



Zoom and Stuff!

Justinn J. Jones, technical guidance sherpa

MEETING ONLINE

PLEASE RENAME YOURSELF

(FIRST & LAST NAME, CLUB) FOR EXAMPLE: JOE ROTARY, ANYTOWN



Mute when
not talking



Turn the
camera on



Be fully present



Please do not use Chat
for Socializing



Speak and listen
with kindness

JJJ mobile



Rotary D5930 Justin J. Jones

Zoom toolbar

JJJ mobile

Select a Microphone

- ✓ Microphone (Realtek High Definition Audio)
Same as System

Select a Speaker

- DX-32L100A13 (NVIDIA High Definition Audio)
- ✓ Speakers (Realtek High Definition Audio)
Same as System

- Test Speaker & Microphone...
- Switch to Phone Audio...
- Leave Computer Audio

Audio Settings...



Rotary D5930 Justinn J. Jones



Select a Microphone

✓ Microphone (Realtek High Definition Audio)

Same as System

Select a Speaker

DX-32L100A13 (NVIDIA High Definition Audio)

✓ Speakers (Realtek High Definition Audio)

Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio








Audio Settings...



Mute



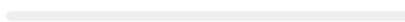
Stop Video

 General Video **Audio** Share Screen Background & Filters Recording Statistics Keyboard Shortcuts Accessibility**Speaker**

Test Speaker

Speakers (Realtek High Definition... ▾)

Output Level:



Volume:

**Microphone**

Test Mic

Microphone (Realtek High Definit... ▾)

Input Level:



Volume:

☐ Automatically adjust microphone volume☐ Use separate audio device to play ringtone simultaneouslySuppress background noise Auto ▾ ⓘ

Select the default noise suppression level (low) to optimize for music

☒ Automatically join audio by computer when joining a meeting☐ Mute my microphone when joining a meeting☒ Press and hold SPACE key to temporarily unmute yourself

Advanced

Audio

- Source
 - Computer microphone (least expensive)
 - Wired / wireless earbuds
 - Headphones with boom mic
 - Stand-alone mic (most expensive)
- Ambient noise: kids, dogs, echoes
- Audio test: plosives, fricatives, sibilants

JJJ mobile



Rotary D5930 Justinn J. Jones

JJJ mobile



Rotary D5930 Justinn J. Jones

Select a Camera

✓ USB2.0 HD UVC WebCam

Choose Virtual Background...

Choose Video Filter...

Video Settings...

General

Video

Audio

Share Screen

Background & Filters

Recording

Statistics

Keyboard Shortcuts

Accessibility



Rotate 90°

Camera:

USB2.0 HD UVC WebCam



16:9 (Widescreen)



Original Ratio

My Video:



Enable HD



Mirror my video



Touch up my appearance



Adjust for low light

Meetings:



Always display participant names on their video



Turn off my video when joining meeting

Advanced



General



Video



Audio



Share Screen



Background & Filters



Recording



Statistics



Keyboard Shortcuts



Accessibility

☐ Touch up my appearance☐ Adjust for low light**Meetings:**☒ Always display participant names on their video☐ Turn off my video when joining meeting☒ Always show video preview dialog when joining a video meeting☐ Hide non-video participants☐ Spotlight my video when I speak☒ Display up to 49 participants per screen in Gallery ViewDid not see any video, [trouble shooting](#)

Advanced

Video

- Source
 - Computer camera
 - Stand-alone camera
- Front lighting
- Rear lighting

JJJ mobile



Rotary D5930 Justinn J. Jones

JJJ mobile



Rotary D5930 Justinn J. Jones

- Lock Meeting
- ✓ Enable Waiting Room
- Allow participants to:
 - Share Screen
 - ✓ Chat
 - ✓ Rename Themselves
 - ✓ Unmute Themselves
- Remove Participant...

JJJ mobile



Rotary D5930 Justin J. Jones



View

Participants (2)

Rotary D5930 Justinn J. Jones (Host, me)

JMJ mobile

Ask to Unmute

More >

JMJ mobile

Press ALT to show or hide meeting controls



Rotary D5930 Justinn J. Jones

Mute

Stop Video

Security

Participants 2

Chat

Share Screen

Record

Breakout Rooms

Reactions

More

End

yes no go slower go faster more clear all

Invite

Mute All

...



View

JJJ mobile



Rotary D5930 Justinn J. Jones

Participants (2)

Rotary D5930 Justinn J. Jones (Host, me)

JJJ mobile

Chat

Ask to Start Video

Make Host

Make Co-Host

Rename

Put in Waiting Room

Remove

yes no go slower go faster more clear all

Invite

Mute All

...

