



1. To host a Zoom meeting with more than one other person, you will need a Pro Zoom account (\$15/month). If you do not have an account, you can request SOWA to set up a meeting for you and transfer the 'Host' role to you.
  - a. Sign up here: <https://zoom.us/signup>
  - b. You can share the password to your account with other people if you wish to share access. Note, only one meeting can occur at a time.
2. Athletes or other participants who you share the link with do not need to have an account to access the meeting. They will receive a link which will prompt them to download the desktop or mobile Zoom app (which is free).
3. When you schedule a meeting it will prompt you to choose the date/time and some other settings. Important things to keep in mind include:
  - a. You can decide if you want to require a password (not recommended)
  - b. You can decide to automatically turn on participants videos and audios
  - c. You can choose to allow a 'waiting room'. This requires you to click to allow them into the meeting. It is easiest to opt out of this option.
4. Once you schedule the meeting, it will create a unique link and meeting ID that you can send to anyone you want included on the call. You can email the link for participants to click on, or give them the Meeting ID to enter if they already have a Zoom account. (The link is the easiest method if you are using a computer).
  - a. Participants can also call into the meeting with a phone, using the provided number and meeting ID
5. To start the meeting, you open your Zoom desktop app or log in on your internet browser, select the meeting you want to start, and simply click the 'start meeting' button.
6. Here are some important things to consider in your meeting:
  - a. Advise everyone to use the mute function. This minimizes background noise. As the host, you can mute participants too.
  - b. There is a chat feature. This is helpful for someone to ask a question without interrupting the conversation.
  - c. You can rename participants. If they call in on a phone, or have an email listed, this can be helpful to know who is talking.
  - d. You can share your screen. This can be helpful when taking notes you want everyone to see, or to share a presentation.

# Technology Training

How to get started with Zoom

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**Special Olympics**  
Washington



# Overview



Zoom Basics



For Participants



For Hosts

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# Zoom Basics



## Why Zoom

- Free
- Multiple people at once
- Share screens
- Chat function
- Recording



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## How SOWA uses Zoom

- Meetings with athletes and volunteers (like Athlete Input Councils)
- Connect with coaches, athletes, or teammates
- Host trainings for coaches or for athlete leaders
- Host virtual events such as dances, opening ceremonies, and sports awards

Zoom is a video conferencing app. It will be very useful throughout the summer season for the SOWA community to stay connected.

FOR PARTICIPANTS

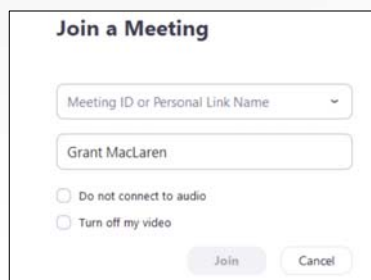
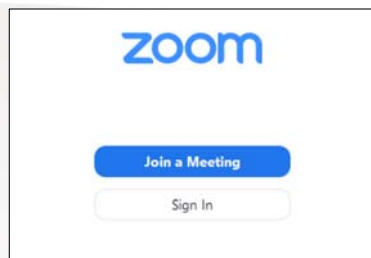
**Special Olympics**  
Washington



