

# Helpful Hints for Zoom

---



When you sign on to each session, there will be two popup windows that you will need to "click" on: "Open Zoom Meetings" and "Join with Computer Audio."

Alternatively, you can close out of the first popup and click the "start from your browser" link on the "Launching" screen.

---



Mute yourself! If you call in using your phone, turn down your computer microphone to prevent/limit auditory feedback. The organizers at the UU have programmed each session to start with everyone's microphone muted, but if they unmute and you are not also muted, we'll all hear whatever is going on at your house!

---



You can be on the webinar without having a video camera on to show you. But it's way more fun to see everyone, that's kinda the point! Show up even for a little while, let us celebrate seeing that everyone is doing okay, or you can see our smiles of support if you're not. You can turn the video on or off, and you can also just turn your laptop screen to the ceiling or place a piece of tape over your camera so we see nothing. But it's more fun to see your cat snuggled on your lap, or a dog's face sweep into the picture and back out again, so we encourage everyone to participate in the video.

---



If you're using a laptop camera, your face will be huge to the rest of us, as the camera is closer to you. If you're just listening, turn up the sound so you can hear and sit back a little. If you have a separate web cam, you can position it wherever you can sit comfortably for a longer time.

---



If it's appropriate, raise your hand if you want to speak. If you have your camera on but your microphone is muted, the organizer/facilitator can see you and call on you, then unmute you. That's why you need the video on - otherwise it's just chaos on a conference call and we can do better than that! You can even wave to everyone when you join the meeting, and wave cheerful goodbyes, or blow completely safe kisses to each other or sanitary high fives - all silently. Smiling, nodding heads, think pantomime - all these things make the time more interesting. Picture all of us hugging after a somber milestone, or the American Sign Language applause hands in the air.

---



There is a "chat" (text based) function that will be activated where if you need help getting things working, we'll have someone there to type directions to fix, or you can type a thoughtful comment or response to something being spoken. This can be a lively and wonderful enhancement, but you can also ignore the chat box entirely (unless someone is trying to message you, of course).