End

Mute

Stop Video

Security

Participants 2

Chat

Share Screen

Record

Breakout Rooms

Reactions

More

- Rotary D5930 Justinn J. Jones (Host, me)
- JM JJJ mobile

JJJ mobile



Rotary D5930 Justinn J. Jones



yes no go slower go faster more clear all






Invite

Mute All

...

View

Participants (2)

- Rotary D5930 Justinn J. Jones (Host, me)  
-  JJJ mobile  

JJJ mobile



Rotary D5930 Justinn J. Jones



Invite

- Ask All to Unmute
- Mute Participants upon Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- ✓ Play sound when someone joins or leaves
- ✓ Enable Waiting Room
- Lock Meeting



yes



no

Invite

Ask All to Unmute

Mute Participants upon Entry

- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- ✓ Play sound when someone joins or leaves
- ✓ Enable Waiting Room
- Lock Meeting



View

Participants (2)

Close

Pop Out

30 Justinn J. Jones (Host, me)



JJJ mobile



JJJ mobile



Rotary D5930 Justinn J. Jones

Mute

Stop Video

Security

Participants 2

Chat

Share Screen

Record

Breakout Rooms

Reactions

More



yes



no



go slower



go faster



more



clear all

Invite

Mute All

...

End

Participants (2)

Rotary D5930 Justinn J. Jones (Host, me)

JJJ mobile

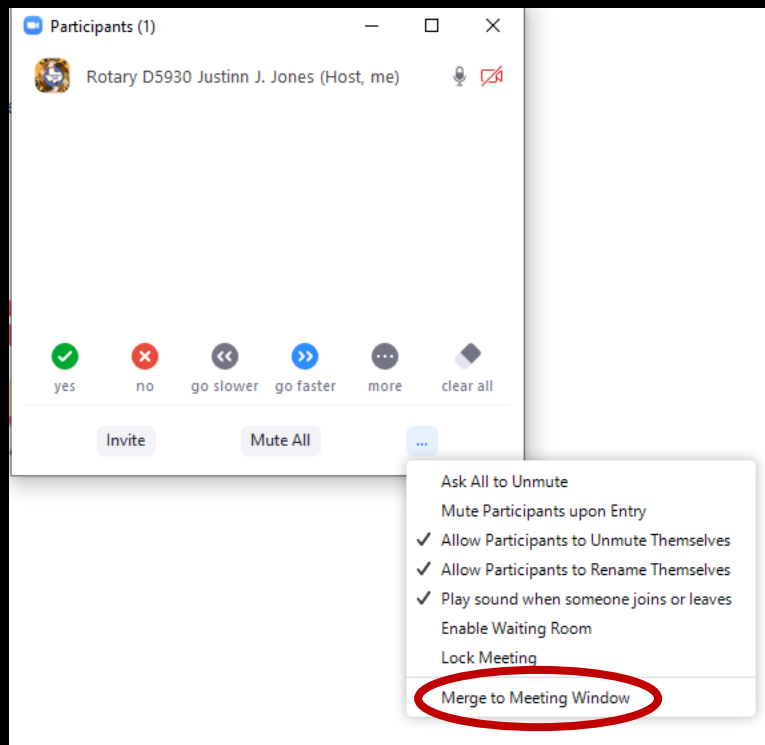
yes no go slower go faster more clear all