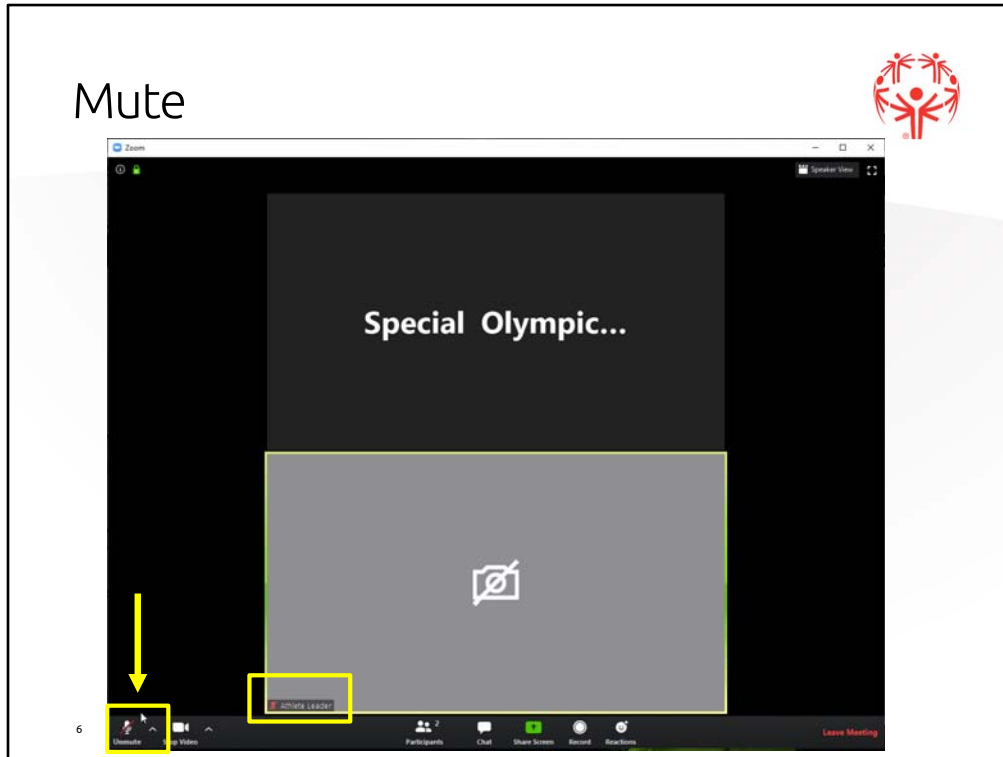
# Getting Started



1. Receive an **invitation link** in an email or online with the unique meeting ID
  1. You can also join via phone
2. The link will prompt you to download and install the **Zoom app**
3. Click **Join a Meeting**
4. Enter the **meeting ID**
5. Select if you would like **audio/video**



# Mute



Why to stay on mute:

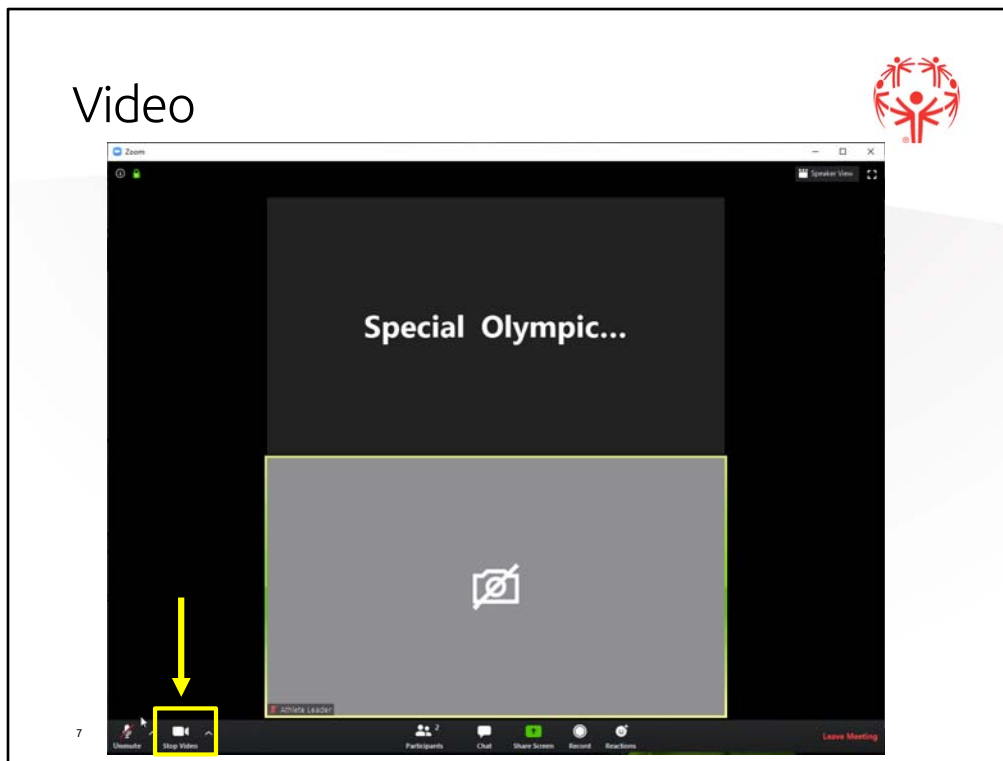
- Ensures the speaker is heard by everyone
- Keeps background noise from being a distraction
- Let's everyone has a chance to share and be heard by taking turns to speak

To mute and unmute your microphone click on the icon of the microphone in the lower left corner.

Red line means it is off. Also, you will see in your picture window that it is muted.

Be sure to mute your microphone if you walk away, you would not want us to hear something you may not want us to hear.

