GUIDE TO ONLINE MEETINGS

Module 6
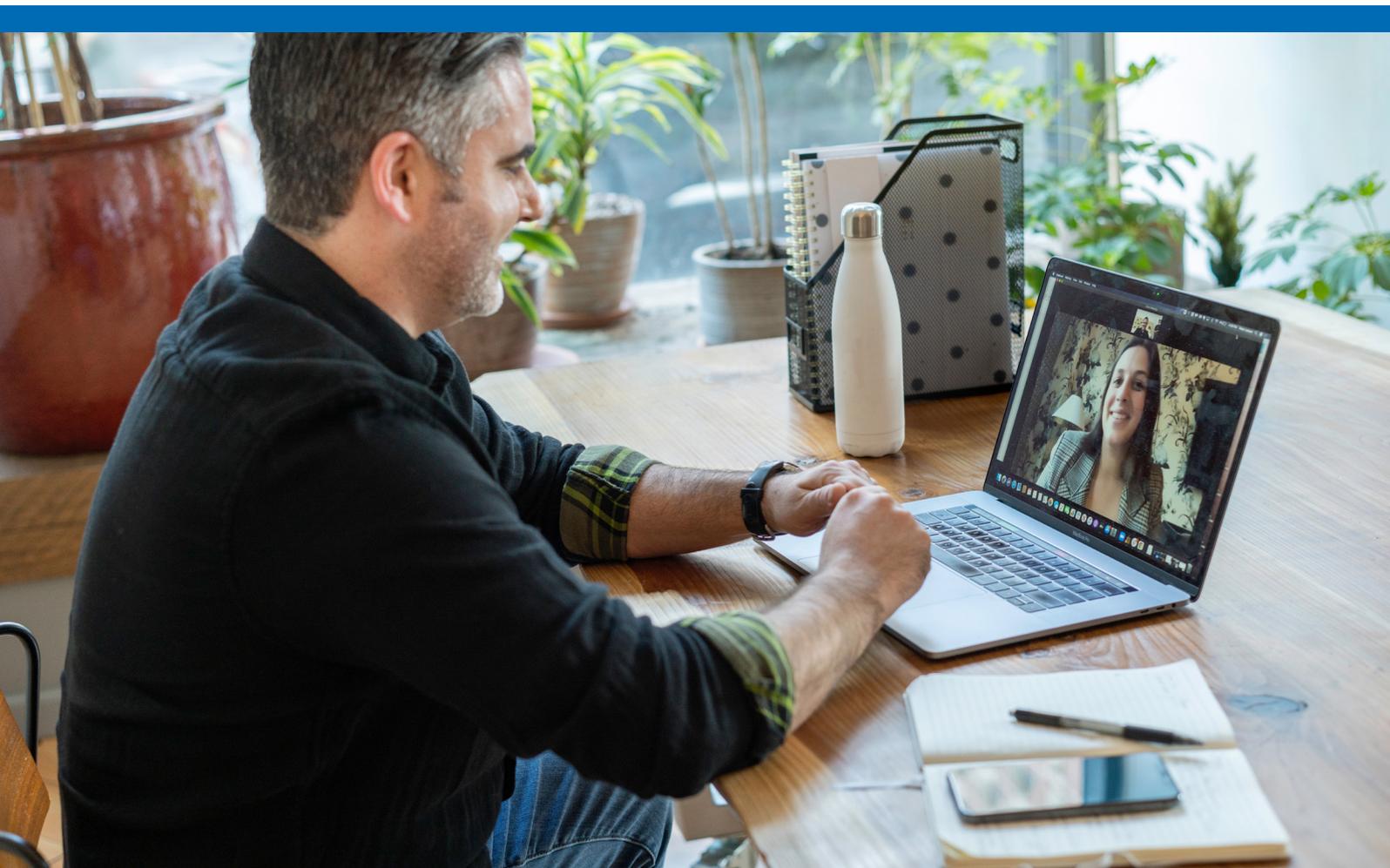
GUIDE TO ONLINE MEETINGS

Welcome to this Guide to Online Meetings! In this Module, we show you how to run digital skills sessions remotely and online using Zoom. We'll review how to access Zoom meetings on different platforms, and provide you with step-by-step instructions for using its most important features.