Invite Mute All

JJJ mobile



Rotary D5930 Justinn J. Jones



JJJ mobile



Rotary D5930 Justinn J. Jones



View

Chat

Close
Pop Out

JJJ mobile



Rotary D5930 Justinn J. Jones

Mute

Stop Video

Security

Participants 2

Chat

Share Screen

Record

Breakout Rooms

Reactions

More

End

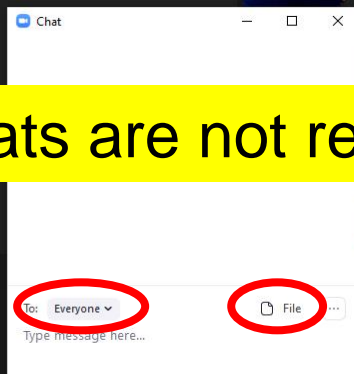
To: Everyone

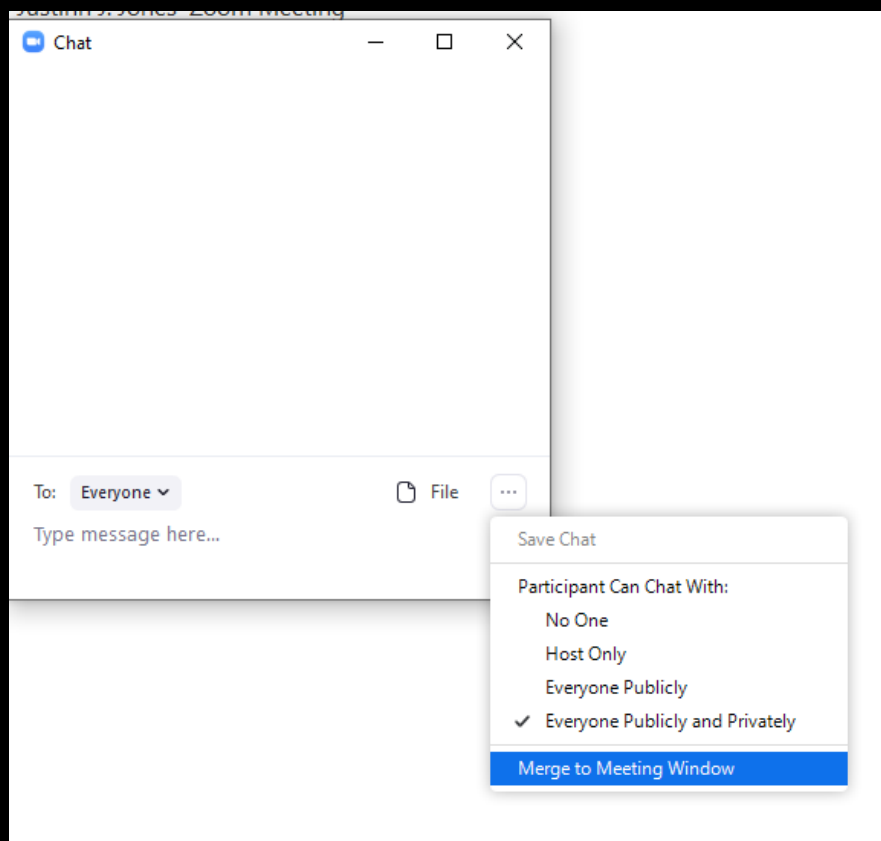
File

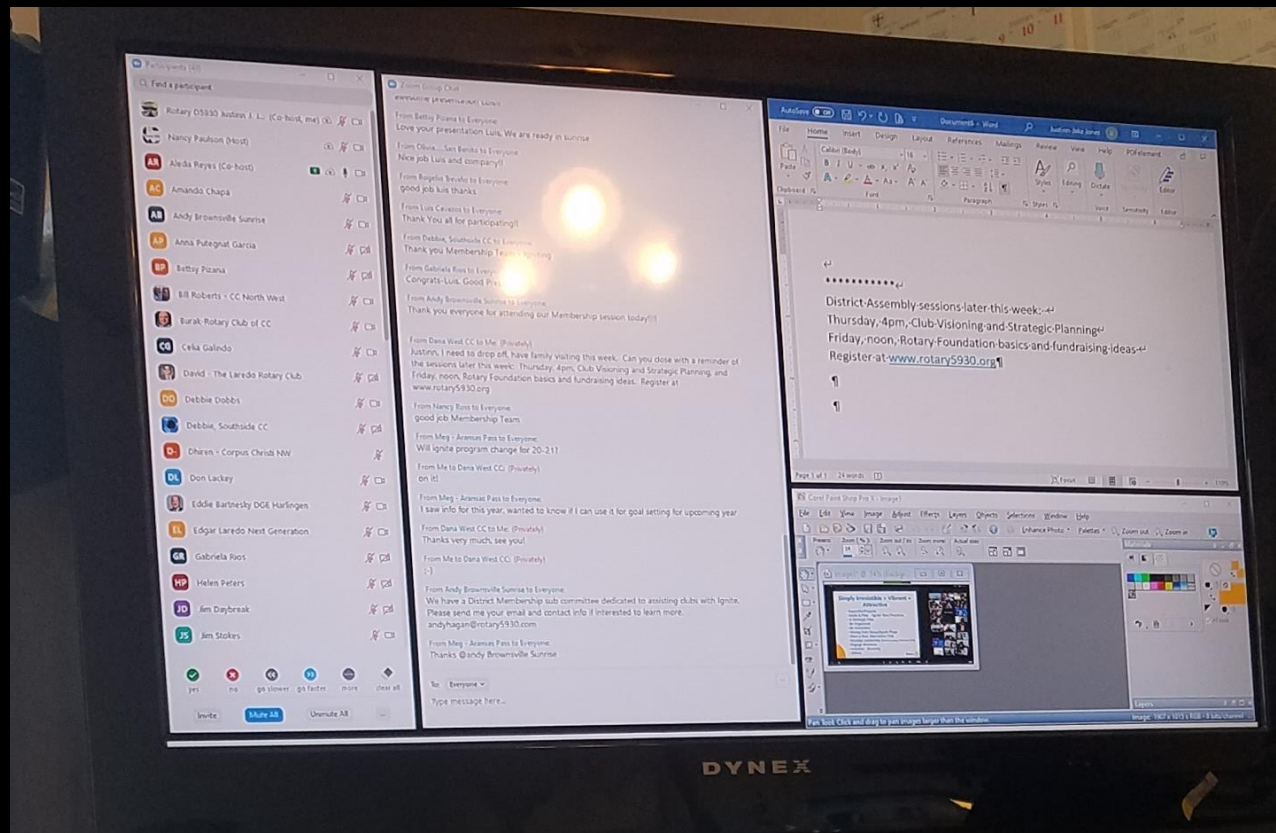
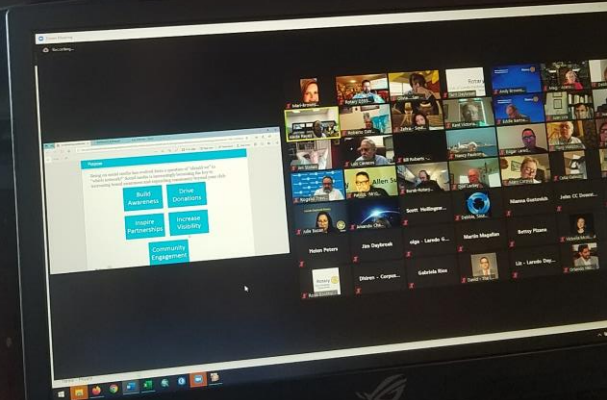
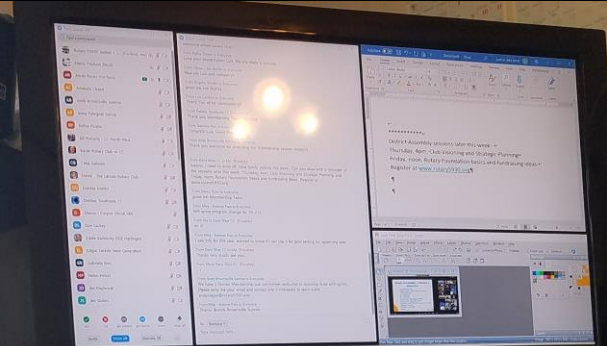
Type message here...