# Video



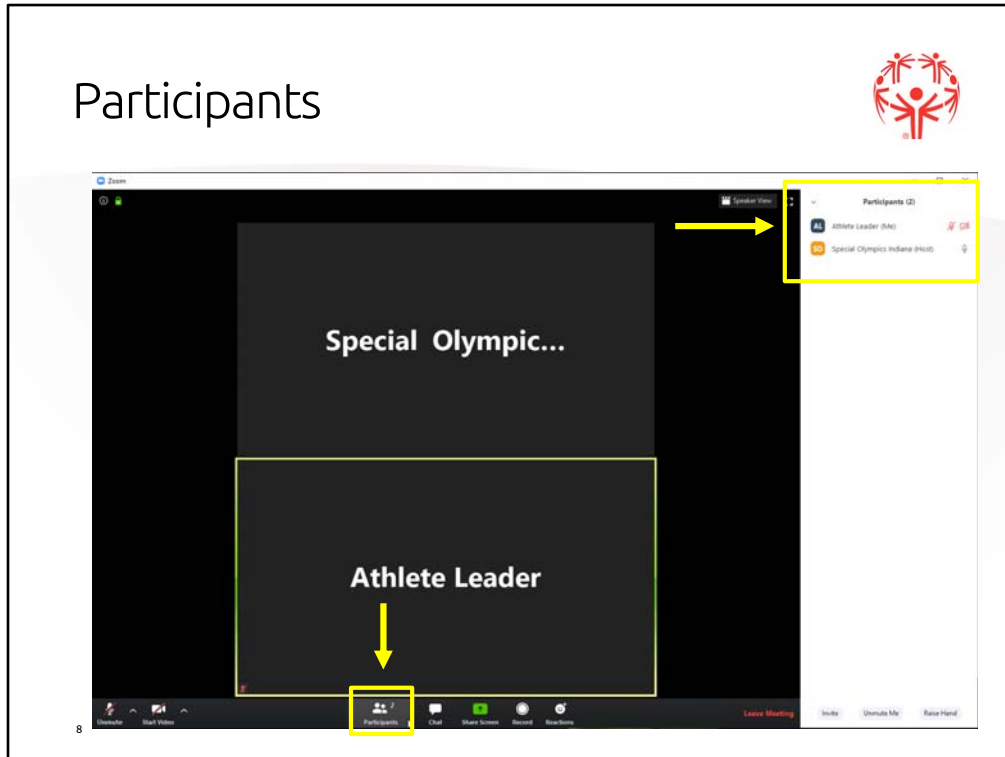
## Video/on screen tips:

- We prefer to see you. Being able to see you and your expressions of body language are an important part of all communications.
- However, turn off your video if you are moving about the room or if your video can be distracting to others.
- Also, be aware of what is behind you. We can see that, whether you want us to or not.
- If you need to step away or do something, like blow your nose, please stop sharing your video.

To stop your video and show your name only, click on the video camera icon.



# Participants



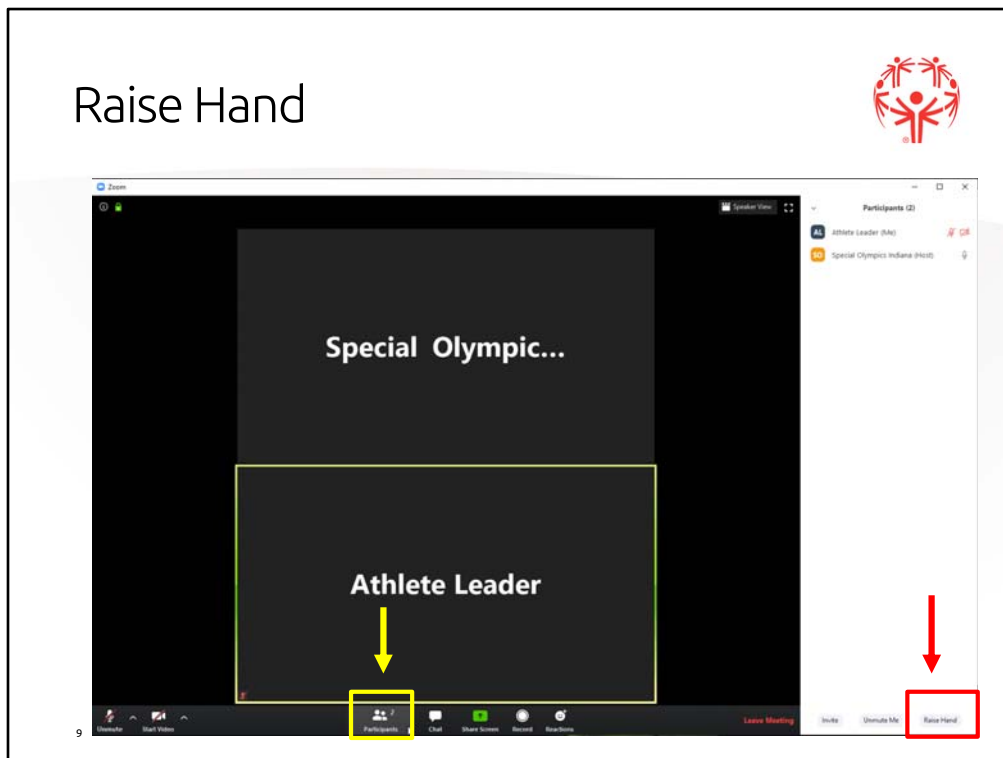
If you would like to see who is in the session with you, click on the “Participants” icon.

