

How to Use Zoom for Large Meetings

These instructions can be used for zoom meetings of any size but are especially important for meetings with more than 10 people.

Getting Started

You do not have to have a Zoom account to attend a Zoom meeting. You will be prompted to download the software, once you have clicked on the link that you have been provided.

You may also wish to [create an account](#), but that is not required to participate in a Zoom meeting.

Download Zoom to Your Device

Computers:

Either click the link on the meeting invite or [click here](#) to download before the meeting.

Mobile Devices:

Download the Zoom app [here for iOS](#) or [here for Android](#)

*The screenshots in this document are from a computer. For instructions for mobile devices, go [here for iOS](#) or [here for Android](#).

Call-In Option

If you do not have a computer or mobile device to use Zoom, you can call into any meeting with the phone number:

+1 646 558 8656

You will be prompted to enter the meeting number that you have been provided.

*If calling into a large meeting (over 5 people), contact the meeting facilitator to work out how you can be fully incorporated into the meeting discussions.

Zoom User Tips

Join the Meeting Early

Especially if you are new to Zoom, joining the meeting early (5-10 minutes) will ensure you are setup and ready to go by the start time.

Close Other Applications

Closing all unnecessary applications on your computer or mobile device will enhance the quality of the Zoom call.

Enable Video

The video feature enhances the meeting experience, so if possible, please enable the video camera on your computer or mobile device.

Use Headphones/Headset

If you have trouble hearing during a meeting, using headphones may help. Headsets (headphones with a mic attached) also enhance your voice quality so others can hear you more clearly.

Reduce Background Noise

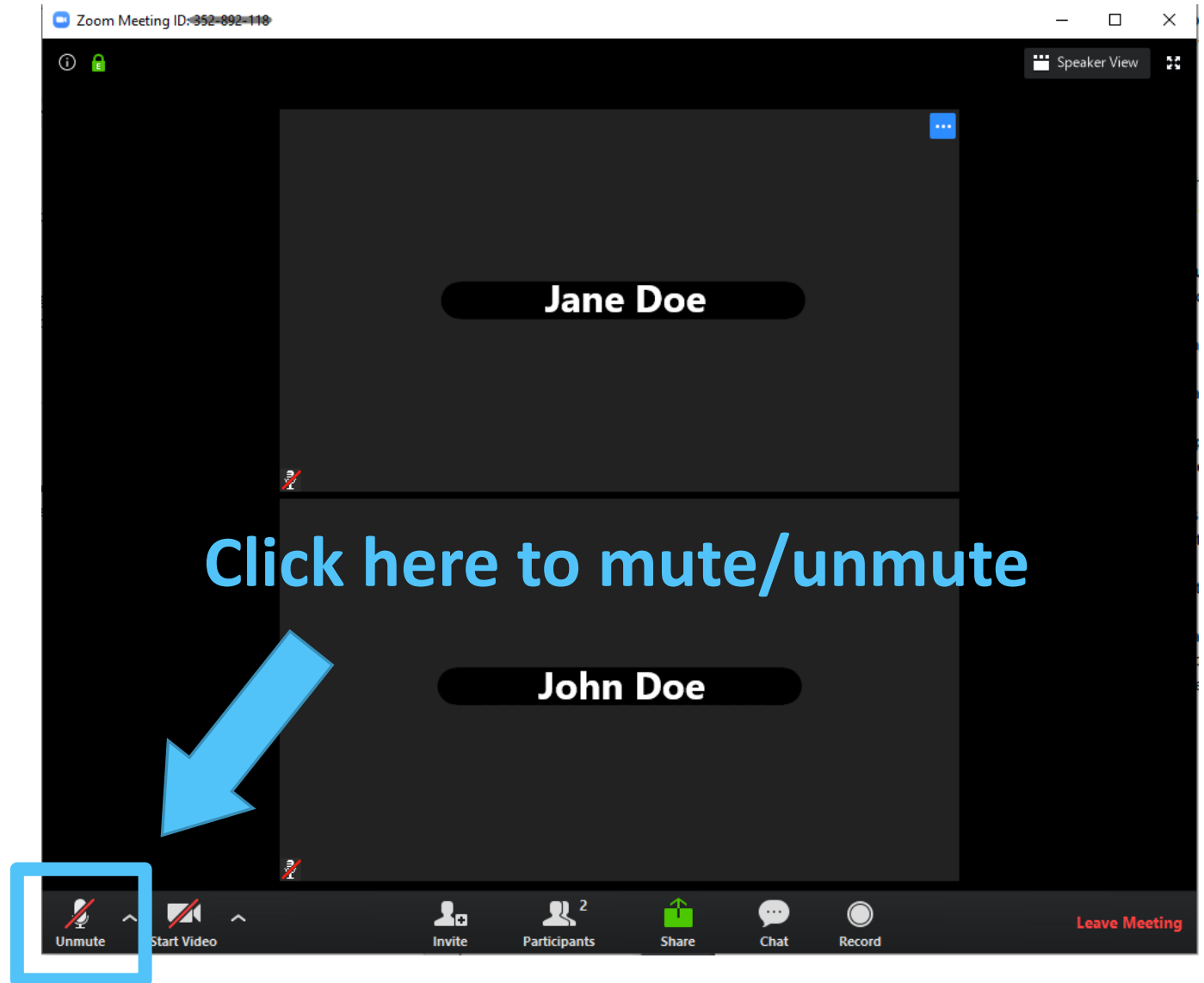
Avoid shuffling papers near your device or covering the mic while speaking to ensure other participants can clearly hear you.