JJJ mobile

Private chats are not really private!







JJJ mobile



Rotary D5930 Justinn J. Jones

Select a window or an application that you want to share



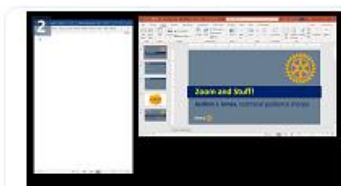
Basic

Advanced

Files



Screen 1



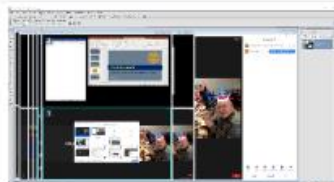
Screen 2



Whiteboard



iPhone/iPad



Corel Paint Shop Pro X - Image19



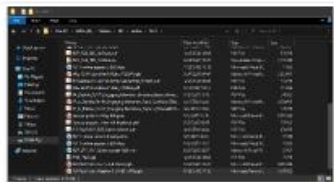
Document1 - Word



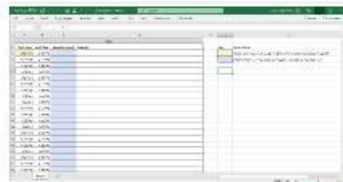
Zoom JJJ.pptx - PowerPoint



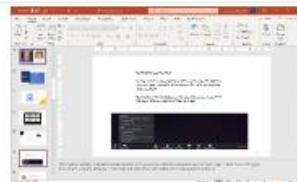
Zoom Cloud Meetings



RLI 1



Zoom JJJ.xlsx - Excel



RLI Part I Intro Session 8-20-20 - 0...



[Show all windows...](#)

☐ Share computer sound ☐ Optimize Screen Sharing for Video Clip

Share

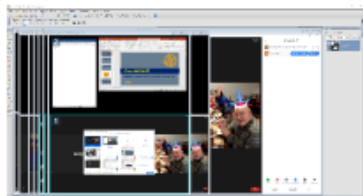
Select a window or an application that you want to share