This panel will appear on the right side of the screen.

You can see who is muted and who has video on or off. So the Athlete Leader has microphone and video off.

You can change your name by clicking on your icon.

# Raise Hand



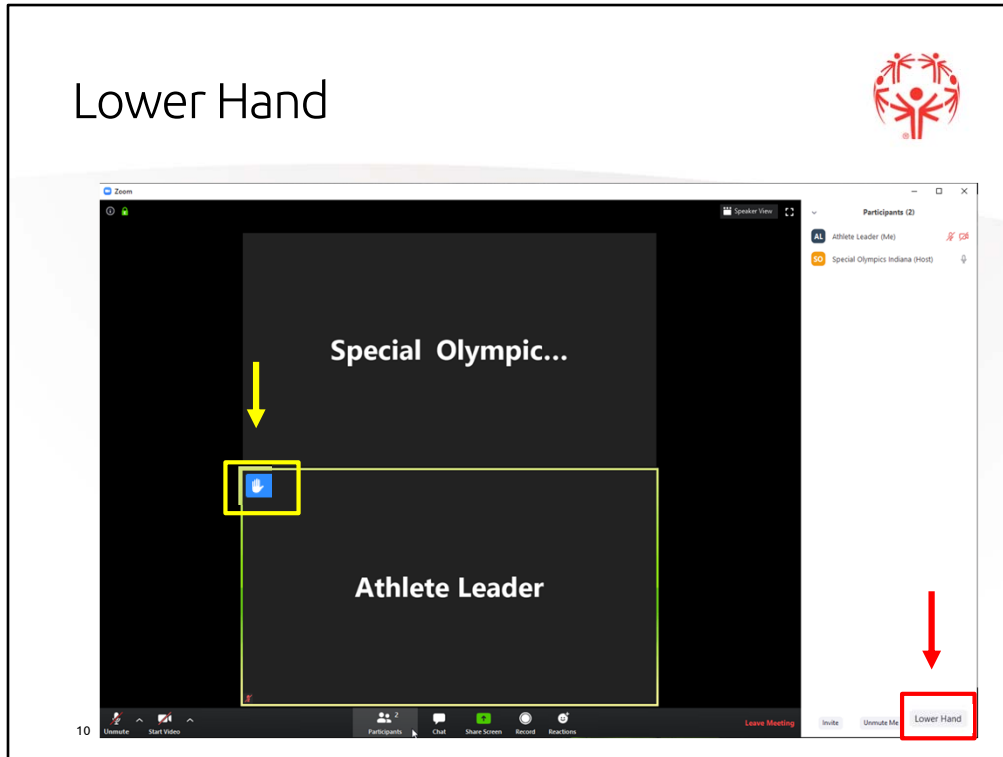
Also in the Participants panel you will see at the bottom an option to “Raise Hand.”

You will need this feature to show the host you want to ask or answer a question.

We have a lot of participants on a call so we are going to ask everyone to use Raise Hand so we can hear what everyone has to say.

The host of the session will call on you when it is your turn.

