Share Screen icon.
- Click here to put participants in breakout rooms** Points to the Breakout Rooms icon.

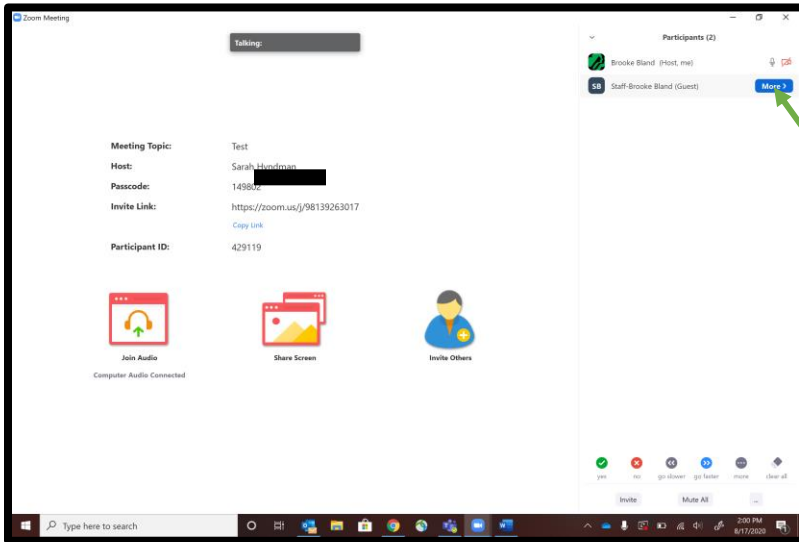
Admitting Participants



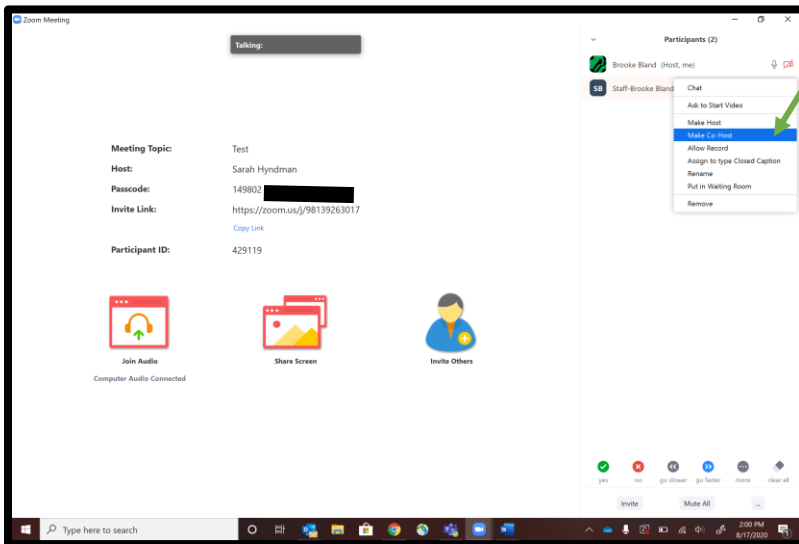
This screenshot shows the Zoom Participants panel with a callout box pointing to the Admit button:

- Click here to admit participants into the meeting** Points to the Admit button in the Participants list.