Basic

Advanced

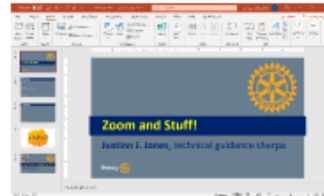
Files



Corel Paint Shop Pro X - Image19



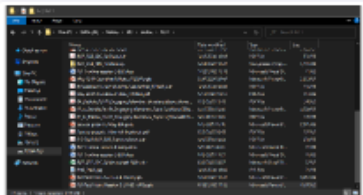
Document1 - Word



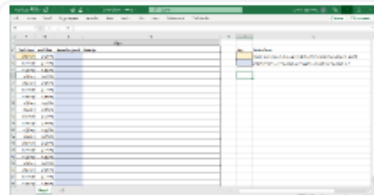
Zoom JJJ.pptx - PowerPoint



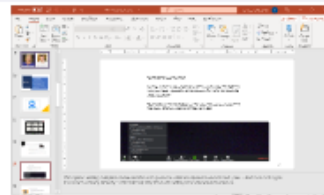
Zoom Cloud Meetings



RLI 1



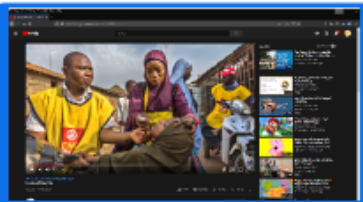
Zoom JJJ.xlsx - Excel



RLI Part I Intro Session 8-20-20 - 0...



Inbox (12,464) - justinn.j.jones@g...



(1) Rotary Responses - YouTube - ...




☒ Share computer sound ☒ Optimize Screen Sharing for Video Clip

Share

Chat	Alt + H
Breakout Rooms	
Record on this Computer	Alt + R
Record to the Cloud	Alt + C
Meeting Info	
Disable Annotation for Others	
Hide Names of Annotators	
Hide Floating Meeting Controls	Ctrl + Alt + Shift + H
Live on Facebook	
Live on YouTube	
Share computer sound	
Optimize Share for Full-screen Video Clip	
End	Alt + Q