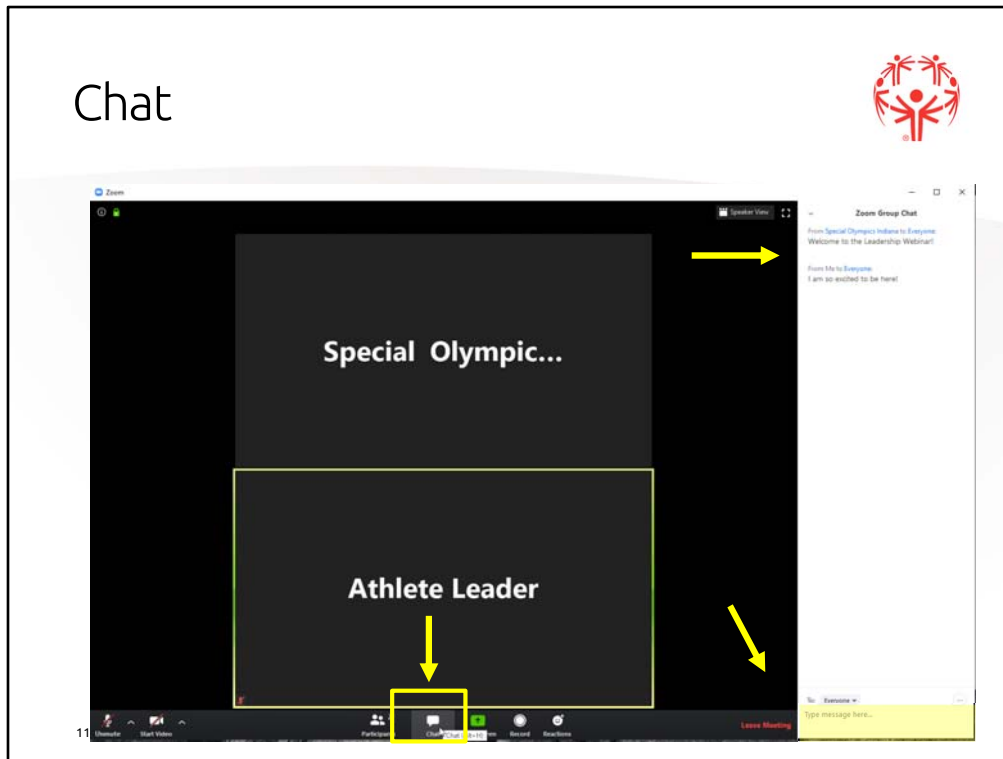
# Lower Hand



You will not see your own hand raised, but you will see the hand icon in the window of those who have raised their hands. The host will see all the Raised Hands.

Click on “Lower Hand” if you no longer want to be called on.

# Chat



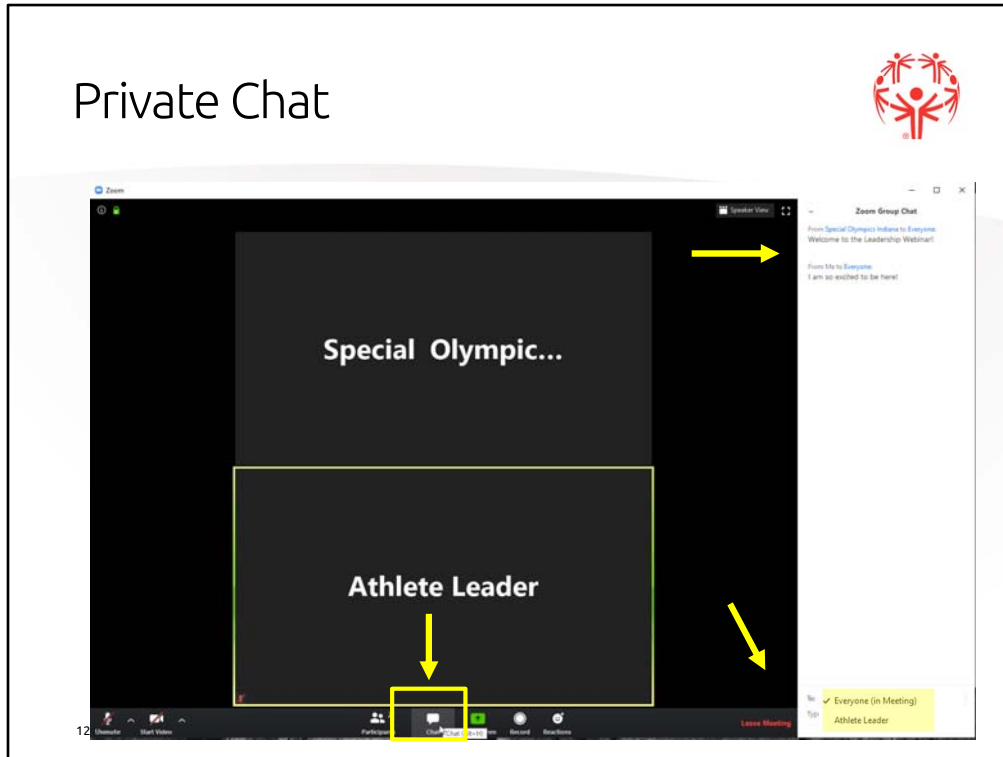
Another feature is Chat. If you click on the “Chat” icon a panel appears on the right. You see it at the top here, but it will be in the bottom half if you have the Participants panel open at the same time.

This is another way you can ask or answer questions.

Type in your message at the bottom where it says, “Type message here...” and then push “Enter”

Your name and message will appear in a list with the other chat comments.

## Private Chat



You may also send a private chat message to anyone in the meeting. To do this:

- Open the menu in the “To” field by click on it
- Click on the person’s name you want to send a private message to
- Type in your message and then push “Enter”

Your name and message will appear in a list with the other chat comments, but you will see the word “Privately” next to the person’s name. That is how you know only that person sees your message.

It is the same if someone sends you a private message, you will see “Privately” next to your name.