Pay Attention to Your Background

Too much light behind you and you appear to be only a dark figure. Also, don't have anything behind you that may be distracting to those who are on the other side.

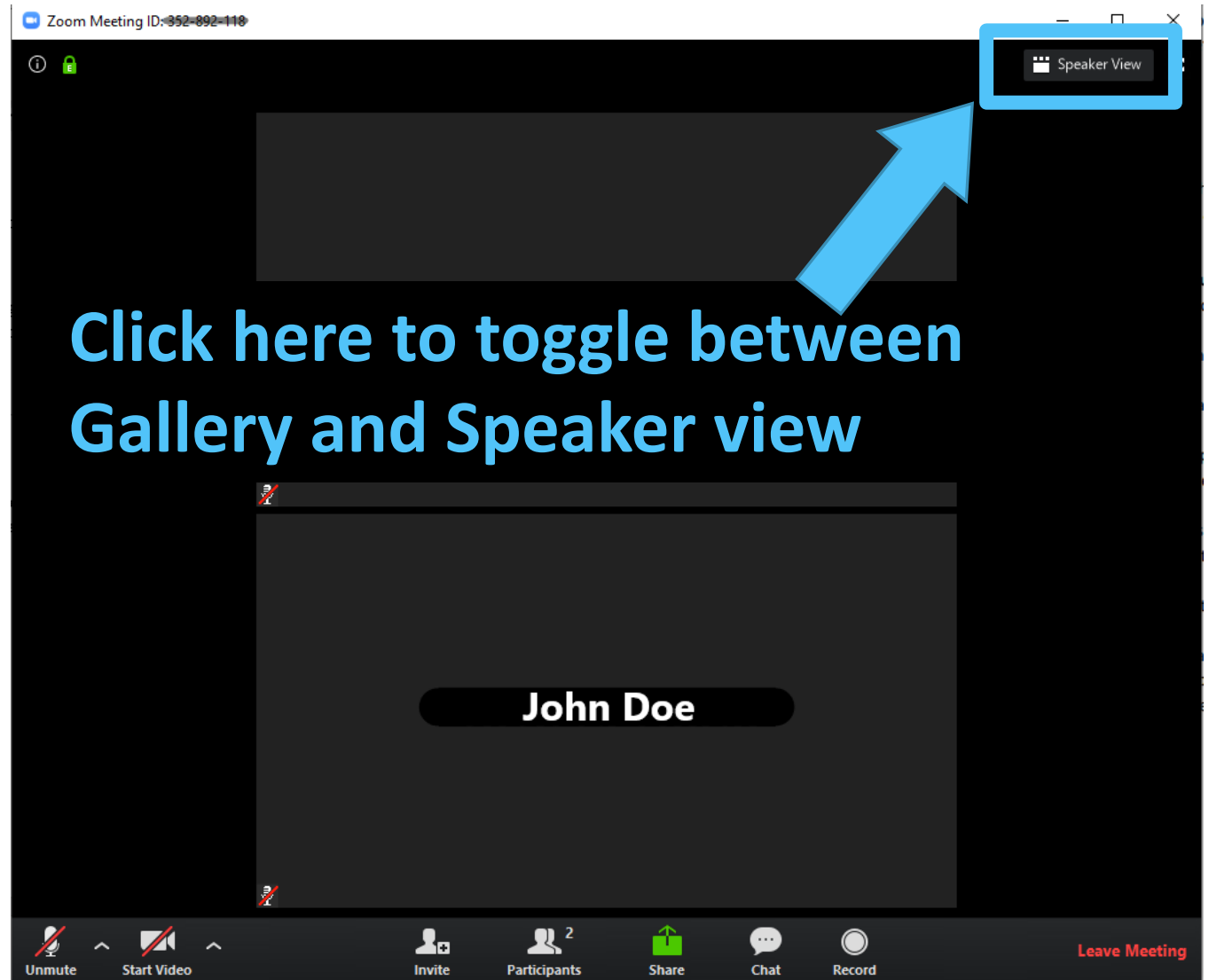
Keep Your Mic Muted

Keep your mic (or phone) muted whenever you are not speaking. This keeps background noise to a minimum and allows everyone to hear each other.



Choose Gallery or Speaker View

You can choose between Gallery or Speaker View when in a meeting with more than 2 people. Gallery shows all the participants on one screen (or on multiple pages in very large meetings). Speaker View highlights whoever is speaking and keep everyone else as smaller images.



Use the Chat

If you are having issues with Zoom or have questions unrelated to the meeting, the chat is a great place to have those conversations during the meeting, without interrupting.

The image shows a Zoom meeting window with a dark background. At the top, it says "Zoom Meeting ID: 992-992-118". In the center, there are two blurred video thumbnails. At the bottom, there is a toolbar with icons for Unmute, Start Video, Invite, Participants (2), Share, Chat, and Record. The "Chat" icon is highlighted with a blue square. A blue arrow points from the text "1. Click here to open the chat" to this icon. To the right, a sidebar shows "Participants (2)" with two entries: "Chelsea Smith (Me)" and "Chelsea Smith (Host)". Below this is a "Room Group Chat" section with a "To: Everyone" dropdown menu highlighted by a blue box and a blue arrow. The text "2. Click here to select who you send a message to" is positioned above this dropdown. The bottom of the chat window shows a "type message here..." input field.

1. Click here to open the chat

2. Click here to select who you send a message to

For Large Groups Use Raise Hand*

