# LA CROSSE ROTARY CLUB
ZOOM TIPS

If you have some tips you would like to share, please email rotarylax@charter.net and we will include in our "Zoom Tips."

- Zoom Info Link will be sent each Thursday morning.

- We will mute everyone upon entering our Zoom Meeting. We will open the session at 11:30 and meeting will begin at Noon. (You can unmute yourself for the 11:30-12:00 to chat.)

- **On the bottom left on your screen**.... there will be an audio and video icon - this is where you can click to turn on and off for audio and video.
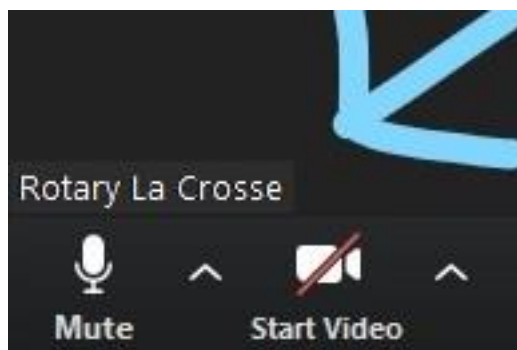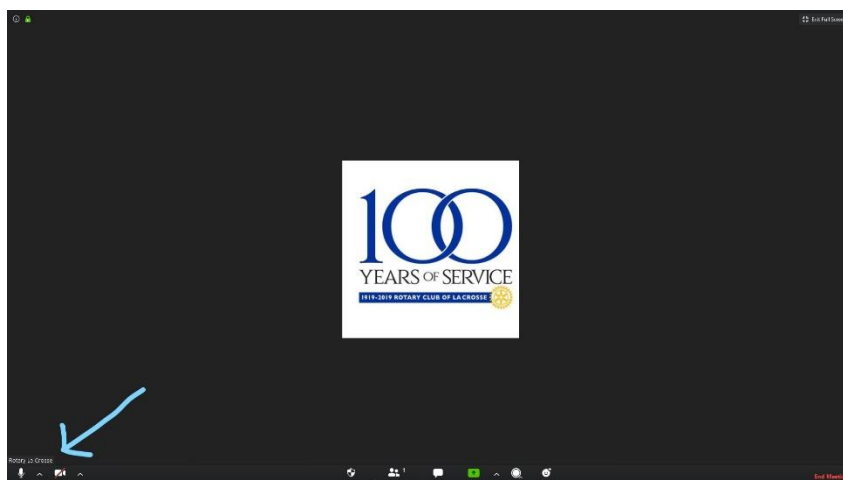
- **On the upper right of your screen** - you can select - Gallery or Speaker...gallery you will see all participants (you can click on arrow on screen to those that do not fit on one screen) when you are on speaker mode you will see only the person speaking. *Once the meeting starts if you want to switch to speaker view you will then view only the person talking…. especially nice to use during announcements and braggers and squealers.*

When you are in gallery view – top right will show SPEAKER VIEW. Select SPEAKER VIEW to see only the person speaking. You can toggle back and forth from GALLERY VIEW to SPEAKER VIEW during the meeting.

GALLERY VIEW
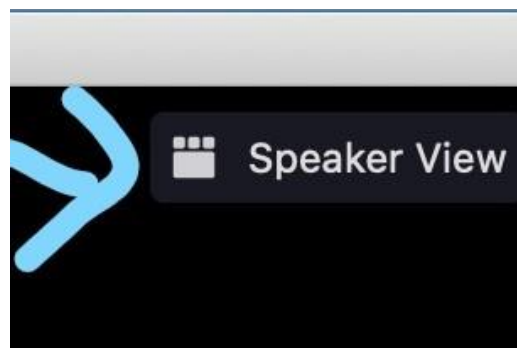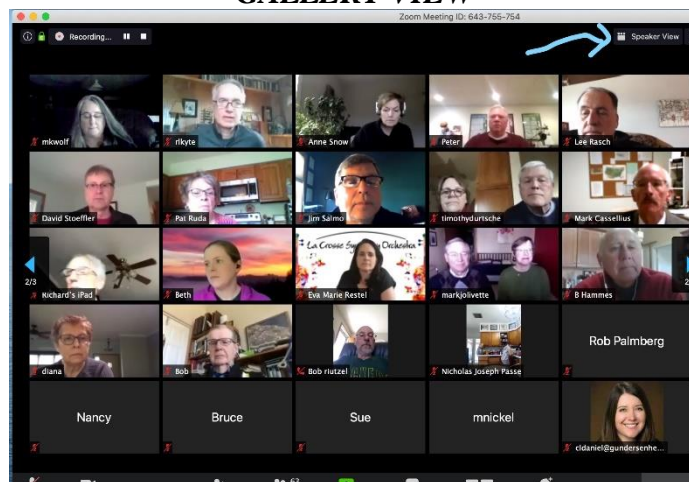
- Participant icon when you click on that will bring up a sidebar that you can see participants names and the chat bar.

