

CALGARY HORTICULTURAL SOCIETY

ZOOM WALK-THROUGH

Module #6

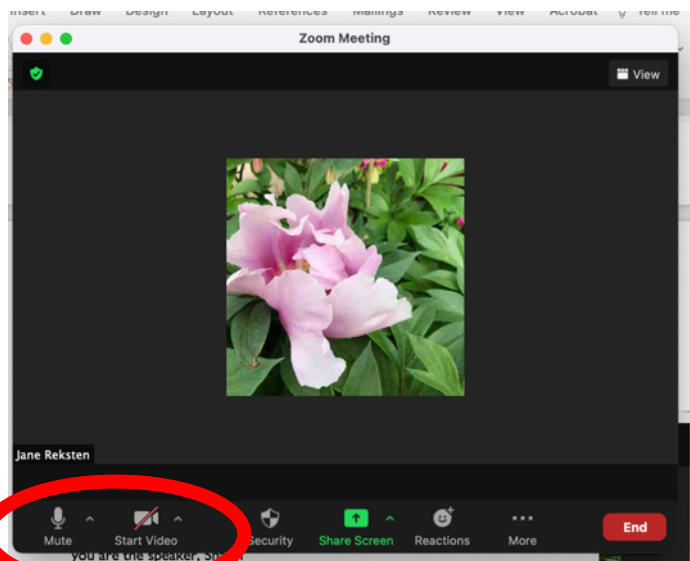
As the Host or Moderator you may be required to take the Attendees on a **Zoom walk-through**. This is a great way to orient attendees to the Zoom environment if they are new, but even experienced users may learn something new. It helps to put all attendees on a level playing field, and sets the stage as to how the session is going to be managed.

Start by explaining where the **Tool Bar** can be found at the bottom of the screen. Show them the **More** button that can be used to reveal buttons that they may not be able to see.

Ensure you can explain to them how to use the following:

Video

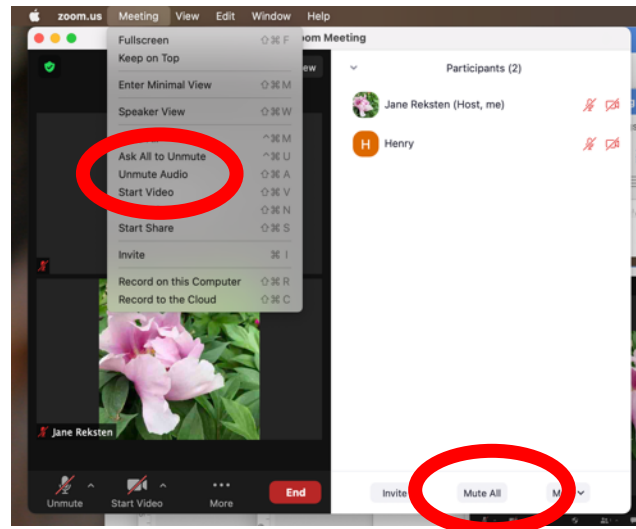
- Point out the video camera to indicate how to turn it on or off
- Encourage participants to keep their cameras on for the introductions and for the Chat questions – simply to make the speaker feel more welcome, and like they are actually speaking to an audience
- Explain that if they find their internet is stalling during the session, that turning their video off may help



Microphone

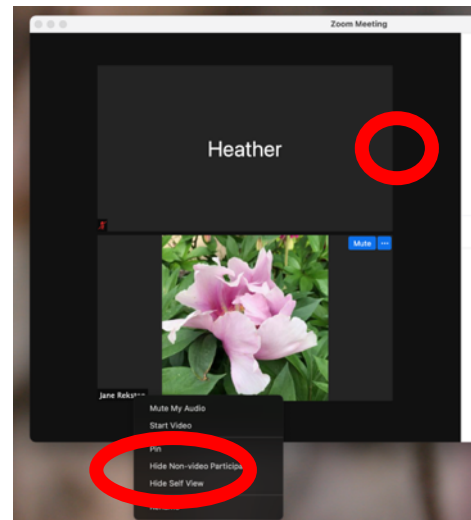
- Encourage participants to mute themselves as their default setting
 - This helps to prevent feedback, and unintended noise and/or comments
- Explain how to mute and unmute themselves
- Explain that if participants are in Speaker view, and if their microphone is accidentally on, their image will show up as the Speaker

Once you are ready to start the meeting, you can **Mute all**. Access this through the Meeting controls on your menu bar, or through the Participants window.