 You are screen sharing  Stop Share


 Mute


 Start Video


 Security

 Participants 1

 New Share

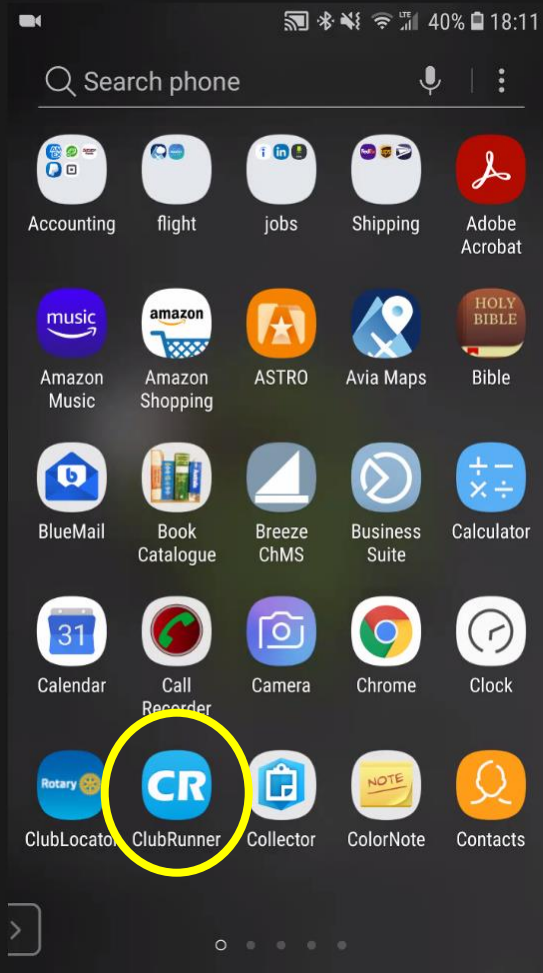
 Pause Share

 Annotate

 More















JJJ phone










Justinn J. Jones


Kingsville








Club Menu


 Club Members







 Club Executives

 Club Stories


 Club Events


 My Club

 My Attendance



District Menu

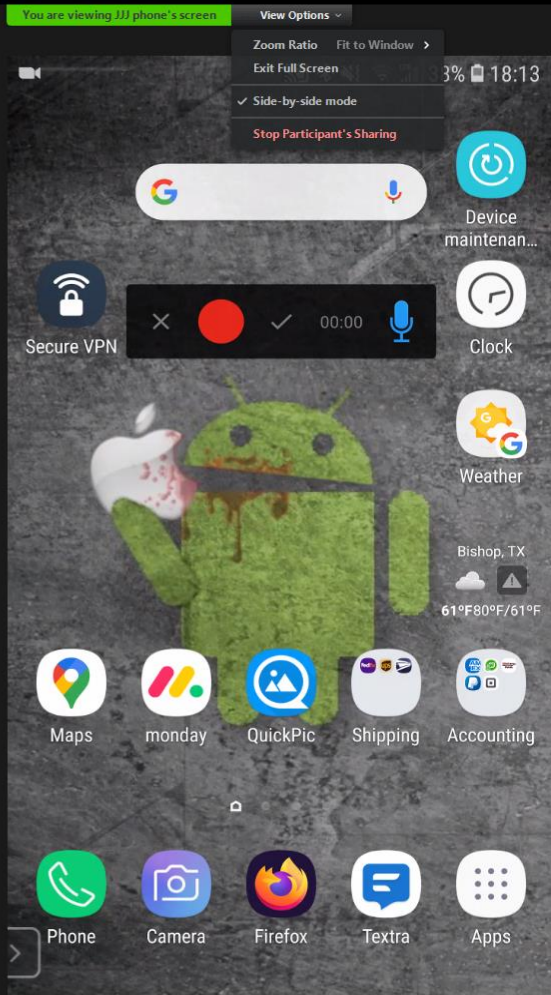
 Club Listing



Version: 2.9.7

JJJ phone





View

JJJ phone



You are viewing JJJ phone's screen

View Options ▾

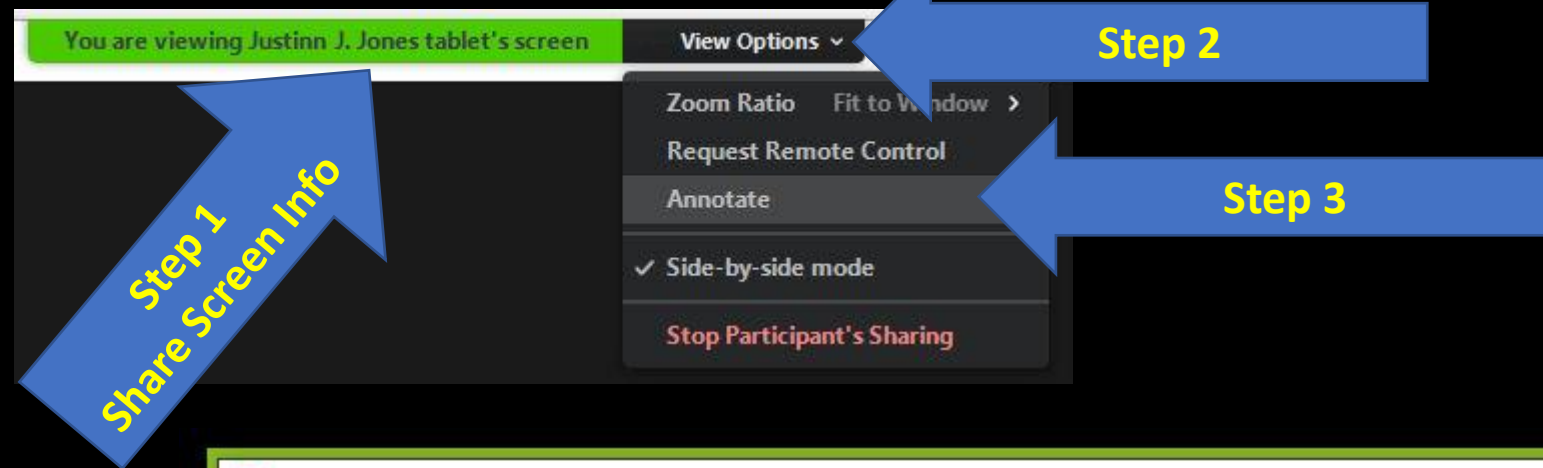
Zoom Ratio Fit to Window >

Exit Full Screen

✓ Side-by-side mode

Stop Participant's Sharing

* Zoom Annotate Toolbar *



New Toolbar



Lock Meeting

Enable Waiting Room

Allow participants to:

Share Screen

✓ Chat

✓ Rename Themselves

✓ Unmute Themselves

✓ Annotate on Shared Content

■ Stop Share



Mute




Start Video





Security

 1
Participants




New Share


Resume Share



Annotate





More


Chat	Alt + H
Breakout Rooms	
Record on this Computer	Alt + R
Record to the Cloud	Alt + C
Meeting Info	
Disable Annotation for Others	
Hide Names of Annotators	
Hide Floating Meeting Controls	Ctrl + Alt + Shift + H
Live on Facebook	
Live on YouTube	
Share computer sound	
Optimize Share for Full-screen Video Clip	
End	Alt + Q


