



The Conference Exchange[®]
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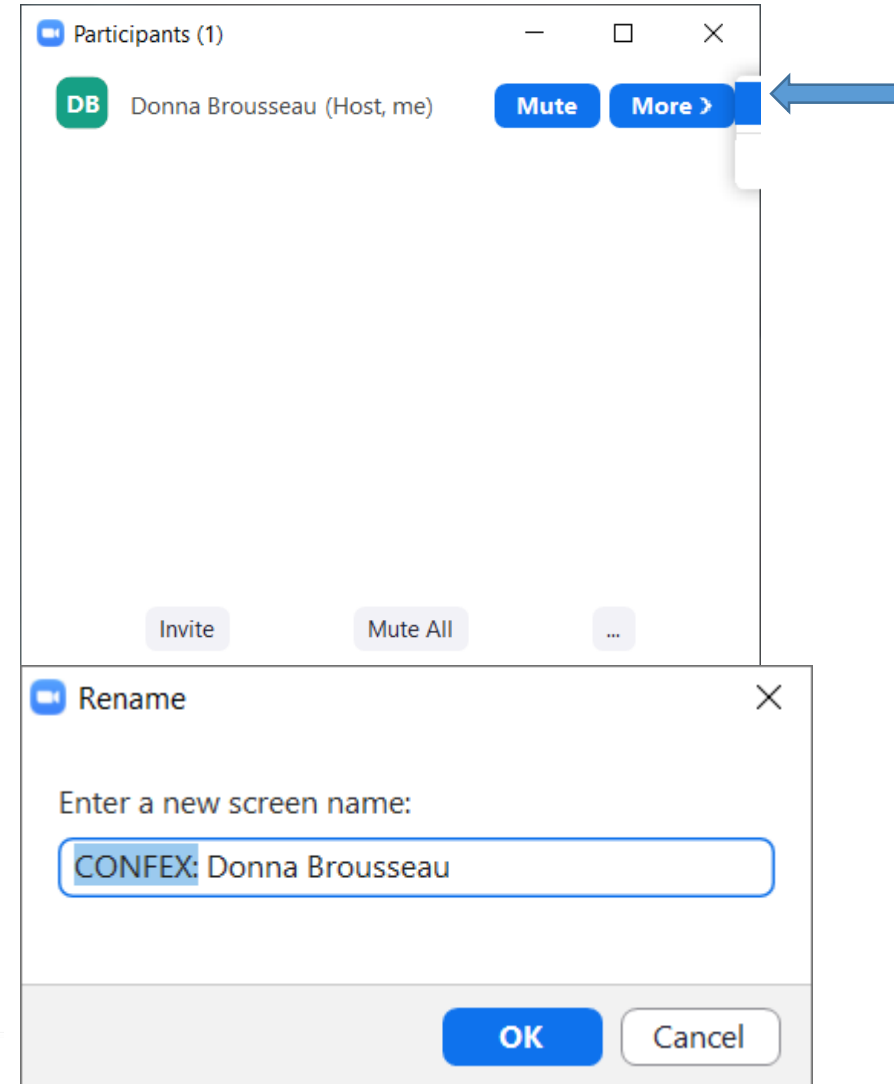
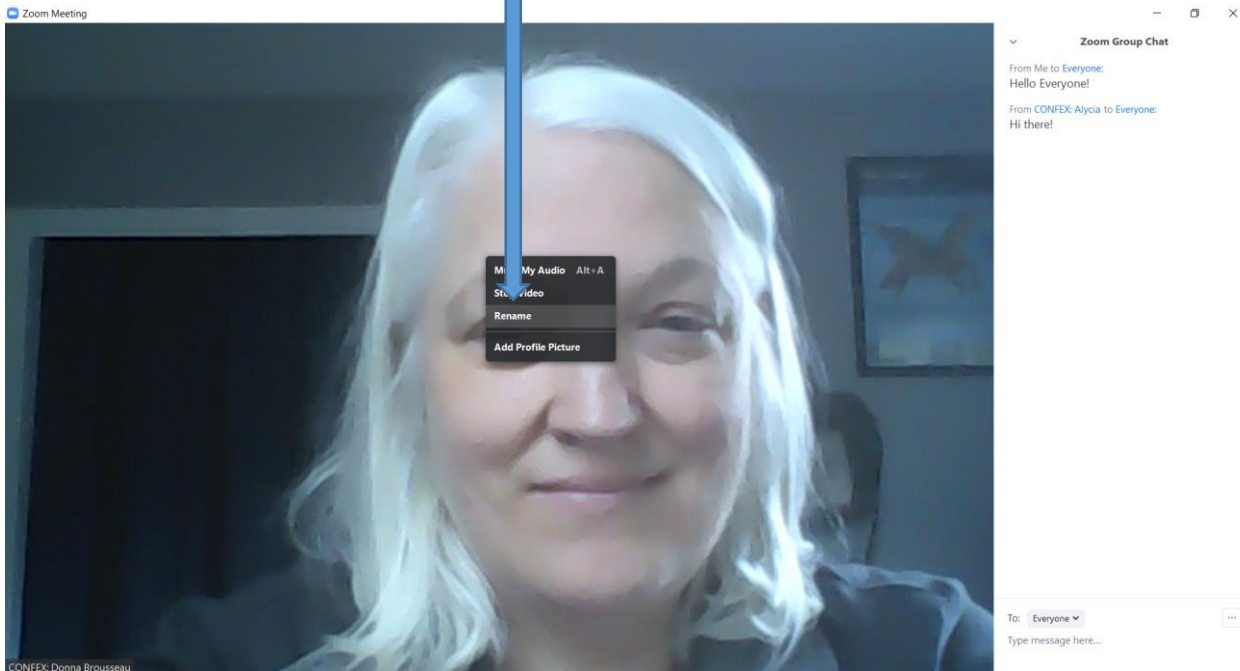
Zoom Tips for a Successful Meeting

