



Everything You Need to Know About Zoom



Housekeeping

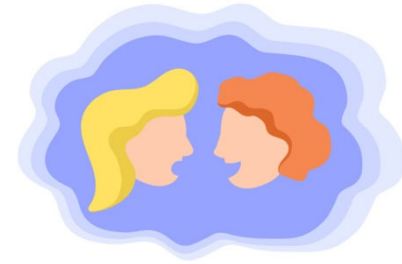
- Mute your mic
- Use your video
- Minimize distractions
- Participate



Today's Agenda



Present Your Best
(Virtual) Self



Use Engagement
Tools



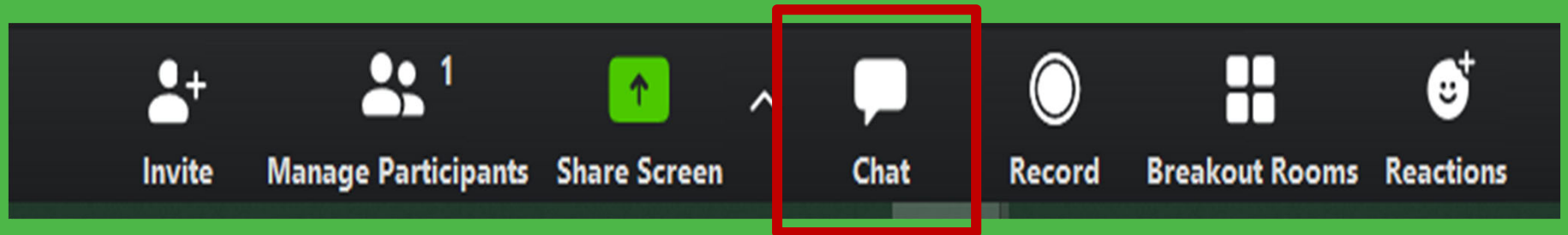
Secure Your
Meetings



Four Hot Tips

Is there anything else you would like covered?

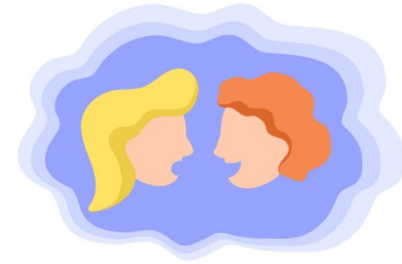
Send a **Text Chat**



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Four Hot Tips

How To Present Your Best (Virtual) Self

*What Do I
Wear?*

Questions?
Text Chat or
Unmute Your Mic



How To Present Your Best (Virtual) Self



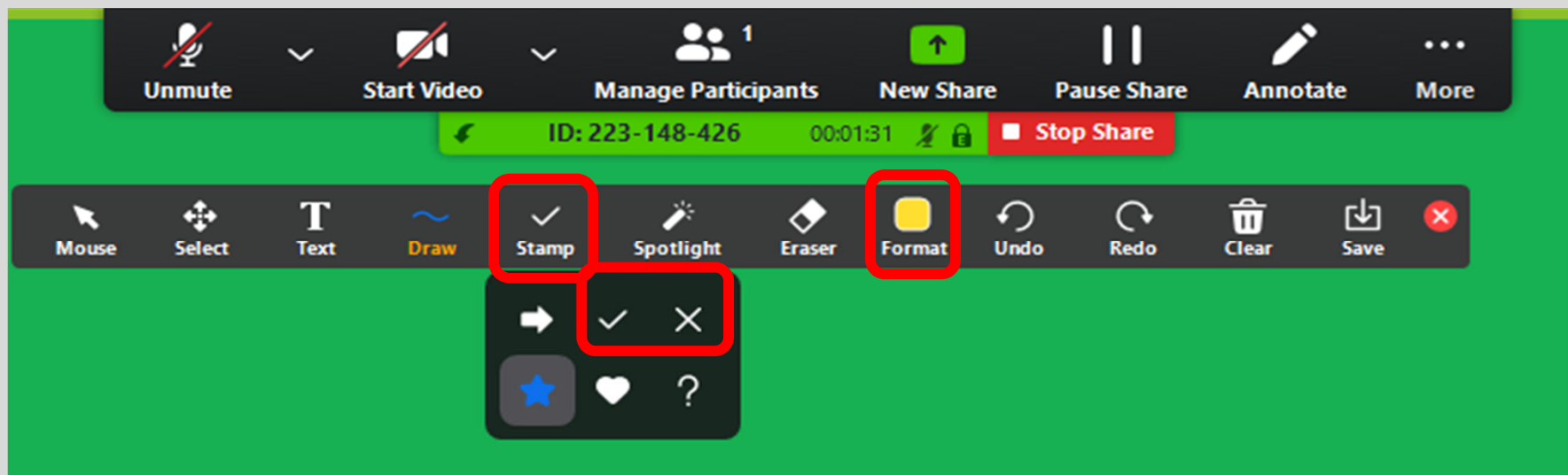
Is it Important to Show Your Video?