We'll also compare Zoom to other video conferencing platforms, strengthen our online meeting etiquette, and learn how to ignite your personal brand with preparation and presentation skills.

HOW TO RUN DIGITAL SKILLS SESSIONS WITH ZOOM

In online meetings, you will either be a participant or host. If you are the host, you will set up the meeting, send the invitation, and conduct the session. If you are a participant, you will join the meeting. Let's go over instructions for both:

Online Meetings

As a host:

If you are running an online meeting, you will be the host. As the host, you will want to run your sessions on a laptop or computer to make the process as seamless as possible. You can do this by downloading Zoom software to your computer [here](#).

Computer or Laptop – Desktop Client

Once you download the application to your computer and sign up for an account, you can access it on your home screen. This will look slightly different depending on whether you have a Mac or Windows computer:

HOW TO RUN DIGITAL SKILLS SESSIONS WITH ZOOM

Mac

1. Click the "Finder" icon in your Dock (the menu of applications at the bottom of your screen).

2. Click "Applications."

3. Find "zoom.us" in your apps and click to start.

4. Sign into your Zoom account.

5. Select "Meetings."

6. Select the "Upcoming" tab.

7. Choose the meeting you want to begin.

8. Click "Start!"

Windows

1. Select the Windows icon in your taskbar at the bottom of the screen.