- **Download and install the latest version of Zoom (5.0) prior to the meeting:** <https://zoom.us/download>.
- Add your Organization to your screen name.
- Mute your microphone when not speaking.
- Turn off webcam when not speaking or socializing.
- Use Gallery View when socializing.
- Use Speaker View all other times.
- Raise your Hand if you're having technical difficulties.
- Use the Chat function to ask a content question or to connect with your fellow attendees.

Adding Your Organization to Your Name

There are several ways to do this:

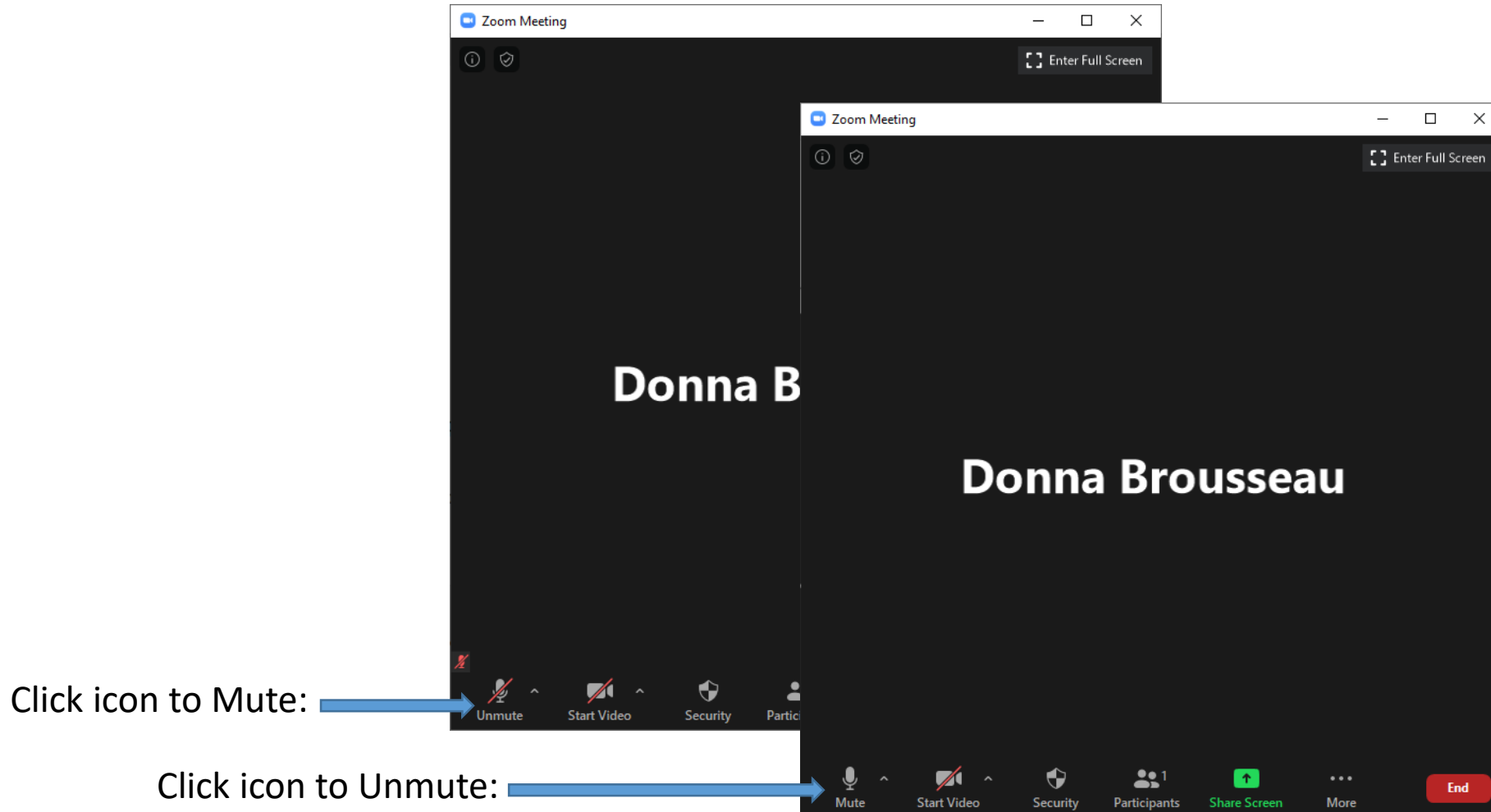
- To rename yourself --- hover over your image, click the three little buttons that show up, click 'Rename'.



- You can also use the More option in the Participant's list.