Yes

No

Use Your Stamp Tool

Click on **ANNOTATE**, then click on **STAMP**
Select the **Checkmark** or **X**



To change your **COLOR**, click on **Format**
and select a new color

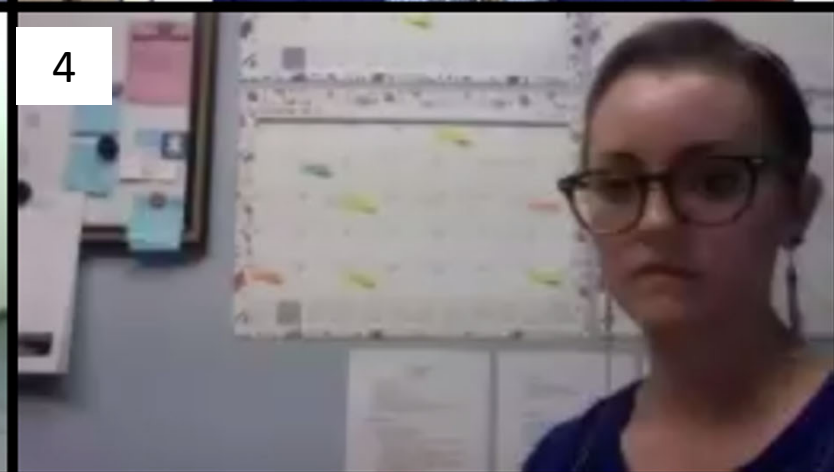
How To Present Your Best (Virtual) Self

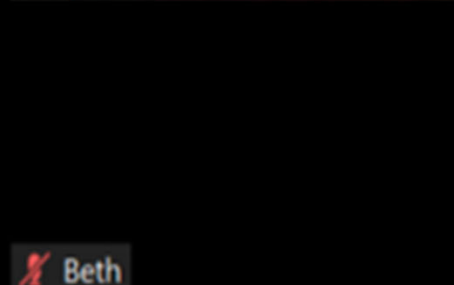
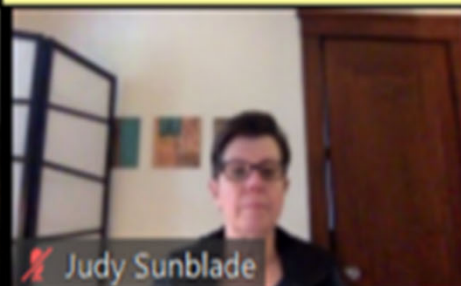
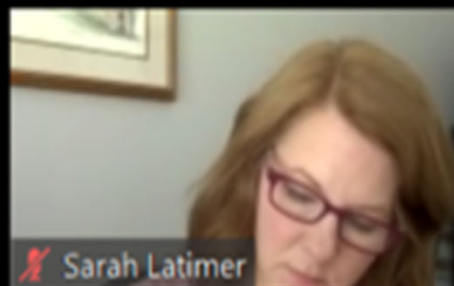
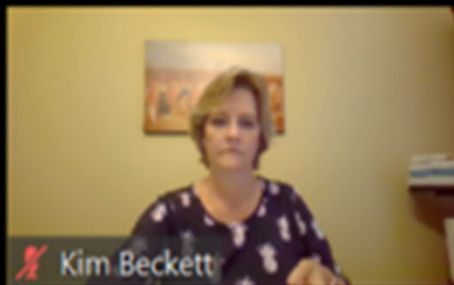


