

# Tips for WCD



# Zoom Meetings and Events

Instructions you can share and print

This PDF will help you when you attend meetings

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Whether attending a Zoom meeting with the Washington county democrats, or another organization, this guide will help you make the experience easier and better.

## Enjoying a Zoom Event

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Below are some screenshots that will help you make choices when you are watching a meeting or event take place in zoom. These are options that make the speaker easier to see and allow for the event to run more smoothly.



When you login, click "Speaker View"



Martita Meier



WCD Publicity



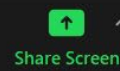
Now the focus of your screen  
is on the current speaker



Gallery View



Martita Meier





Gallery View

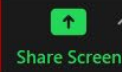
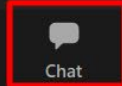
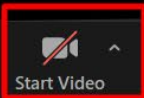


\* Stay muted unless you are next to speak

\*For best watching quality, turn off your video

\*Participants button gives you access to actions such as raising your hand

\*Use Chat when you have issues, or when asked by the speaker for various activities



End

# How to Participate in a Meeting

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When attending an event, you are mostly there to sit back, watch, and Enjoy! In meetings (like our Central committee Meetings) we are meant to be engaged and active.

**When attending an Active meeting:**

## **SPEAKING & BEING ON MUTE**

Always **check your mute status** before speaking; the host may have muted you if you forget to.

### **On a computer:**

At bottom left corner, MUTED = RED mic with a line through it...click on it to unmute

### **On a phone:**

If you dialed in with the phone number: Use \*6

on a smartphone: click on PARTICIPANTS & look to the bottom toolbar

## **ASKING A QUESTION OR... TO SPEAK DURING A DEBATE:**

### **On a computer:**

Use the RAISE HAND feature. Click on the PARTICIPANTS tab (bottom middle of the screen); a box will pop up to the right...on the lower tab, click on RAISE HAND & click on it again to lower.

### **On a phone:**

If you dialed in with the phone number: Use \*9

on a smartphone: look to bottom right & click on RAISE HAND



Gallery View



When you click "Participants" below, this white column to the right will open.

You will see your name listing at the top.

Next to your name you can control your audio and video.

Down below you can:

- 1) Vote "yes" or "no" when voting is instructed
- 2) Raise your hand to get into the talking queue

Participants (2)

- WCD Publicity (Me) [Microphone icon] [Video icon]
- Martita Meier (Host) [Microphone icon] [Video icon]

Martita Meier

Mute Start Video **Participants** 2 Chat Share Screen Record Reactions Leave

Raise Hand yes no go slower go faster more

Invite Mute Me Reclaim Host

# Plan Ahead

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Always do your best to login at least 10 to 15 minutes early. This gives the team time to credential you in for meetings, and deal with technical difficulties if they arise! You may be in the waiting room for a few minutes before you are moved into the meeting or event, but it is worth the wait to assure everyone has a great experience.

Thank you!