2. Navigate your Apps list and find your Zoom folder.

3. Double-click on the Zoom folder.

4. Follow steps 4-8 above!
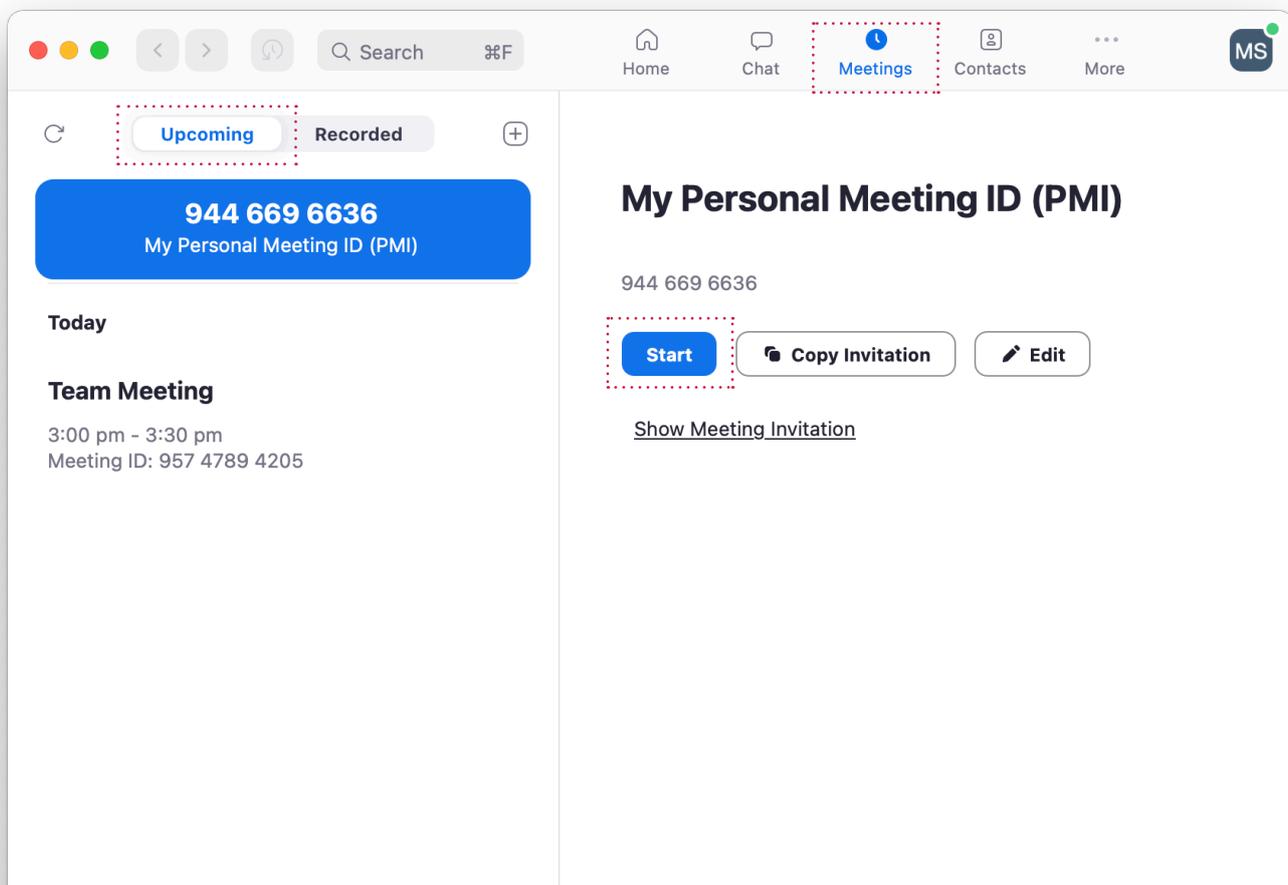
HOW TO RUN DIGITAL SKILLS SESSIONS WITH ZOOM

Computer or Laptop - Browser

You can also sign into Zoom through your browser without downloading the app. The app is convenient, but if it is not working or you're using a different device, you can access a meeting this way.

As a participant:

If you are attending an online meeting, you will need to be invited. This is typically accomplished by the meeting host sharing a link and Meeting ID for you to join. However, if you're a participant, you can quickly join from your phone or tablet.

We'll go over instructions for each platform:

Computer or Laptop - Desktop Client

Mac

1. Open the Zoom app from your Dock or Finder.
2. Sign in to your Zoom account.
3. Click the "Home" tab.
4. Select "Join."
5. Enter the meeting ID sent to you by the meeting host. You will receive an email or message with this ID.
6. Confirm that you would like to connect your audio and video.
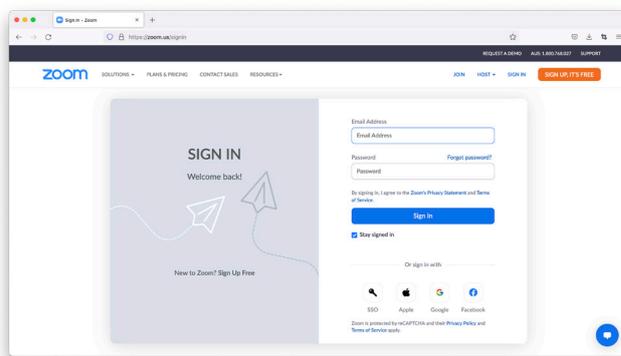7. Click Join!
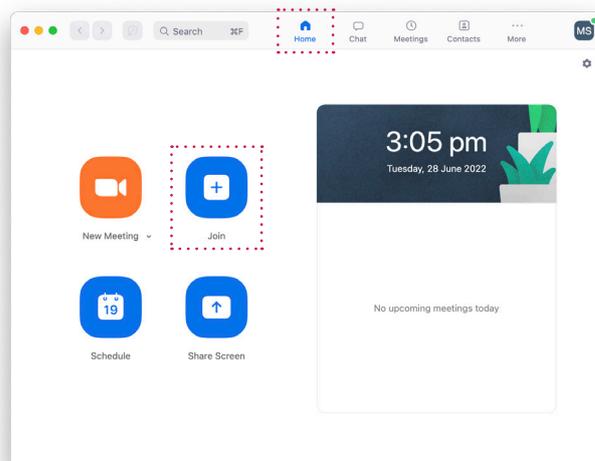
Windows

1. Open the Zoom folder from your Apps in the Windows Taskbar.
2. Follow steps 2-7 above!
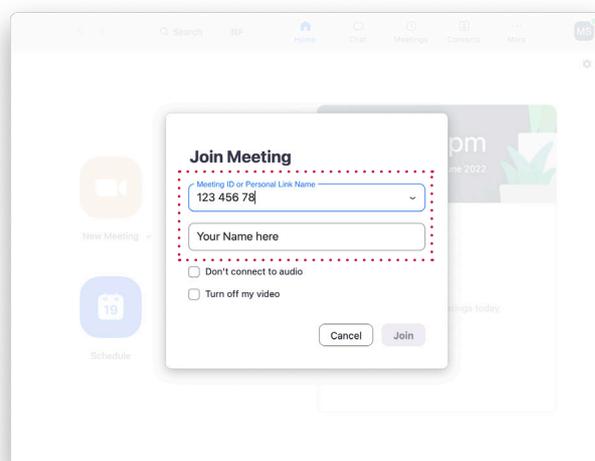
# HOW TO RUN DIGITAL SKILLS SESSIONS WITH ZOOM

Computer or Laptop – Browser

1. Open your browser.
2. Visit https://zoom.us
3. Sign in to your Zoom account.
4. Enter the meeting ID.
5. Click "Join."