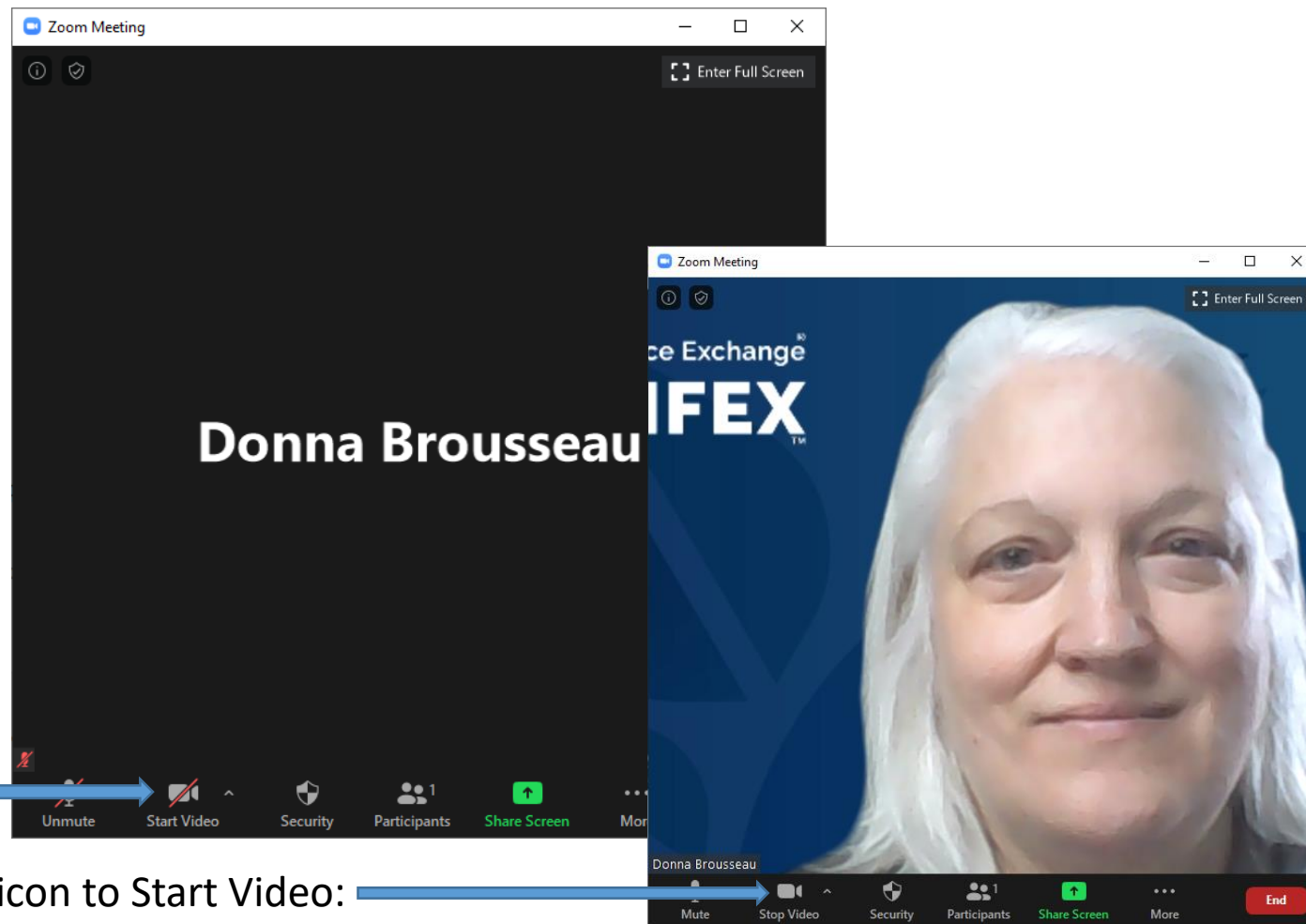
Change Microphone Setting

- Be sure to Mute your mic if you are not speaking
- Use the icons or press and hold your space bar to quickly Mute/Unmute



Change Webcam (video) Setting

- Stop Video during presentations
- Start Video when speaking and during social events