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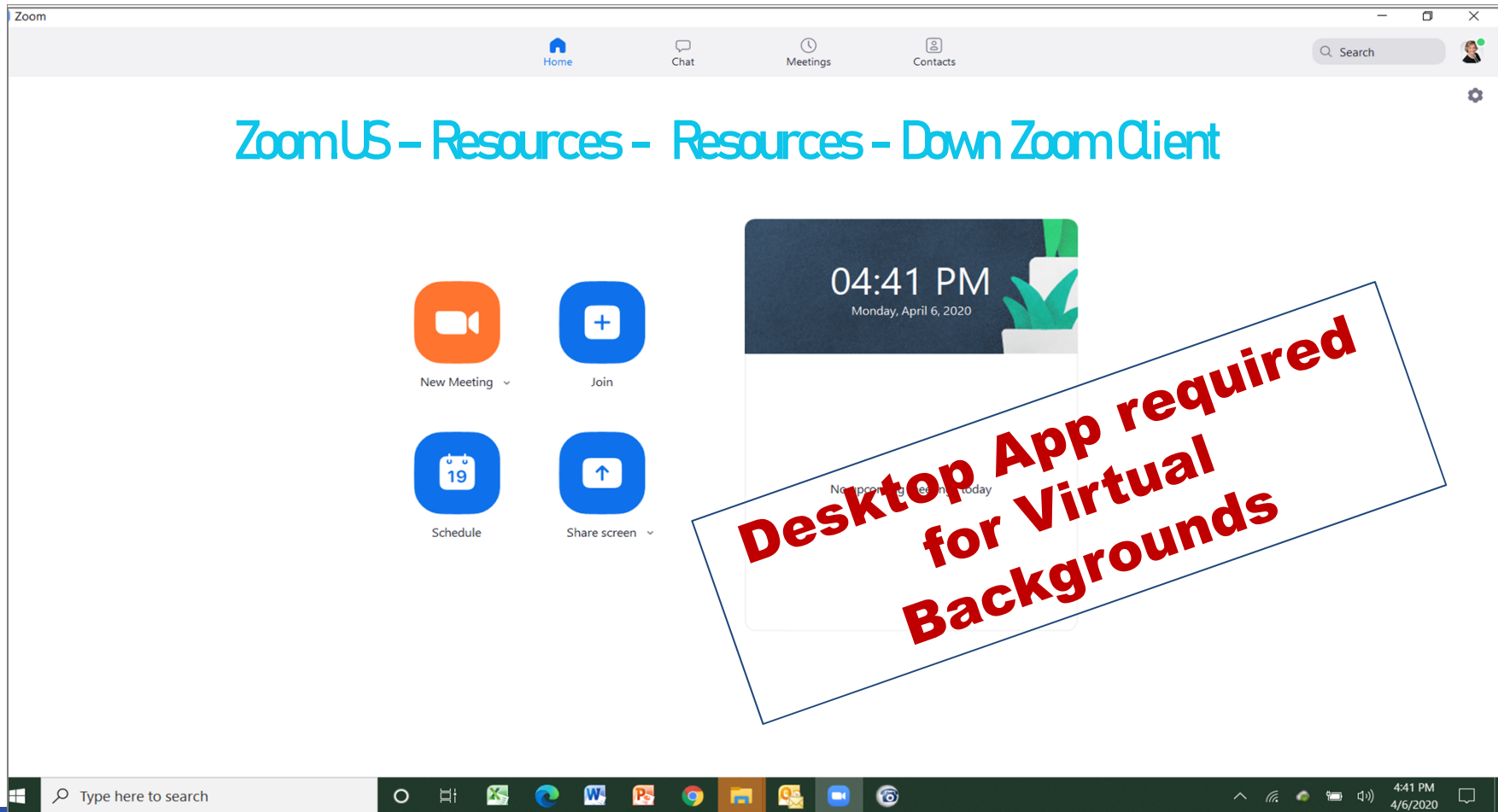
No