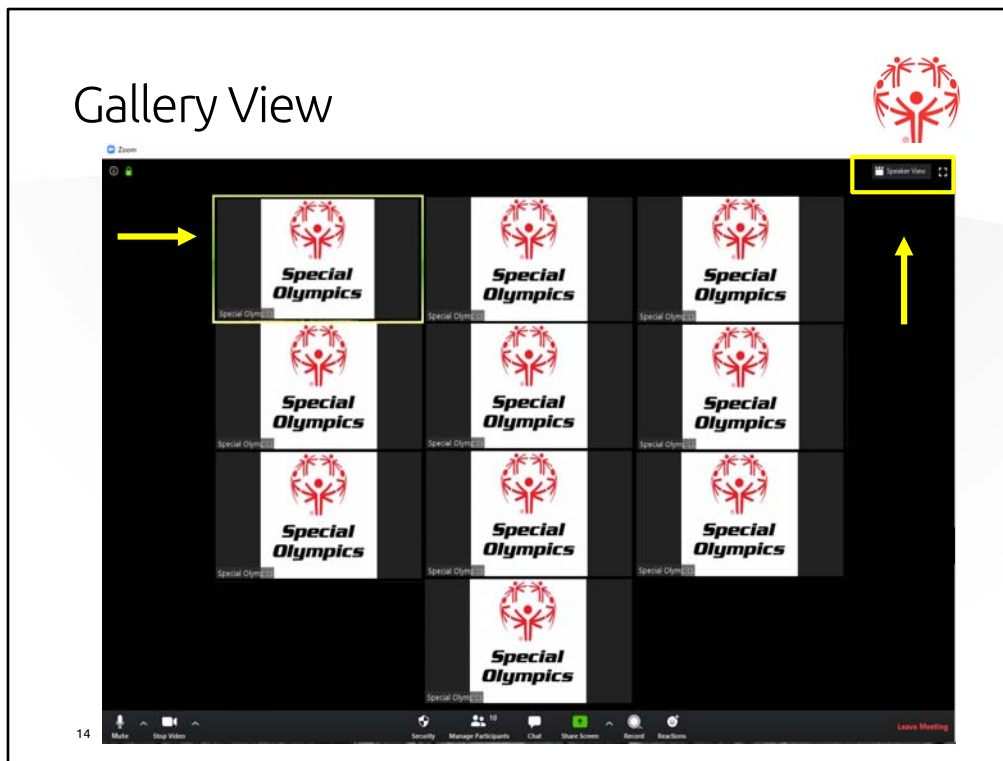
# Reactions



Another fun feature is “Reactions.” Click on the icon to show the clapping hands or thumbs up icon.

Click on your choice of reactions. After a few seconds the reaction will disappear.

## Gallery View



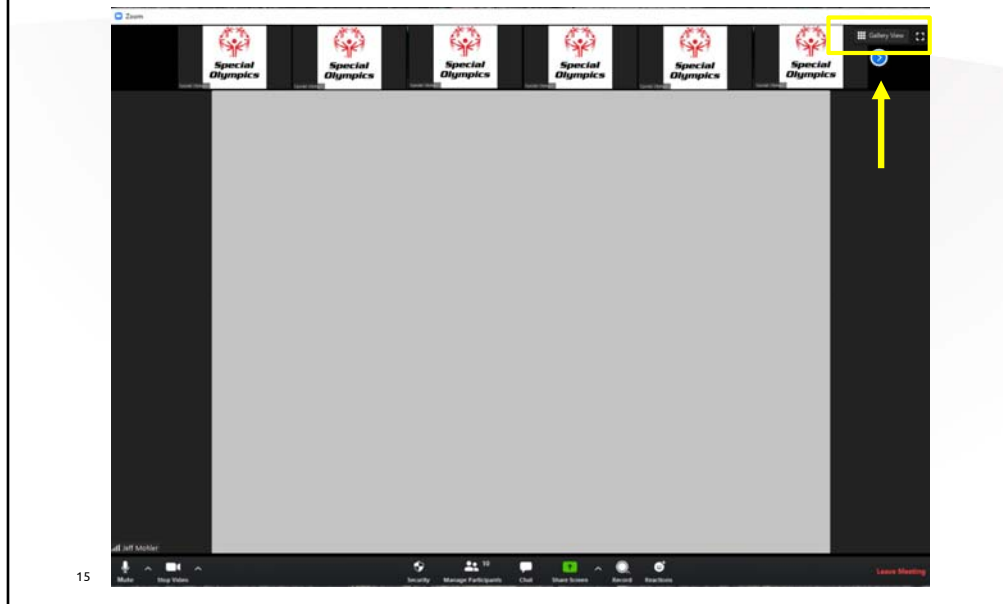
The last feature allows you to choose how you view everyone. If you see the “Brady Bunch” view, everyone on the screen at one time, this is called the “Gallery View.”

You will notice the person speaking will have a yellow square around their box.

If you want to change to “Speaker View” choose that option in the upper right corner of your Zoom screen.

Your screen will look a little different while I am sharing this presentation, so you may want to practice switching views after I stop sharing.

# Speaker View



You will notice the person speaking is now in the big box in the window and the option in the upper right corner has changed to “Gallery View.”