Computer or Laptop – Email

If you were sent a Zoom meeting link via email, you can access the meeting straight from there:

1. Find your Zoom meeting invite email.
2. Click on the Join link when the meeting is scheduled to start.
3. Select "Allow" if prompted.
4. Wait for the meeting host to accept your request to join.
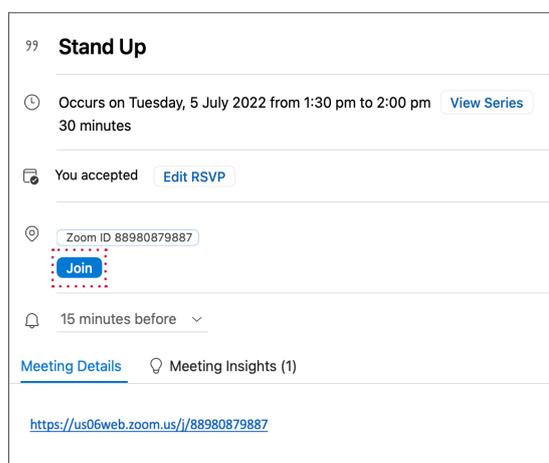
Phone or Tablet

1. Download and open the Zoom mobile app. If you're using an iPhone, you can download it at the App Store. If you're using an Android, you can download it from the Google Play store.
2. Open the app and sign in.
3. Tap "Join."
4. Enter the meeting ID number and your display name.
5. Confirm that you would like to connect your audio and video.
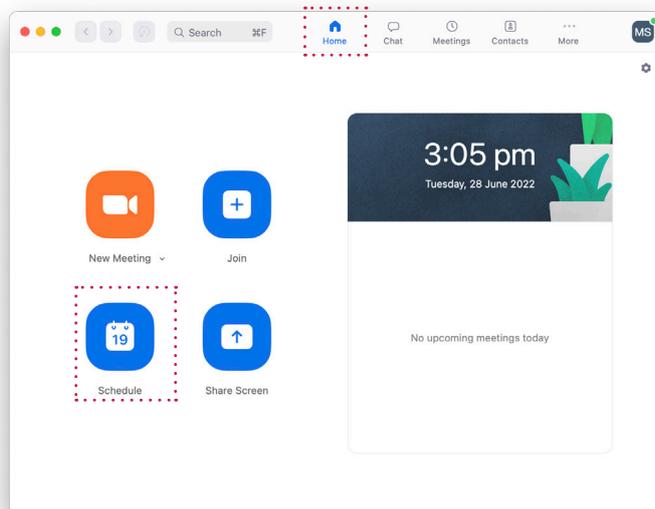6. Click "Join Meeting!"
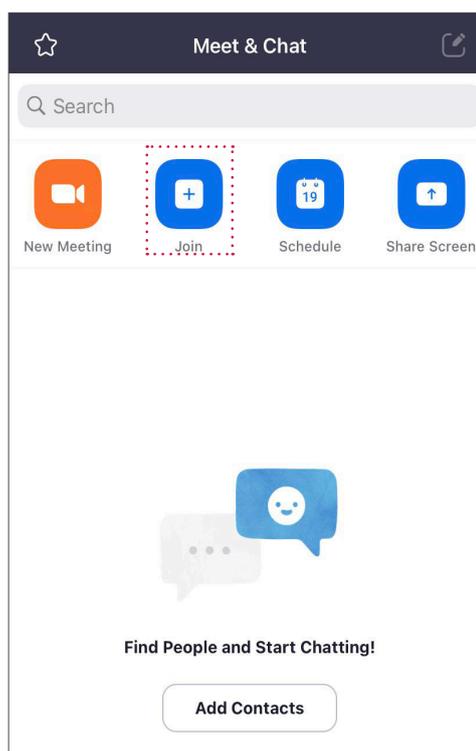
HOW TO RUN DIGITAL SKILLS SESSIONS WITH ZOOM

Scheduling Online Meetings

As the host, you will need to schedule the meeting. This is simple:

1. Log into your Zoom account.

2. Click the "Home" tab.

3. Click "Schedule"

4. Choose the date and time for your meeting and any other optional settings you'd like to adjust.

5. Click "Save."

Inviting Participants to Your Meeting

From there, you'll need to invite participants to your meeting.