Virtual Backgrounds

Zoom Desktop App



Virtual Backgrounds



Virtual Backgrounds

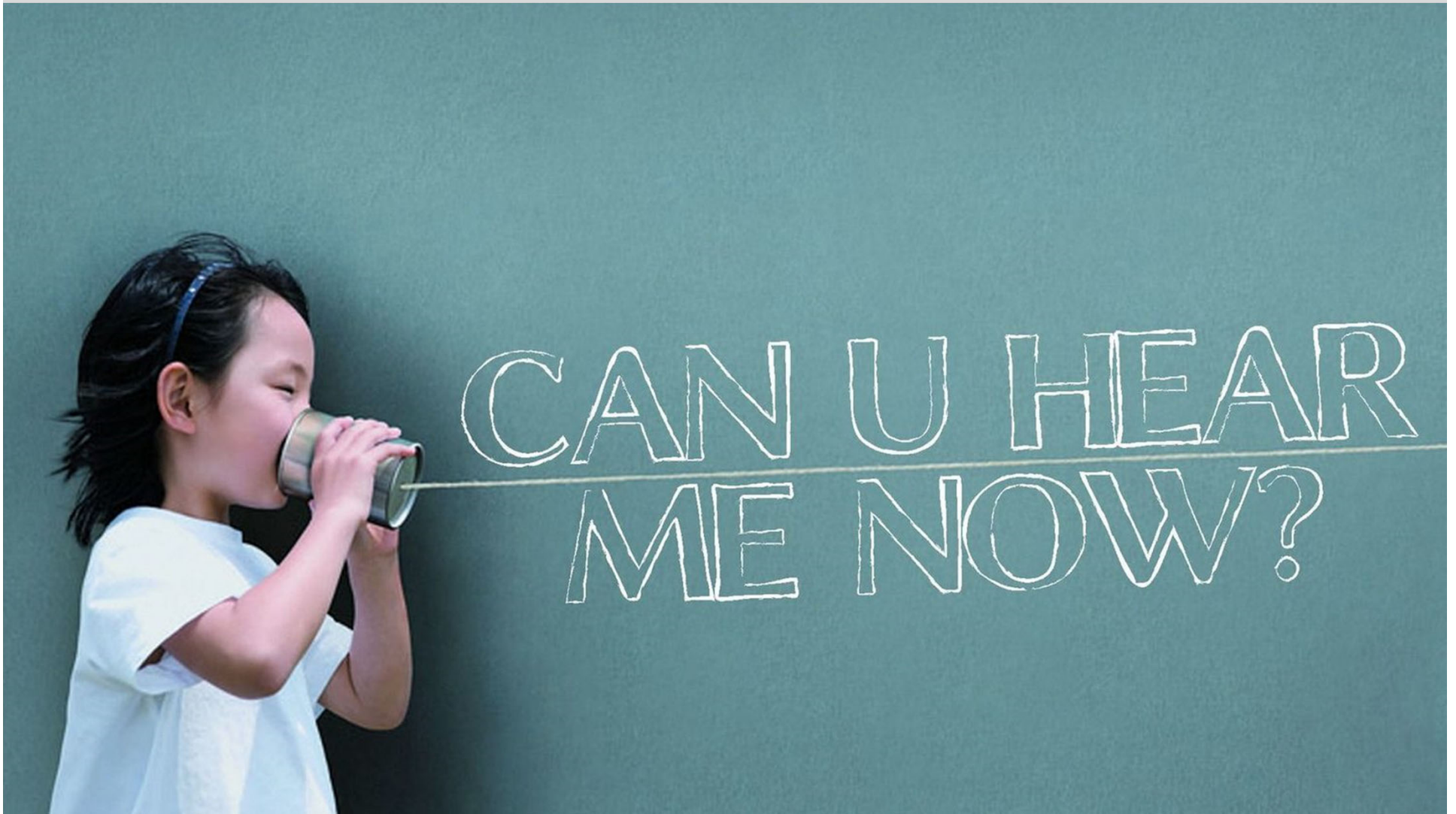


How to Create a Virtual Background

1. Google search Zoom Virtual Backgrounds and save selected image to your computer
2. From the Zoom Desktop app, go to Settings
3. Click on Virtual Background
4. Click on the (+) sign - Add Image
5. Browse your computer to select the image and click Open
6. Your image will be in the Desktop App and active