Security   Manage Participants   Chat
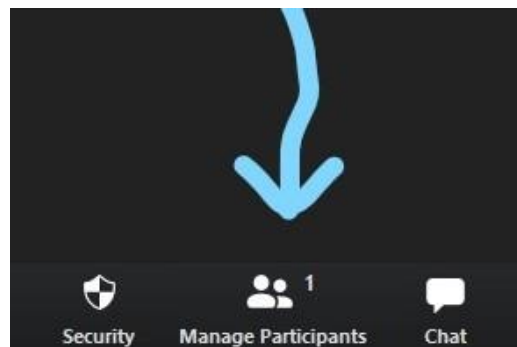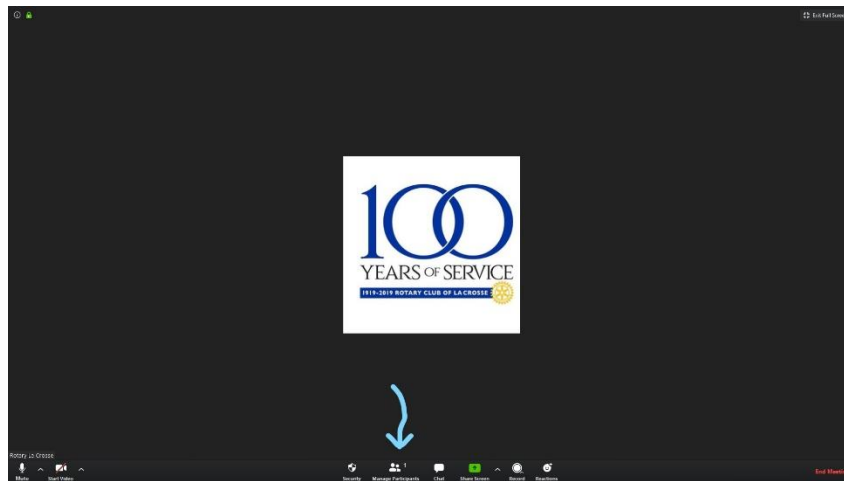
- If you have a ROTARY announcement...please let us know in chat and Tami will call on you.

- If you have a guest, please let us know. You can send your guest the link and introduce them at the start of the meeting.

- **IF** we have time for braggers and squealers....at the end of the program we ask that you let us know in chat and Tami will call on you....we ask that YOU keep track of your fine for this and when we do start meeting in person, we will ask that you bring your money to our first meeting.   We may or may not have time for braggers and squealers.