You'll send this invitation via email or message:

1. Log into Zoom and select "Meetings."

2. Click "Copy Invitation." This will copy the unique invitation link participants can use to join your meeting when it's scheduled to begin.

3. You can share this invitation by copying and pasting the link in an email or message to the participants.
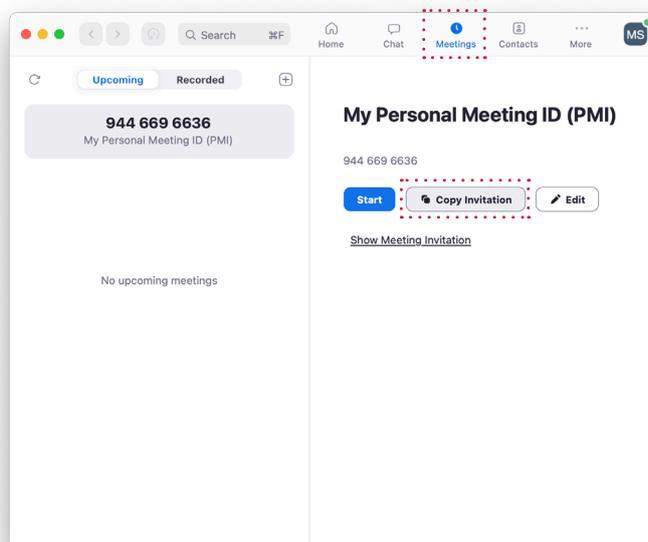
ZOOM FEATURES

Once you've started your meeting, Zoom has many features you can use to collaborate easily and to promote your engagement with participants. Let's go over how to use some of these tools!

- **Chat**
  This feature allows you to type a message during a meeting. This is an excellent tool for anyone whose microphone isn't working, if participants want to submit questions or comments during a presentation, or if anyone needs to temporarily excuse themselves from the meeting.

- **Share Screen**
  If you need to share a presentation, website, or other online visual aid during a meeting, you can use the "Share Screen" feature on the menu at the bottom of your screen. Learn more here.

- **Create Polls**
  The more collaborative a meeting, the better! As a meeting host, you can create polls and quizzes for participants to take during the session. You can create this beforehand by navigating your Meetings, finding the "Polls/Quizzes" tab, and clicking "Create" to start making the poll. Learn more here.

- **Create Breakout Rooms**
  If there are quite a few people in your meeting, you can create breakout rooms for smaller group discussions. Once you start a session, you can select "Breakout Rooms" and fill out your criteria. Learn more here.

ONLINE MEETING APPLICATIONS

While Zoom is the most popular online meeting software, there are several others to choose from. Let's review some of the main features of each and what they're best used for:

Zoom

Best for…

- Remote teams and online educators.
- Familiarity – people are often more familiar with Zoom than with other platforms.
- Free usage for 40-minute meetings that have up to 100 participants.

Google Meet

Best for…

- Creating quick meetings for personal or professional use.
- Users familiar with Google tools.
- Free usage for 1-hour meetings with up to 100 participants.

Microsoft Teams

Best for...

- Organisations.
- Users familiar with Microsoft tools.
- Free usage for 1-hour meetings with up to 100 participants.

Adobe Connect

Best for…

- Saving live meetings as recordings easily.
- Webinar hosting and interactive meetings.
- Users familiar with Adobe tools.
- Organisations with a budget and need for paid conferencing apps.

ONLINE MEETING APPLICATIONS

Livestorm

Best for…
- Managing video events.
- Promotional meetings and webinars guests can register for.
- Free usage for 20-minute sessions with up to 30 participants.
- Paid plans for large-scale events.

GoTo

Best for…
- Secure online meetings
- More affordable paid plans
- Easy-to-use invite and access

MEETING AND PRESENTING WITH CONFIDENCE

One secret ingredient that will boost your confidence in any online meeting: Preparation! When you're familiar with your software, agenda, and attendees, you can feel confident and comfortable in any meeting as either a host or participant. Here's how to prepare for a meeting as both:

Preparing for an Online Meeting

As a Host

If you are hosting a remote online meetings, it's essential to prepare.