Your Microphone



3.5mm Headset for Computers PC | Laptops | Cell Phones

Corded Headset

Voice Joy USB
Plug Corded
Headphone with
Quick Disconnect

Amazon

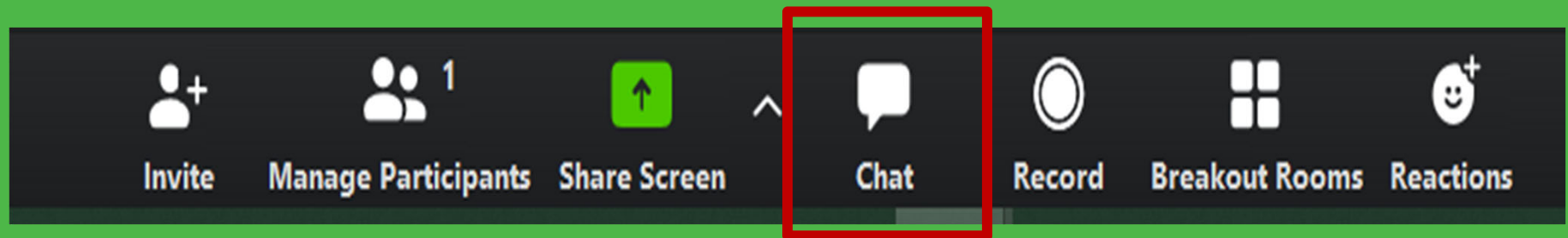
\$35.99



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What Do You Need to Do Differently?

Send a **Text Chat**



Checking-in

What questions or suggestions do you have about

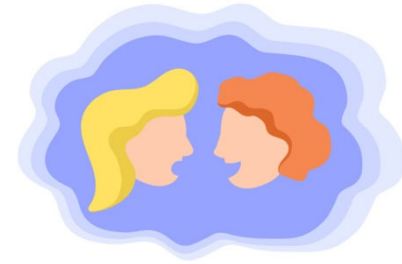
Presenting Your Best (Virtual) Self?



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Secure Your
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Four Hot Tips



Nick Mehta ✓ @nrmehta · 7h

Our first "Take Your Pets to @zoom_us" was a hit! Big learnings:

1. We have some adorable animals in the @GainsightHQ family!
2. Zoom-based bonding like this is 🔥
3. Snickerdoodle decided to have the "zoomies" right during the Zoom call... coincidence?



Zoom Engagement Tools

Chat

Annotation Tools

White Board

Screen Sharing (incl. iPhone)

Advanced: Breakout Rooms & Polling



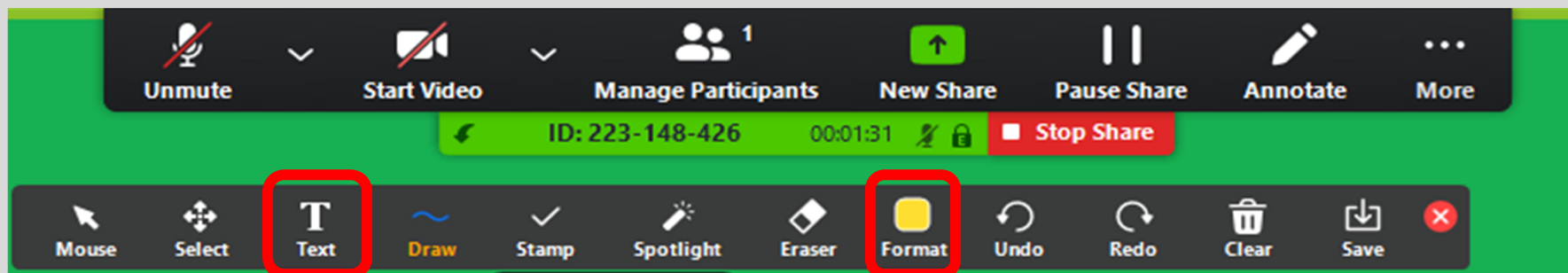
Stay Connected to Friends & Family

A Few Fun Ideas

- _____ Taking party in a virtual pub quiz – try [MyQuiz](#)
- _____ Hosting a digital dinner party
- _____ Bob Ross-style paint-alongs with pals
- _____ A virtual book club
- _____ Playing a game of charades or karaoke
- _____ Board game night – Listography