Zoom Profile Name

- Participants profile name next to their video may have been used based on their e-mail address or other nick-name.
- Show participants how to click on the three dots within their video window or on their profile name, and choose to **Rename**.

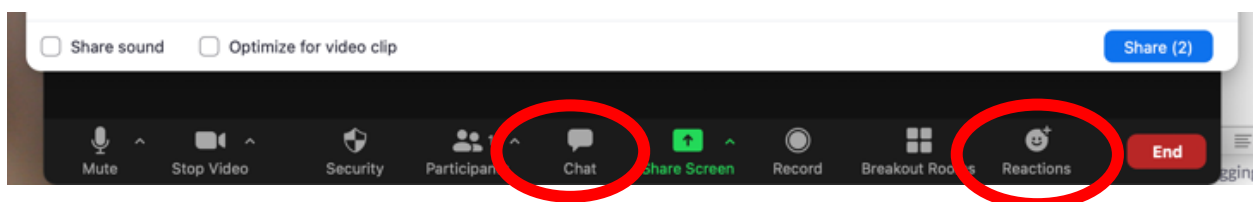


Chat

- Show participants where to find the Chat button at the bottom of their screen
- Type in a message so they can see it, and encourage them to type in a quick Hello
- Explain how Chat will be used in this particular session (i.e. for questions to the Speaker)
- Explain how they can access web links or documents that may be shared using Chat

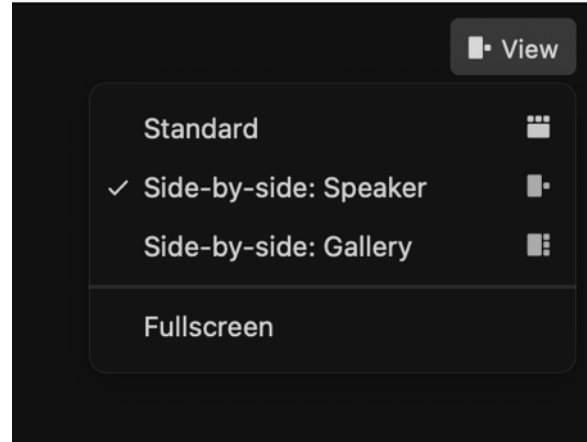
Reactions

- Show participants where to find the Reactions button at the bottom of their screen
- Encourage them to experiment by posting a Reaction to their video window
- Explain how Reactions may be used in this particular session



View Options

- Explain to participants where to find the Viewing options, and encourage them to try through the main options – **Speaker** and **Gallery**
- In **Speaker** view and when content is being shared, explain how they can choose **Standard**, **Side-by-side: Speaker**, and **Side-by-side: Gallery**
- Explain also how they can use the slider between the windows to change the size of the Speaker and the being shared
- It may be useful, if you have time, to also show participants how they can **Hide Non-video Participants** so that they can keep a cleaner screen



Handouts

- Let participants know if handouts have been made available ahead of time, or if they are going to be shared during the presentation using Chat, or sent out at a later date
- This knowledge helps attendees decide if and how they are going to take notes

Recording

- Let the participants know if they session is going to be recorded or not
- If it's being recorded, communicate to them how they will be given access.

The information in this Module is meant to assist as a road map for orienting participants to a Zoom meeting. Use it to create your own check-list to make sure you remember to cover all the relevant points, and be prepared to answer questions.

More information on the topics above can be found in other Modules:

- **Chat and Reactions** are covered in **Module #8**.
- **View Options** are covered in **Module #10**