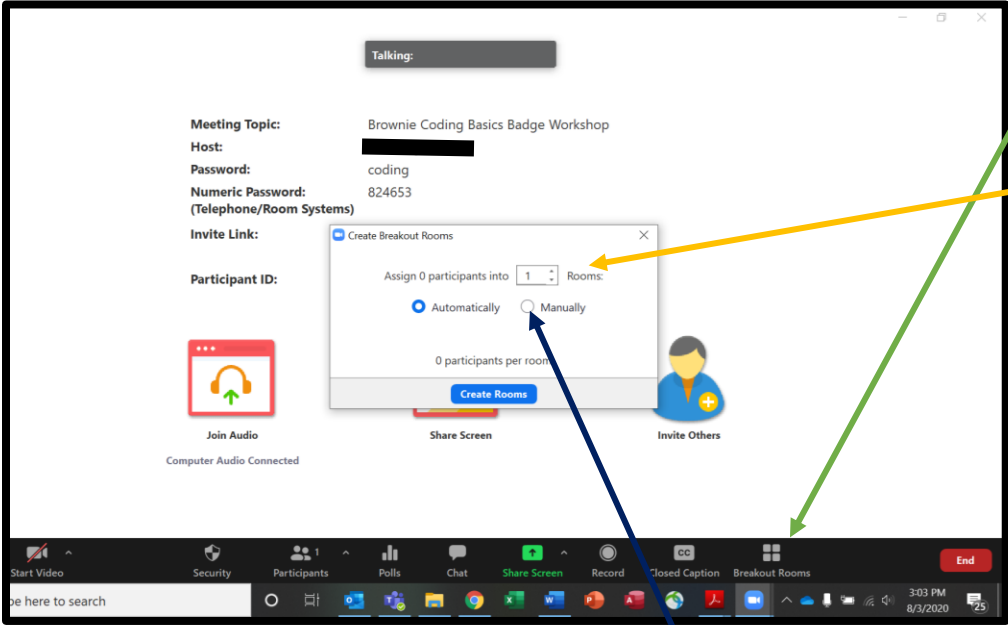
Assigning Co-Host



Click *more* on a participant to see options. Here is where you can make a co-host.

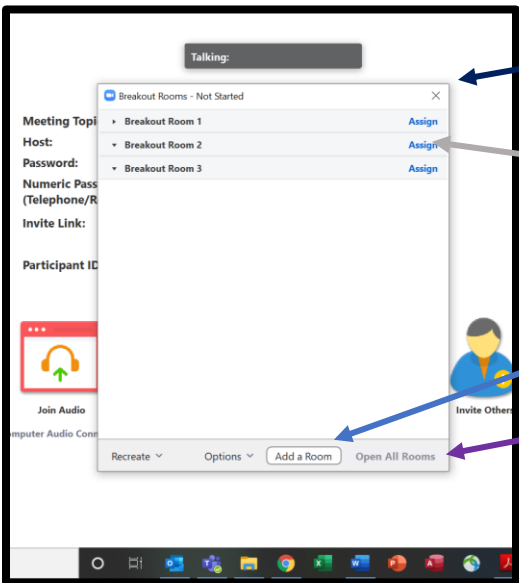


Breakout Rooms



Click here to put participants in breakout rooms.

You can adjust the number of breakout rooms at the top. Either automatically put people in breakout rooms (randomly) or manually put who you want in each breakout room. The bottom will tell you how many will be in each room.

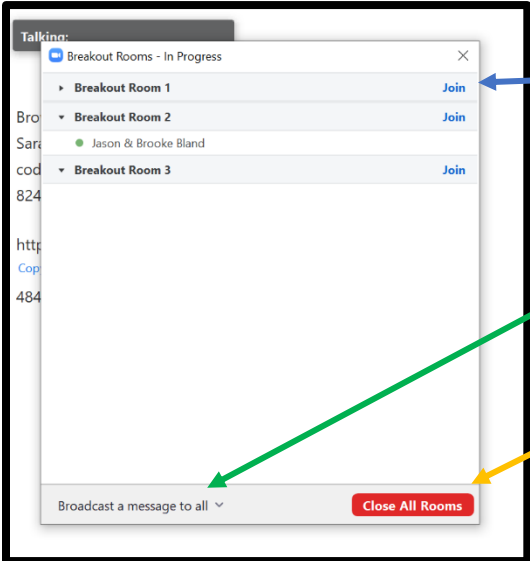


If you click manually this is the page you will see.

Click assign to manually put participants into breakout rooms.

If you need more rooms, you can add rooms here.

After you have assigned everyone click here to open the rooms and send them to the different breakout rooms.



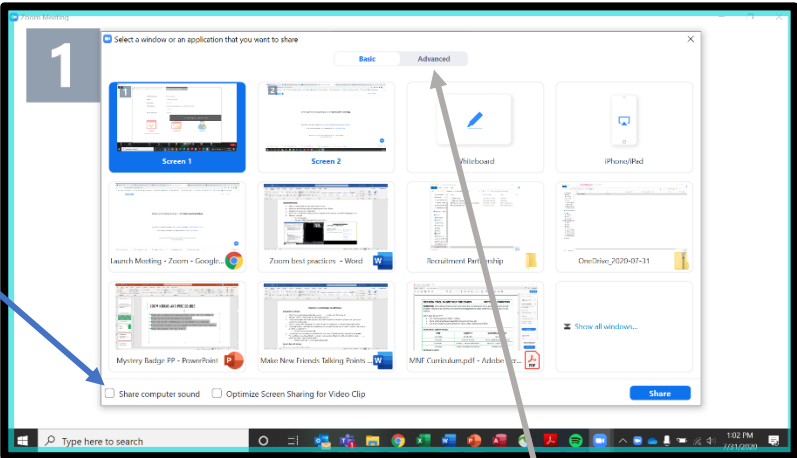
Once you open the breakout rooms, as the host, you can join and jump from room to room.