 You are screen sharing  Stop Share


 Mute


 Start Video


 Security

 Participants 1

 New Share

 Pause Share

 Annotate

 More



JJJ mobile



Rotary D5930 Justinn J. Jones

Record on this Computer Alt+R

Record to the Cloud Alt+C



Share Screen



Record

Record



Breakout Rooms



Reactions



More

FileEditViewHistoryBookmarksToolsHelp

My Settings - Zoom

←→↶↷🏠

🔒https://zoom.us/profile/setting?tab=recording

⋮🛡️⭐

⬇️🔍📄🕒📧

⋮

zoom

SOLUTIONS ▾PLANS & PRICINGCONTACT SALES

SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾👤

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User

> Room

> Account

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

MeetingRecording

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

☐ Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

☒ Record active speaker with shared screen

☒ Record gallery view with shared screen ⓘ

☒ Record active speaker, gallery view and shared screen separately

☒ Active speaker

☒ Gallery view

☒ Shared screen

☒ Record an audio only file

☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

☐ Add a timestamp to the recording ⓘ

☒ Display participants' names in the recording

☒ Record thumbnails when sharing ⓘ

☐ Optimize the recording for 3rd party video editor ⓘ

ModifiedReset

ModifiedReset

record

⬆️⬇️⬆️

Highlight AllMatch CaseMatch DiacriticsWhole Words

🗑️

Automatic recording

Record meetings automatically as they start

Modified [Reset](#)**IP Address Access Control**

Allow cloud recording access only from specific IP address ranges

**Only authenticated users can view cloud recordings**

The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.

**Require passcode to access shared cloud recordings**

Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

Modified [Reset](#)**Auto delete cloud recordings after days**

Allow Zoom to automatically delete recordings after a specified number of days

**The host can delete cloud recordings**

Allow the host to delete the recordings. If this option is disabled, the recordings cannot be deleted by the host and only admin can delete them.

**Recording disclaimer**Show a customizable disclaimer to participants before a recording starts [?](#)Modified [Reset](#)☐ Ask participants for consent when a recording starts☐ Ask host to confirm before starting a recording

JJJ mobile



Rotary D5930 Justinn J. Jones

Create Breakout Rooms

×

Assign 0 participants into Rooms:

☒ Automatically ☐ Manually

0 participants per room

Create Rooms



Breakout Rooms - Not Started



- | | | | |
|-------------------|--------|--------|------------------------|
| ▼ Breakout Room 1 | Rename | Delete | Assign |
| ▼ Breakout Room 2 | | | Assign |
| ▼ Breakout Room 3 | | | Assign |

Recreate ▼

Options ▼

Add a Room[Open All Rooms](#)

Breakout Rooms - Not Started

▼ Breakout Room 1

Assign

▼ Breakout Room 2

Assign

▼ Breakout Room 3

Assign

☒ Move all participants into breakout rooms automatically

☒ Allow participants to return to the main session at any time

☒ Breakout rooms close automatically after: 10 minutes

☐ Notify me when the time is up

☒ Countdown after closing breakout room

Set countdown timer: 15 seconds

Recreate ▼

Options ▼

Add a Room

Open All Rooms

JJJ mobile



Rotary D5930 Justinn J. Jones



JJJ mobile





View

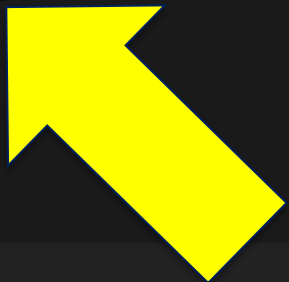
Speaker View



✓ Gallery View



Exit Full Screen



JJJ mobile



JJJ ph

Settings

General

Video

Audio

Share Screen

Background & Filters

Recording

Statistics

Keyboard Shortcuts

Accessibility

☐ Start Zoom when I start Windows

☒ When closed, minimize window to the notification area instead of the task bar

☐ Use dual monitors

☐ Enter full screen automatically when starting or joining a meeting

☐ Automatically copy invite link once the meeting starts

☒ Always show meeting controls ⓘ

☒ Ask me to confirm when I leave a meeting

☐ Show my connected time

☐ Remind me 5 minutes before my upcoming meetings

☐ Stop my video and audio when my display is off or screen saver begins

☐ Integrate Zoom with Outlook ⓘ

Reaction Skin Tone

👍

👍

👍

👍

👍

👍





JJJ mobile





Rotary D5930 Justinn J. Jones' Zoom Meeting

Meeting ID 889 0372 6754

Host Rotary D5930 Justinn J. Jones (You)

Passcode 868743

Invite Link <https://us02web.zoom.us/j/88903726754?pwd=TOVFOUJvSDYyWTJlMRVpSekJlUGN3UT09>
[Copy Link](#)

Participant ID 228268

You are connected to Zoom Global Network via data centers in the United States

JJJ phone



Rotary D5930 Justinn J. Jones



Rotary D5930 Justinn J. Jones

JJJ mobile



JJJ mobile

[Ask to Unmute](#) [...](#)[Ask to Unmute](#)[Ask to Start Video](#)[Chat](#)[Rename](#)[Pin Video](#)[Make Host](#)[Make Co-Host](#)[Remove](#)[Put in Waiting Room](#)[Hide Non-Video Participants](#)

Mute



Stop Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions



More

[End](#)