- **Create and send out an agenda** to your attendees to help them prepare.

- **Make notes** for your meeting to help you stay on track. These should be notes, not scripts, to help you maintain an authentic, personal tone.

- **Practice any presentations** beforehand to make sure everything works and flows. If it's an important meeting, you might even want to present it to other peers or colleagues to get any feedback that might improve your delivery.

- **Prepare your meeting background**. If you're sitting in front of a messy or busy area, it's going to be distracting for participants. Aim for a plain, simple backdrop.

- **Test your equipment** before the meeting! This includes your microphone, camera, and internet connection. Here's how to test your equipment:

    - Test your video.

    - Test your microphone.

    - Test your internet connection.

MEETING AND PRESENTING WITH CONFIDENCE

As a Participant

Even if you aren't hosting the meeting, preparing is still essential! While you may not be presenting any information, taking a few minutes to prepare and familiarise yourself with the meeting can help you get the most out of it:

- **Know the plan.** Get familiar with the purpose and goal of the meeting. If you can, write down any notes or thoughts if there will be a collaborative discussion. If there isn't an agenda, ask for one!

- **Understand the nature of the meeting.** Some meetings are more collaborative, while others are more presentation-style. Before a session, find out if the host expects participants to join the conversation or listen to the presentation.

- **Find out who will be attending.** It also helps to know how many individuals will be in the meeting and who they are. You may be expected to give more feedback and responses if it's a more intimate meeting with 1-4 other people. If there are several participants, feedback will likely be sought after the presentation, and you'll mainly need to listen.

- **Prepare your background.**

- **Prepare your technology and equipment.**

MANAGING YOUR ONLINE PERSONAL BRAND WITH PRESENTATION SKILLS

Your personal brand is how you present yourself online. This might be through social media, websites, blogs, or even online meetings. Put your best foot forward by treating online meetings as you would in-person meetings. Dress professionally, come prepared, and show up with a smile and positive attitude!

Let's review foundational online meeting etiquette to help you build your personal brand and connect with others:

Online Meeting Etiquette

As a Host

- **Ask if the participants can hear you** well before beginning a presentation.
- **Speak slowly and clearly.**
- **Start with an icebreaker**! Don't just jump right into business. This will help participants feel relaxed and comfortable.
- **Opt for multiple short meetings over one long session.**
- **Don't type or make other sounds during the meeting.** Overall, be mindful of the sounds around you. When your microphone is on, people not only hear your voice – they hear the sounds of the room you're in! Even if it seems quiet, if 20 people kept their microphones on in a large meeting, the combined noises would be distracting. Be mindful of your audio!
- **Look into the camera** when talking rather than at your own recording. This can alleviate nerves and imitate eye contact.
- **Stick to your agreed-upon timeframe.** Respect everyone's time by sticking to the schedule!
- **Invite others to ask questions and participate.** The best meetings are a collaboration, not a lecture.

MANAGING YOUR ONLINE PERSONAL BRAND WITH PRESENTATION SKILLS

As a Participant

- **Login 5 minutes before it starts.** Tell yourself the meeting starts 10 minutes before it actually does to ensure you're on time.

- **Add the meeting to your calendar**, so you don't forget.

- **Put an "I'm in a meeting" sign** on your door to prevent family members from interrupting.

- **Start the meeting with your video and microphone on.** Greet other participants and the host.

- **Once the host starts speaking, turn your microphone off.** You can do this by clicking on your microphone icon.

- **When you go to speak during a meeting,** make sure to turn it back on and back off once you're done. It may be okay to keep your microphone on if you're in a small meeting with 1-4 other people. This way, you show you're open to discussion.

- **Don't leave the room or video during the meeting.** If you need to excuse yourself, write in the chat that you'll be back soon.

- **Don't browse the computer, look at your phone, or multitask.** Treat it as an actual meeting – because it is!

- **Don't talk over people or interrupt.** When in doubt, listen, ask questions, and compliment others.

- **Participate!** When the host invites participants to answer a question or make a comment, join in! This can help encourage learning, feedback, and connection.