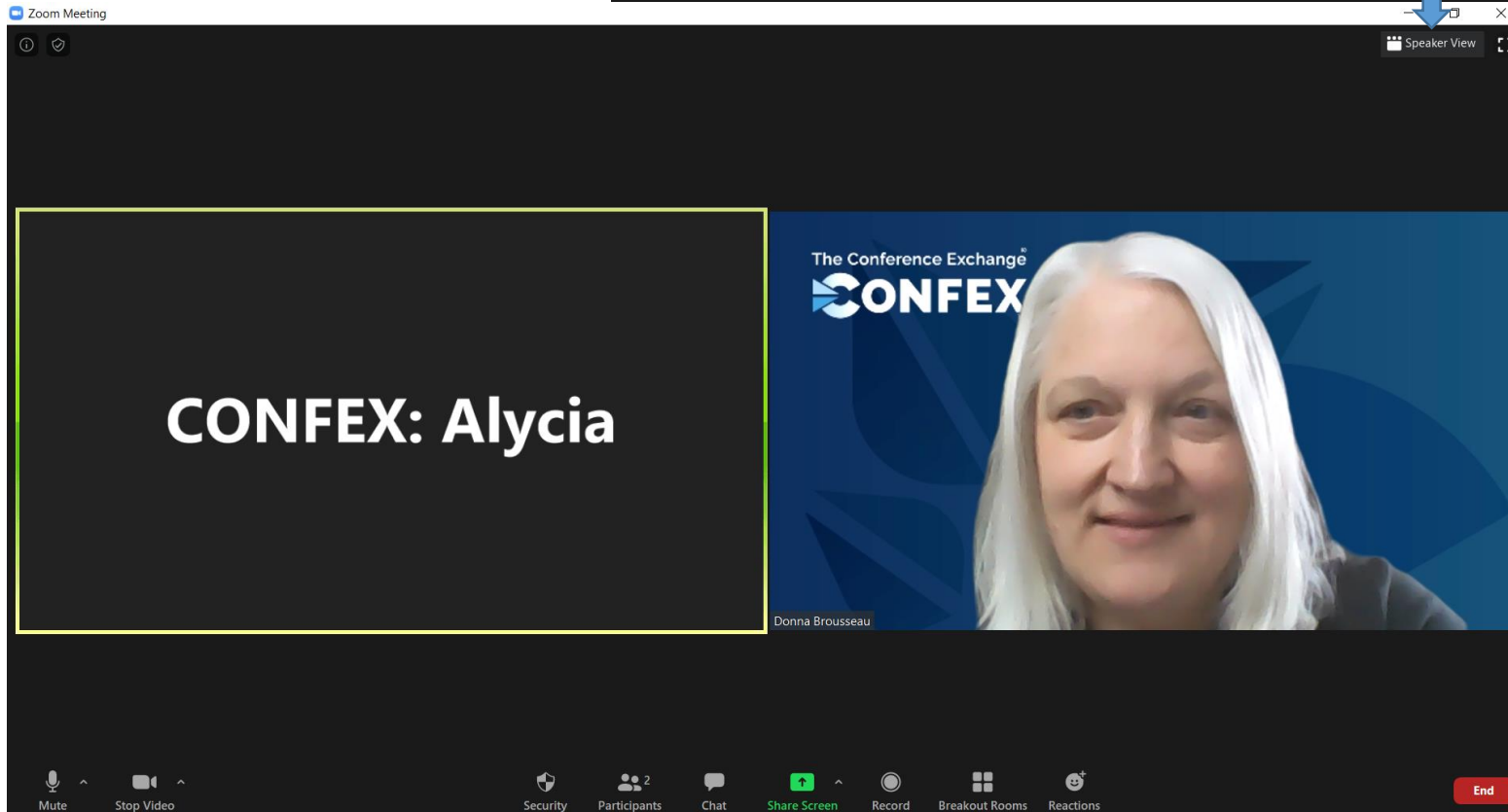


Gallery View vs Speaker View

Click on 'Gallery View' or 'Speaker View' in the top right corner to switch between views.

Gallery View will show all participants.

Speaker View will hide them.