For groups larger than 10 and/or meetings with a facilitator, use the Raise Hand button to indicate that you wish to speak.

This ensures that everyone can comfortably participate in the conversations without speaking over each other – especially if there are lags in the video/voice.

*Facilitators, make sure this feature is enabled and that you have the Participants window open. [Click here for more info.](#)

The image shows a Zoom meeting interface with several annotations. At the top, it says "Zoom Meeting ID: 992-992-118". The main video area is dark with the text "2. Click here to Raise Hand" in blue. A blue arrow points from this text to the "Raise Hand" button in the bottom right corner of the meeting window. Another blue arrow points from the text "1. Click here to open the Participants window" to the "Participants" button in the bottom toolbar. The "Participants" window on the right shows two participants: Chelsea Smith (Vie) and Chelsea Smith (Host). The bottom toolbar includes buttons for Unmute, Start Video, Invite, Participants (with a '2' icon), Share, Chat, Record, and Leave Meeting.

Zoom Meeting ID: 992-992-118

Speaker View

Participants (2)

- Chelsea Smith (Vie)
- Chelsea Smith (Host)

Unmute Me

Zoom Group Chat

To: Everyone

Type message here...

Unmute Start Video Invite Participants Share Chat Record Leave Meeting

1. Click here to open the Participants window

2. Click here to Raise Hand

Additional Resources

For additional information about Zoom, go to <https://support.zoom.us/hc/en-us/categories/200101697>

There are several information pages and video tutorials for each feature of Zoom.

If you are hosting a large meeting (over 10 people) and would like additional support, please contact Chelsea Smith, Assistant for Governance and Administration at csmith@diomass.org.