

NORDP Great Lakes 2021

Managing Your Zoom Experience

VIDEO AND VIEWS

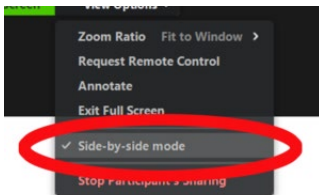
Keep your **video on** so we can gauge audience feedback and engagement.

Choose **speaker view**.

How to: In the *top right* of your Zoom window, click on the *View* button and select *Speaker*.

Choose **side-by-side view**.

How to: In the *top* of your Zoom window, click on *View Options* and select *side-by-side mode*.

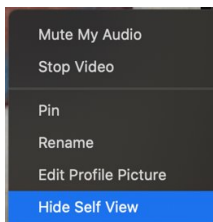


Use the **Rename option** to identify your name and institution.

How to: Click on the 3 dots at the top right corner of your picture and scroll to *Rename*.

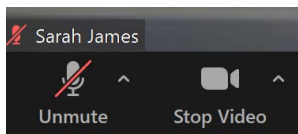
Turn **self-view off** to prevent Zoom fatigue.

How to: Click on the 3 dots at the top right corner of your picture and scroll to *Hide self-view*. This can be undone at any time.



AUDIO

Keep yourself **muted unless you are speaking** to minimize audio feedback.



ENGAGEMENT AND PARTICIPATION

Use the **chat box** to make comments or ask questions.

Type **questions** in the chat in **ALL CAPS** to set them apart.

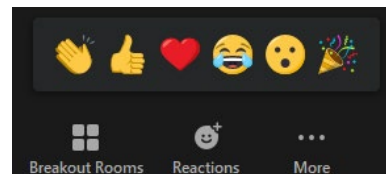
Send **private message** to host for **anonymous** questions or comments.

Raise your hand to verbally ask question.

Questions will be answered when timing is appropriate.

Share feedback.

How to: In the Zoom controls at the bottom of your screen, choose *Reactions* to view the emoticon options.



When prompted, use the **annotation tool** to draw or write on shared screen.

How to: At the *top* of your screen, click on *View Options* and click on third option from the bottom labeled *Annotate*. Choose *Type* or *Draw Shapes*.

