

SIR Branch 35 Virtual Luncheons FAQs

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What do I need to join a SIR Branch 35 Virtual Luncheon?

- A computer with a camera and microphone; a tablet; or smartphone with a good Internet connection. It is possible to join without a camera and microphone by telephone.
- The Zoom Luncheon Invitation with a **Link** or **Meeting ID** and **Password**
- A web browser; or a Free Basic Zoom Client program or Mobile App.

What do I need for the best Virtual Luncheon experience?

- A computer provides a large screen and with a Basic Zoom Account provides complete participant features including your customizable Profile.
- A tablet or smartphone provides limited screen space; a Web browser provides limited functions

How do I create my free Zoom Account?

- Visit zoom.us/signup and enter your email address.
- You will receive an email from Zoom (no-reply@zoom.us).
- In this email, click **Activate Account**.
- Download the Zoom Client for Mac and Windows;
or download the Zoom Mobile App for iOS and Android.

How do I change my Screen Name during a Zoom Meeting?

- This is important : The Branch 35 Attendance Report needs your full name (first and surname) to include you ; The Moderator needs your name to recognize you when you ask a question.
 - On a computer, in **Gallery View** (All participants' videos are showing), click on your video, click on "..."button, click on **Rename** button and enter your full name.
- On a tablet or computer, in **Speaker View** or **Gallery View**, open **Participants Panel**, position your pointer (finger / mouse) next to your name. On a tablet touch **Rename**; on computer click on **More** and then **Rename**.

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How to I customize my Zoom Profile?

- Before you join the Virtual Luncheon meeting or after you leave, you can **Edit your Name** (first and surname, please) and **Add a Photo** to your Zoom Profile. You only need to do this one time.
- You must have Zoom Account to have Zoom Profile.
- Open Zoom Client program or Mobile app with large **New Meeting, Join, Schedule, and Share Screen** icons.
 - Touch or click on **Setting** icon
 - With Computer program: Sign In to your Zoom Account; Click on **Profile** button; **Edit My Profile** button; **Change / Delete Photo** and **Edit** First and Last name
 - With Tablet or smartphone app: Sign Into your Zoom Account; Touch on **Settings** icon; Touch your name; Touch **Profile Photo** and **Display Name** buttons

What is the Best Zoom View Option to Use?

- **Speaker View – Shows Video of person talking**
 - Best view to use when you want to see the Speaker's video with large number of participants
 - Touch/Click "Tic-Tack-Toe" icon with **Gallery View** to toggle to **Gallery View**
- **Gallery View – Video of all participants**
 - Best view to use when you want to see all participants' videos.
 - When the Zoom page fills up (9, 25 or 49 participants), depending on your device), additional pages are created for additional participants.
 - Touch/click on Pointers on left and right side of page to view additional pages
- **Full Screen View – Zoom fills full computer screen**
 - Best view to use in Gallery View with large number of participants
 - Click on **[+]** icon **Exit Full Screen** to toggle out of Full Screen view
- **Participants Panel – List of all participants**
 - Best view to use to find a participant with large number of participants
 - > Enter the name into **Find a participant** search box
 - Best view to use to **Raise Hand** to be recognized by Moderator by name and be unmuted to ask a question or make a comment.
 - > A Blue hand will appear next to your name, now at the top of the list in queue of others waiting to be recognized by the Moderator
 - Best view to invite a guest to join the meeting
 - Good view to Rename your screen name

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- **Side-by-Side Mode View – Split screen with Speaker’s Slide and Speaker video**
 - Best view for computer users to view a presentation. (Not available on Mobile apps)
 - Find “**You are viewing John Doe’s screen**” at top of screen and **View Options** to the right
 - Select **Side-by-side mode** and speaker’s slides will appear on the left and video(s) to the right
 - Click in between the panels and move slider left and right to resize the panels
 - In **Speaker View**, Speaker’s video will appear.
(“**Tic-Tack-Toe**” icon with *Gallery View will appear at top right of screen*)
 - In **Gallery View**, participants videos will appear
(“**Tic-Tack-Toe**” icon with *Speaker View will appear at top right of screen*)

How do I ask a question when I have been Muted by Moderator?

- **Raise Hand**
 - Open **Participants** panel (Touch/Click on **Participants** button)
 - Order of Participants (Top to bottom)
 - Participant
 - Host
 - Participants with blue Hand next to name, in order of raised hand
 - Co-Hosts
 - Unmuted participants
 - Muted participants in alphabetical order
 - Moderator will announce participants name, ask them to Unmute themselves, and ask question
 - Presenter will answer question
 - **Lower Hand** – You or Moderator will lower your hand and **Mute** your microphone
- **Chat**
 - Open Zoom Group Chat panel (Touch/Click on **Chat** button)
 - Type message here ... [Chat box]
 - Everyone will see your question
 - Order of Messages
 - In order entered
 - Moderator or Presenter will read your question
 - Presenter will answer your question

How do I Chat?

- On your computer: click on **Chat** button; in Mobile app: touch “. . . **More**” button
- Group chat - To: Everyone
- Private chat - To: Participant name
- Can be used for Q&A session

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- **How do I leave a Zoom Meeting?**
 - On your computer: click on **Leave** button;
 - In Mobile app: touch **End** button
 - Click/Touch **Leave Meeting**