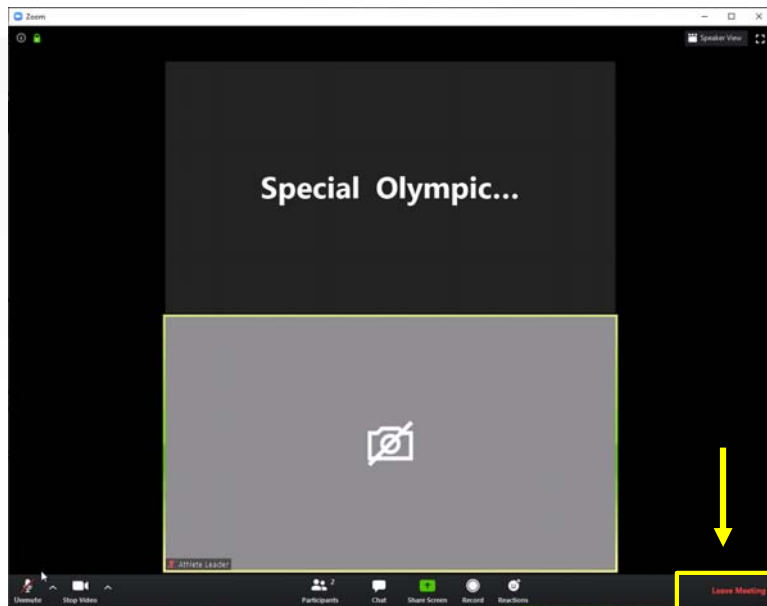
The blue circle allows you to scroll across the pictures at the top to see everyone on the call.



# Leave Meeting



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FOR HOSTS

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## Getting Started



- **You will need to have an account to schedule a meeting**
  - ▶ The basic Zoom account is free but there is a time limit with more than two participants
  - ▶ SOWA has premium accounts, talk to your Area Services Manager or the Initiatives Manager for access
  - ▶ <https://zoom.us/signup>

# Scheduling a Meeting



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING ▾ HOST A MEETING ▾ SIGN OUT

PERSONAL

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**Upcoming Meetings** Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

[Schedule a New Meeting](#) [Schedule a personal audio conference](#) [Join a meeting from an H.323/SIP room system](#) [Recently Deleted](#)

Start Time ▾	Topic ▾	Meeting ID	
Today 05:00 PM	1:1	138-690-288	<a href="#">Start</a> <a href="#">Delete</a>

# Scheduling a Meeting



- Topic
- Date/Time
- Recurring
- Password
- Video/Audio
- Calendar

**Advanced Options** ~

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join. Sign in to Zoom
- Automatically record meeting

Alternative hosts:  
Examplejohn@company.com;peter@school.edu

Schedule meeting

### Schedule Meeting

Topic:

Start: Tue May 19, 2020 02:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Pacific Time (US and Canada)

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 911 809 8441

**Password**  
 Require meeting password (556877)

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio  
Dial in from United States [Edit](#)

**Calendar**  
 Outlook  Google Calendar  Other Calendar

## Invitation Link



- Scheduling a meeting will create a unique **invitation link** and **meeting ID**
- Email/text to participants
- They can access the meeting for free and without an account

# Starting a Meeting




## Practice Zoom Meeting

2:00 PM - 3:00 PM | [Starts in 5 minutes](#)

Meeting ID: 810 6698 7237

**Start**

 **Copy Invitation**

 **Edit**

 **Delete**

[Show Meeting Invitation](#)

# Participants



A screenshot of a Zoom meeting interface. The main window displays a black and white photograph of a woman in a polka-dot dress interacting with a man in a dark shirt. Below the photo is a toolbar with various icons: Join Audio, Start Video, Security, Participants (highlighted with a yellow box and a yellow arrow), Chat, Share Screen, Record, Reactions, and End. To the right of the main window is a sidebar titled 'Participants (1)' showing a single participant: 'Special Olymp... (Host, me, participant ID: 389060)'. Below the sidebar are reaction buttons (yes, no, go slower, go faster, more, clear all) and controls for Invite, Mute All, and Unmute All. The text 'Zoom Meeting Participant ID: 389060' is visible in the top left corner of the meeting window. The name 'Special Olympics' is visible in the top left of the toolbar area.



# Participants



The screenshot displays a Zoom meeting interface. The main video feed shows a woman in a white polka-dot dress interacting with a man in a dark shirt. The participants list on the right shows seven participants: Matt Caballero (Host, me), Elyse Warford-Spearman, Eleonore Giehl (Co-host), Ryan Neal, Vincent E. Escamilla, Brian Victor (Guest), and Zoom Room (Guest). The bottom toolbar includes options for Join Audio, Start Video, Security, Participants, Chat, Share Screen, Record, Reactions, and End. The meeting title is 'Special Olympics'.