Use Your **Text** Tool

Click on **ANNOTATE**, then click on **Text**



To change your **COLOR**, click on **Format**
and select a new color

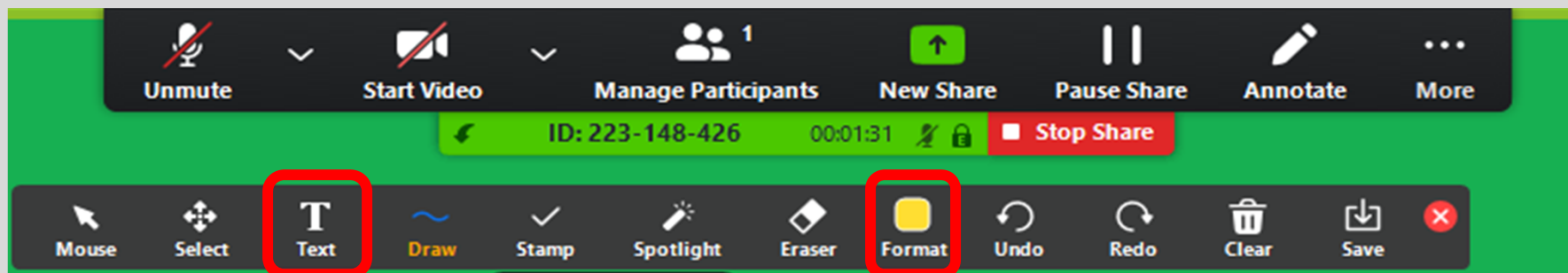
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To type, click on the screen, type in the box and click outside the box

What Engagement Tools Will You Use?



Checking-in

What questions or suggestions do you have about

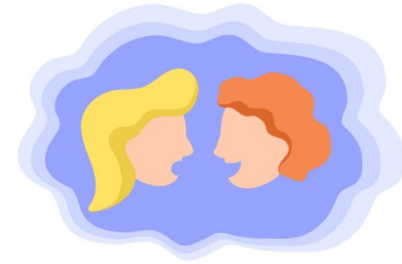
Using Zoom Engagement Tools?



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Prevent Zoom Bombing!

1. Don't use your Personal Meeting ID
2. Enable the **“Waiting Room”** feature
3. Disable option that allows participants to **“Join Before the Host”**
4. Disable **screen sharing for participants** and the **remote control function**

<https://www.cnet.com/how-to/prevent-zoombombing-change-these-4-zoom-settings-now-for-secure-video-chat/>

Checking-in

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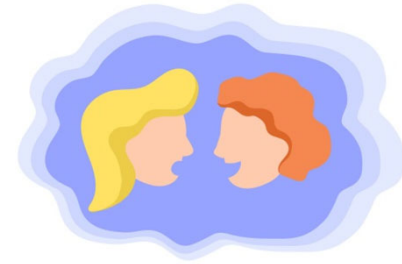
Securing Your Meetings?



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Four Hot Tips

Hot Tip #1



YOU
are the
Brand!



Hot Tip #2



When hosting a meeting, arrive
10-15 minutes early



Hot Tip #3



Practice
Practice
Practice



Delray Newsmakers Club

Mondays 5:45 – 7:00 PM



Zoom Training Resources

Zoom.com

Zoom Training Resources

ATTEND

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[Upcoming Webinars](#) →

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[Zoom Video Tutorials](#) →

[On-Demand Zoom Training Sessions](#) →

READ

[Best Ways to Get Zooming Today](#) →



YouTube

Hot Tip #4



Check-in throughout the Meeting.

Ask:

“How is it going for you?”

“Is the pace okay?”

“Are you learning what you want?”

“What am I missing?”



Checking-in



What other Hot Tips Can You Share?



Your Zoom To Do List



1. Take a Zoom training class (Zoom.com or YouTube)
2. Update your advanced settings including security
3. Schedule a Zoom Meeting with friends/family then employees/clients



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