Type a message here to broadcast to everyone in their rooms.

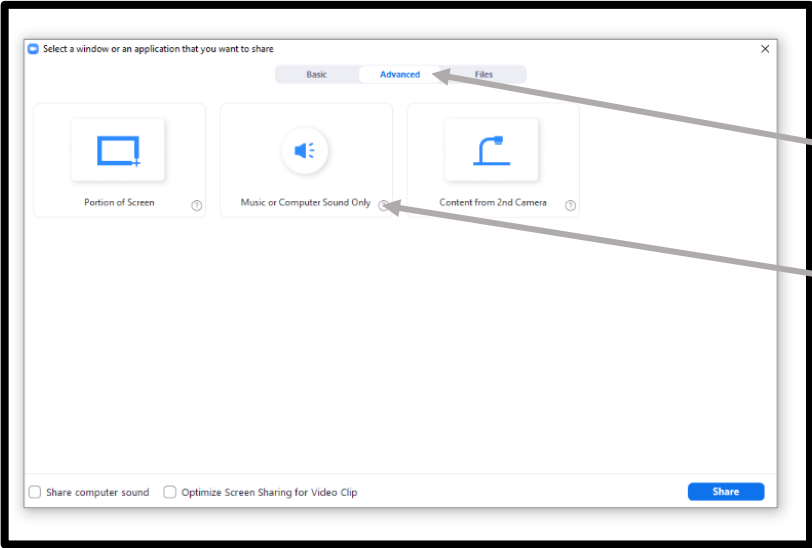
When time is up you can close the rooms and send everyone back to the main room by clicking this red button. It will give you the option to choose how long the countdown will be I generally do 1-2 minutes.

Screen Share

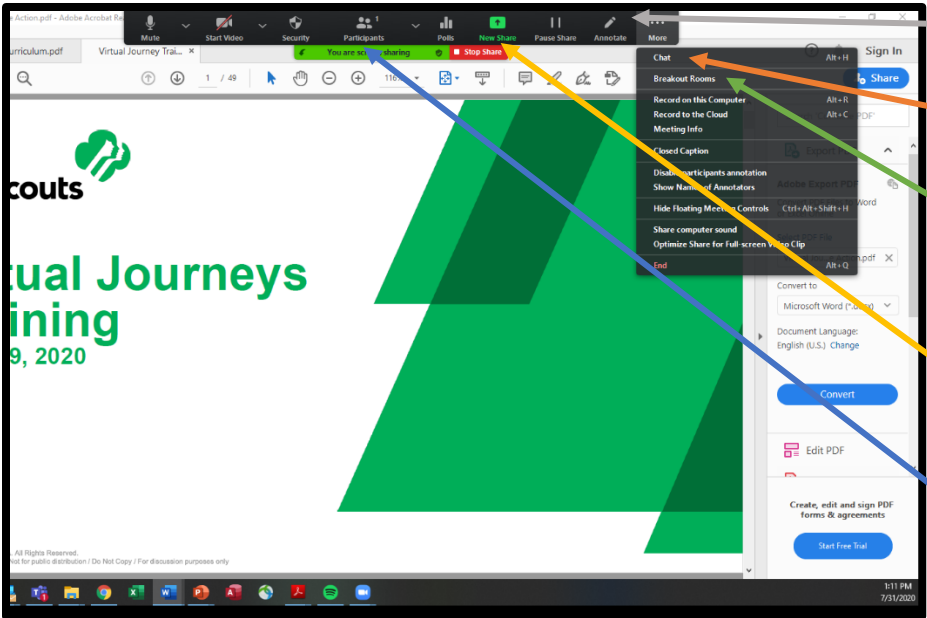
If you want to share audio while you are sharing your screen (i.e. YouTube video), select the share computer sound function on the share display function.



To share your computer audio without screen sharing (to play background music). Click the *advanced* tab and then select *Music or Computer Sound Only*.



When you are sharing your screen, the options will be at a different location.



Click here to annotate (Stamp, draw, text).

Click here to view the chat.

Click here to put participants in breakout rooms.

Click here to select a screen to share.

Click here to view participants and admit participants into the meeting.