Zoom Meeting Participant ID: 389060

Participants (7)

- Matt Caballero (Host, me)
- Elyse Warford-Spearman
- Eleonore Giehl (Co-host)
- Ryan Neal
- Vincent E. Escamilla
- Brian Victor (Guest)
- Zoom Room (Guest)

Special Olympics

Join Audio Start Video Security Participants Chat Share Screen Record Reactions End

yes no go slower go faster more clear all

Mute All Unmute All More

# Waiting Room



Zoom Meeting Participant ID: 389060

Enter Full Screen

Participants (1)

Participants (2)

1 person is waiting

LW Lisa Williams **Admit** Remove

1 participant in the meeting

Molly Parker (Host, me)

Special Olympics

Join Audio Start Video Security **Participants** 1 Chat Share Screen Record Reactions End

yes no go slower go faster mute clear all

Invite Mute All Unmute All

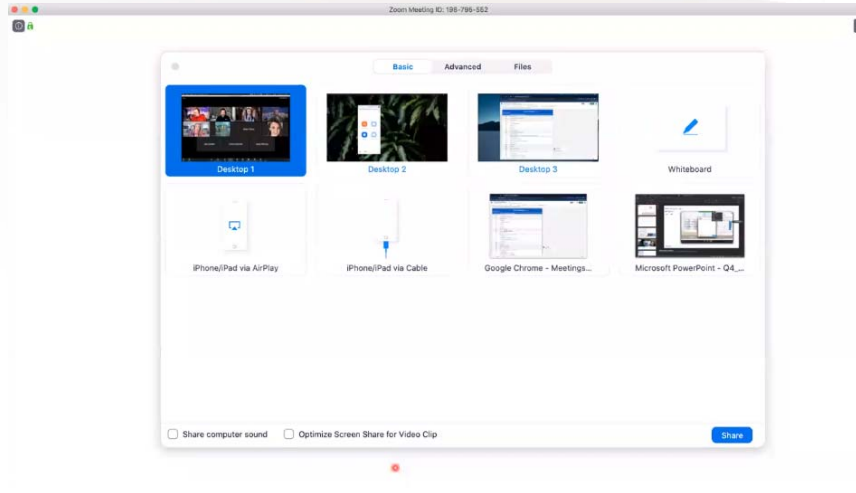
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# Share Screen

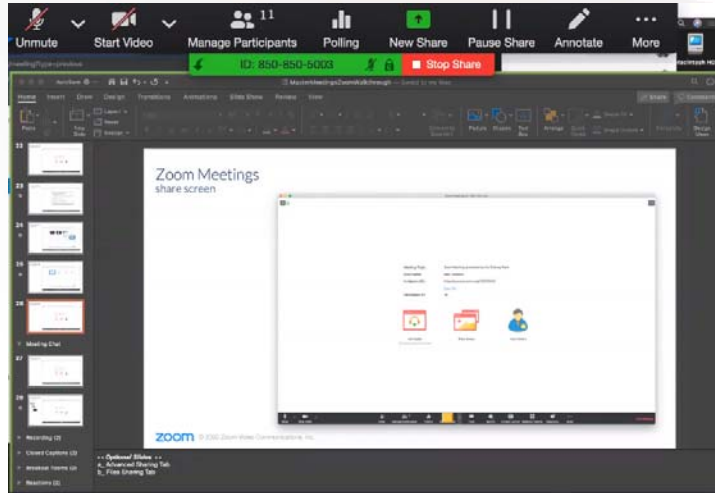


A screenshot of a Zoom meeting interface. The main window shows a video of a woman in a polka-dot dress interacting with a man in a dark shirt. Below the video is a toolbar with icons for 'Join Audio', 'Start Video', 'Security', 'Participants', 'Chat', 'Share Screen', 'Record', 'Reactions', and 'End'. The 'Share Screen' icon, which is a green screen with a white cursor, is highlighted with a yellow box. A yellow arrow points from the video area down to this icon. On the right side, there is a 'Participants (1)' list showing 'Special Olymp... (Host, me, participant ID: 389060)'. Below the list are reaction buttons: 'yes', 'no', 'go slower', 'go faster', 'more', and 'clear all'. At the bottom of the interface, there are buttons for 'Invite', 'Mute All', and 'Unmute All'. The text 'Zoom Meeting Participant ID: 389060' is visible in the top left corner of the meeting window.

# Share Screen



# Share Screen



# Record



Zoom Meeting Participant ID: 389060

Enter Full Screen

Participants (1)

Special Olymp... (Host, me, participant ID: 389060)

Special Olympics

Join Audio Start Video Security Participants Chat Share Screen Record Reactions End

yes no go slower go faster more clear all

Invite Mute All Unmute All

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# Questions?

You can find more Zoom support here:

<https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

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