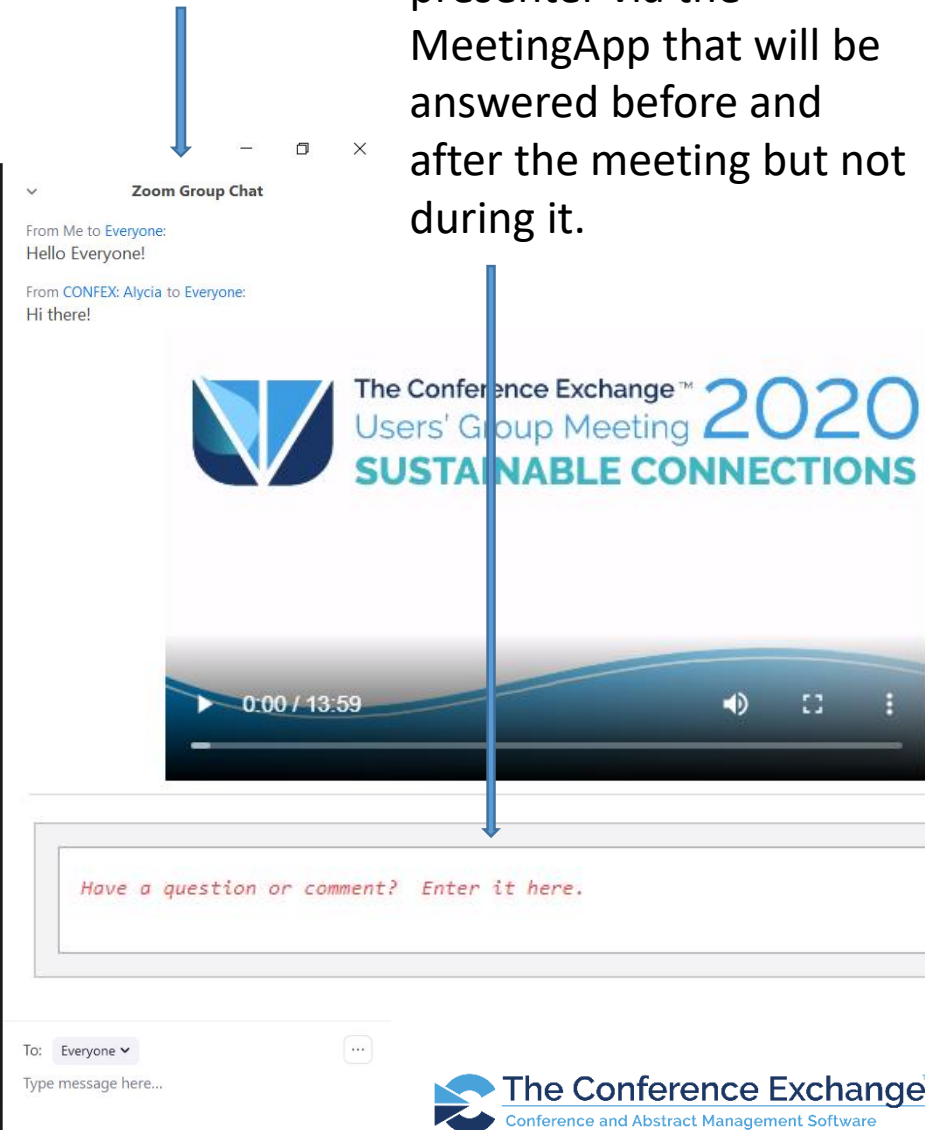