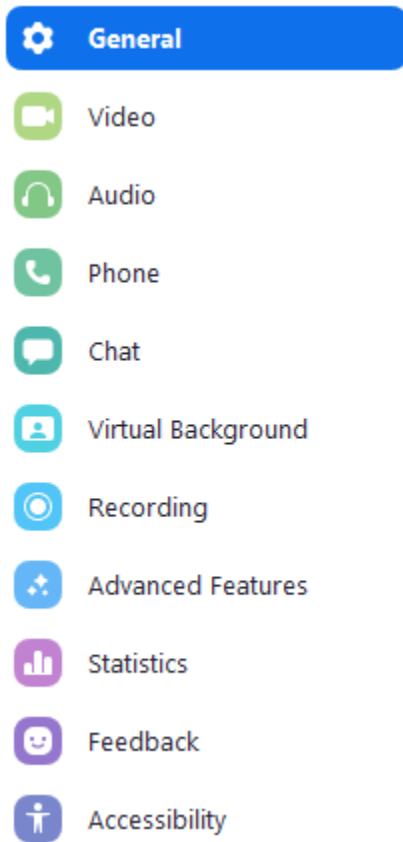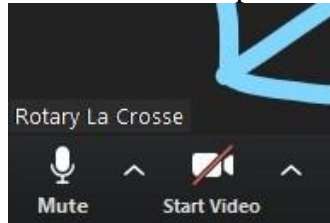▪ Chat icon is at the bottom of your screen...click on.
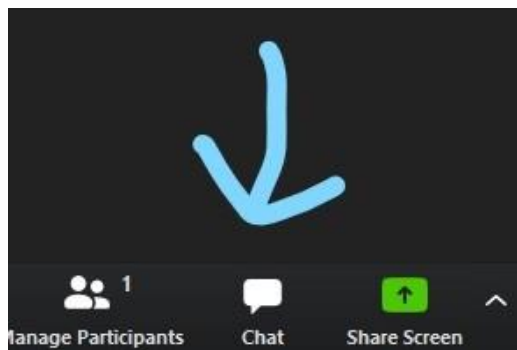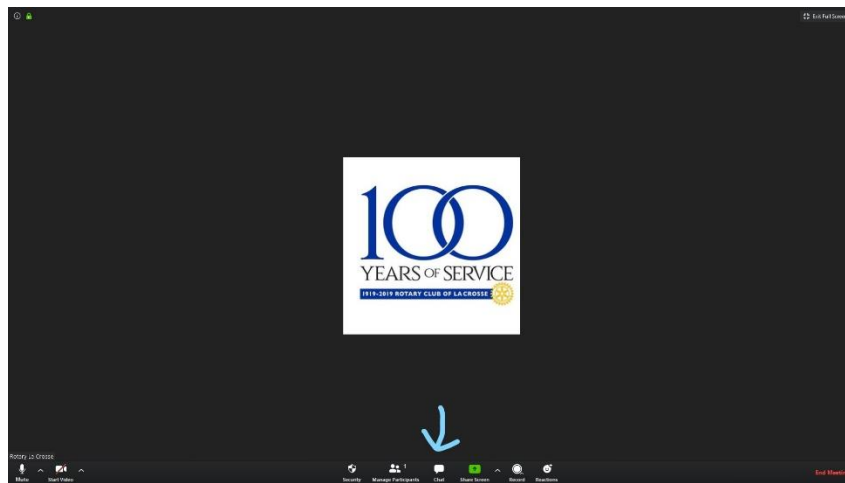
▪ At the end of the meeting we will unmute all of you - so we can recite the Four Way Test Together**.**

- Settings

1. Sign in to Zoom.
2. Click your profile picture then click **Settings**.

   OR if you are in Zoom you can click on the up arrow key next to Video.

You will get the above screen.

Under Video you can change your screen to display 49 participants per screen in Gallery View.

Another nice setting is you can select "always display participants name on their video."

Under Virtual Background you have six choices OR click the + to upload your own background.

- Share Screen

 How to share your screen while in a meeting.
  Hover over the bottom of your Zoom meeting screen to make the meeting toolbar visible.
  Click on the Share Screen icon near the middle of the toolbar.
  Select the screen you wish to share and click on the Share Screen button.
  Depending on how the host has configured the sharing options for the meeting, it may be that only one person can share at a time or that only the host can share.

  There is an excellent video on screen-sharing on the Zoom Support web site.
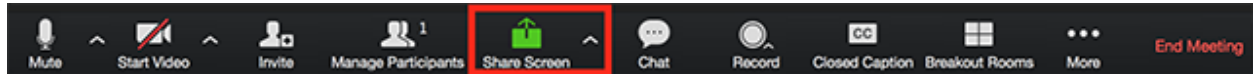
YES lots to learn!!! Everyone is doing great....just be patient.....we are all learning in this new virtual world!