Other Considerations

- Periodically, reset your router and perform a speedtest
- Enable waiting room for small meetings
- Use registration for large meetings
- Open the Zoom meeting 15 minutes before start time for fellowship

Other Considerations

- Record immediately or automatically
- Set Co-Hosts
- Greet participants by name upon arrival
- Ask participants to rename
- Right before meeting start time, “Mute Participants Upon Entry”

Student Tips for Participating in Online Learning



Helpful tips for students success online

- Make sure you're muted when not talking
- Be yourself and respect others
- Ask questions using chat
- Use reactions to engage with your class
- Think before you write
- Utilize the raise your hand feature if wanting to ask a question live
- Set up an intentional space where the class is going to happen



Esther Yoon

Group Manager, Product Marketing

Follow



HOW TO'S

New to Working from Home? Here Are Some Tips to Help You Meet Like a Pro

March 9, 2020 · 9 min read



With many businesses now encouraging or even mandating that employees work from home amid global health concerns over the coronavirus, millions of people can expect to have their daily routines and work styles impacted. But not everyone is accustomed to working from home, and getting into work mode from a space that's not your regular one can be a huge adjustment.

youtube.com/user/ZoomMeetings



Zoom

275K subscribers

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CHANNELS

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Q.

SUBSCRIPTIONS



RotaryDistrict5930



Rotary District 5930



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Live



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Introducing OnZoom: A Marketplace for Immersive Experiences

9,252 views • 2 days ago

OnZoom is a new online events platform from Zoom featuring a marketplace of free, paid, and fundraising experiences like yoga classes, museum field trips, stand-up, improv, music lessons, and more. Share your expertise with the world, or enjoy new experiences from the comfort of wherever you are.

Online events. Real experiences. <https://onzoom.com/>

Zoomtopia 2020

▶ **PLAY ALL**

Hybrid Meetings

- Reliable, secure wifi
- Projector & screen
- Speakers
- Microphones (mixing board) or extra devices
- “Room” camera (phone on tripod)



Membership Minute

October 2020

Ideas for strengthening membership



Engaging alumni to strengthen Rotary

Each year, thousands of people become part of the family of Rotary by participating in Rotary programs, including Rotary Peace Fellowships, Rotary Youth Leadership Awards (RYLA), and New Generations Service Exchange. After a positive experience in these programs, Rotary alumni often wish to join a Rotary or Rotaract club. In a recent [Membership Feedback Survey](#), Rotary found that:

- 62% of membership candidates in our online membership leads system are current or former Rotary program participants or scholarship recipients
- 41% of Rotary program participants would like more information about Rotary membership

If you want to help alumni continue their Rotary journey, here are three ways to engage them:

- Feature their success stories in your club and district communications to show that you value their dedication to service.
- Invite them to participate in your club and district service projects and social events.

Service Above Self Award

The Service Above Self Award — one of Rotary International's highest distinctions — honors Rotarians and now also Rotaractors who help others by volunteering their time and talents. Only district governors can nominate candidates for this award, and no more than 150 outstanding members receive the award each year. If you know someone who has demonstrated exemplary service, encourage their district governor to nominate them for the Service Above Self award by completing the [online nomination form](#) by 31 October.



WORLD POLIO DAY

IS 24 OCTOBER

[endpolio.org](#) | [#endpolio](#)



Sunrise After Dark increases Rotary's diversity in Louisiana

The Rotary Club of Opelousas Sunrise, Louisiana, USA, almost doubled in size and increased its diversity by starting a satellite club that meets in the evenings. It also used People of Action resources to show prospective members how they can take action by joining the club. [Read about how](#) the flexibility of both the satellite club format and virtual meetings increased and diversified the club's membership.

Hybrid meetings keep all members engaged

[As some communities ease restrictions](#) meant to control the spread of COVID-19, it'll be more important than ever for clubs to offer their members flexible participation options. Several leaders in Zones 33 and 34 developed the [Hybrid Rotary Meetings technology guide](#) to help club leaders navigate the intricacies of holding meetings in person and online at the same time. [Read more about how to make the](#) transition and keep all members engaged.

More from our blog

- [What Rotary has to offer young members](#)
- [The magic of Rotary: touching lives in Indonesia](#)
- [Rotaractors promote diversity, equity, and inclusion](#)

Rotary's All-Member Census
is coming in November

LEARN MORE



A large, irregular orange watercolor splash serves as the background for the text. It has a textured, painterly appearance with various shades of orange and yellow, and some darker spots and splatters around the edges.

¿preguntas?



justinn.j.jones@gmail.com

President, The Rotary Club of Kingsville
Public Image / Rotary Awareness, District 5930
Tech Support, Region 36 (Zones 25B & 29)
Faculty, Rotary Leadership Institute