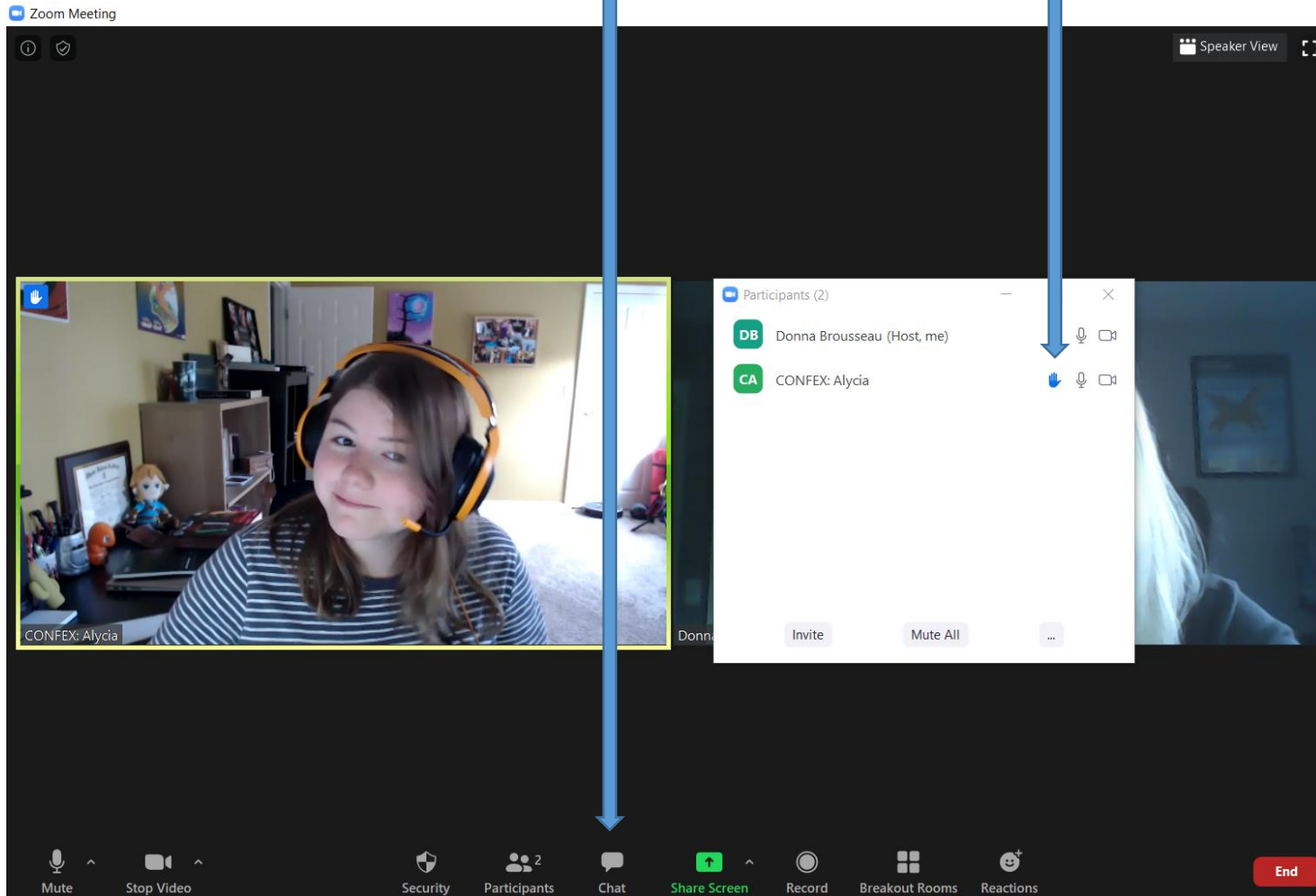
CONFEX: Alycia

Get Our Attention

Have a content question about the presentation?
Ask in Chat. The Moderator will acknowledge
questions and prompt the presenter to answer.

Raise your hand if you're
having a technical issue.

You can also enter
questions for the
presenter via the
MeetingApp that will be
answered before and
after the meeting but not
during it.



Connect with your fellow attendees

- Use the Zoom chat to also confer with your fellow attendees.
- Use the chat search to find your association co-workers or other attendees with whom you would like to meet or have a follow-up conversation.
- Messages can be private -- just make sure to select the appropriate person from the “To:” menu before sending!

The image shows a Zoom meeting interface. On the left, a video feed shows a woman wearing a headset, identified as 'CONFEX: Alycia'. In the center, a 'Participants (2)' window lists 'Donna Brousseau (Host, me)' and 'CONFEX: Alycia'. On the right, a 'Zoom Group Chat' window is open, showing a message from 'CONFEX: Alycia to Everyone: Hi the...'. At the bottom, the Zoom control bar includes buttons for Mute, Stop Video, Security, Participants (2), Chat, Share Screen, Record, Breakout Rooms, Reactions, and End. A blue arrow points from the 'Chat' button in the control bar to the chat window. Another blue arrow points from the 'To:' dropdown menu in the chat window to the 'Everyone' selection.