

Let's Go Virtual!

Rotary District 6440 Guide to using Zoom



VM Committee Mission

Assist club VMCs, Presidents, AGs and other leaders in successfully implementing virtual meetings into their Rotary club activities.

District Virtual Meeting Committee

	Sector	VMC Committee Member	Email	
	Central	Rich Lalley	rlalley@yahoo.com	
	Near North	Marv Edelstein	marve@winningedgeproperties.com	
	Northeast	Maiguel Hernández	migez@gmail.com	
	Northwest	Kris Young	kriyoung@comcast.net	
	Southwest	Bruce Baumberger	gov.bruce@gmail.com	
Central Sector	Near North Sector	Northeast Sector	Northwest Sector	Southwest Sector
Arlington Heights	Deerfield	Grayslake	Algonquin	Bartlett
Bloomington-Roselle	Evanston	Gurnee	Antioch	Batavia
Buffalo Grove	Evanston Lighthouse	Illinois Beach Sunrise	Barrington Breakfast	Carol Stream
Chicagoland Korean	Glencoe	Lake Forest-Lake Bluff	Barrington Noon	Elgin
Elk Grove Village	Glenview	Lake Zurich	Carpentersville Morning	Elgin Breakfast
Long Grove, Kildeer, Hawthorn Woods	Glenview-Sunrise	Libertyville Sunrise	Cary-Grove	Geneva
Palatine	Niles	Lincolnshire Morningstar	Crystal Lake Dawnbreakers	Glen Ellyn
Park Ridge	Highland Park-Highwood	Mundelein-Vernon Hills	Dundee Township	Lombard Rotary
River Cities	Northbrook	Mundelein-Vernon Hills	Fox Lake - Round Lake Area	St. Charles
Schaumburg A.M. Rotary	Skokie Valley	North Chicago	Fox Valley Sunset	St. Charles Breakfast
Schaumburg-Hoffman Estates	Wilmette	Wauconda	Huntley	Villa Park
Wheeling	Wilmette Harbor	Waukegan	Lake in the Hills	West Chicago
	Winnetka-Northfield		McHenry	Wheaton
			McHenry - Sunrise	Wheaton AM
			Northwest Supper	
			RSGA Rotary	
			Woodstock	

Club Virtual Meeting Coordinators

Club	First Name	Last Name	Email	Club	First Name	Last Name	Email
Algonquin	Agostino	Capone	guscapone@gmail.com	Lake in the Hills	James	Wales	Jim.wales1120@gmail.com
Arlington Heights	Linda	Borton	bortonsobon@att.net	Lake Zurich	Petra	Croneigh	petra4travel@gmail.com
Barrington Breakfast	Segun	Ajayi	SEGUN.AJAYI@MAIL.COM	Libertyville Sunrise	Diana	Taylor	dtaylor@dmtdlawgroup.com
Barrington Noon	Norman	May	nmay@themayhousehold.com	Lombard Rotary	Jason	Nelson	jaynrose1009@gmail.com
Batavia	Brittany	Meyer	brittanyb@bataviaparks.org	Long Grove, Kildeer, Hawthorn Woods	George	Dorner	george@dorners.net
Bloomington-Roselle	Samantha	Johnson	smillsap@roselle.lib.il.us	North Chicago	Angela	Walker	angelawalkerlive@aol.com
Buffalo Grove	Shannon	O'Connor	shannon.oconnor@rockinjump.com	Northbrook	Richard	Rivkin	gov.rick@rotary6440.org
Carol Stream	Jim	Reuter	jimr@csparks.org	Northwest Supper	Kat	Beringer	katb@h2tb.com
Crystal Lake Dawnbreakers	Jim	Wiseman	jwiseman@nisra.org	Palatine	Robert	Steinberg	RotaryDrBob@comcast.net
Dundee Township	Martin	Anderson	andersonmartine@sbcglobal.net	Schaumburg A.M. Rotary	Jerry	Hays	pastorhays@gmail.com
Elgin	Steven	Maske	pastormaske@gmail.com	Schaumburg-Hoffman Estates	Wesley	Crocket	wesleycrocket@gmail.com
Evanston	Jane	Ricciardi	janericciardirotary@gmail.com	Skokie Valley	Alfredo	Anile	aanile@ameritech.net
Evanston Lighthouse	Marv	Edelstein	MarvE@WinningEdgeProperties.com	Skokie Valley	Joseph	Roznai	jroznai@michaelsilver.com
Fox Valley Sunset	Ellen	Bruning	bruningeh@gmail.com	St. Charles Breakfast	Katie	Miller	kathrynmliller518@gmail.com
Geneva	Penny	Vyskocil	penny_vyskocil@comcast.net	Waukegan Rotary	Richard	Lee	richardlespaullee@comcast.net
Glen Ellyn	Paul	Keenon	covenanteyesphoto@gmail.com	West Chicago	Omar	Espinosa	oespinosa@RepublicEbank.com
Glencoe	Scott	Himel	sshimel123@gmail.com	Wheaton	Ed	Lowrie	toleafit@aol.com
Glenview-Sunrise	Scott	Daniels	scott@skdaniels.com	Wheeling	James	Bradley	jcbplanner@aol.com
Gurnee	Patrick	French	pfrench414@gmail.com	Wilmette	Richard	Brill	richard.brill.rotary@gmail.com
Highland Park-Highwood	Mary Beth	Bretzlauf	hphwrotary@gmail.com	Wilmette Harbor Rotary Club	James	Waite	jwaite@ops-asia.com
Huntley	James	Uszler	jimuszler@hotmail.com	Winnetka-Northfield	Richard	Lalley	rlalley@yahoo.com
Lake Forest-Lake Bluff	Steven	Fox	steve122333@yahoo.com	Woodstock	Marlene	Frisbie	marlenefrisbie@gmail.com

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Before We Begin

- You can participate in Zoom meetings with a PC, Mac, smartphone or old fashion cell phone or landline.
- For the best experience, use a PC, Mac or Chromebook that is equipped with built-in camera and microphone, high speed internet connection, and Chrome, Firefox or Safari. Avoid using Internet Explorer, Microsoft Edge or AOL browser.
- For best experience, download and utilize the Zoom app. It is possible to join meetings without the app, if the host has enabled joining through a browser” for the meeting. This may cause audio feedback issues,
- No account is required to use the app, but a free account will let you host 40 minute meetings with up to 100 attendees.

Basic vs. Pro User

- Basic is free. Can join any meeting. Can host meetings up to 100 people for 40 minutes. People can not join via phone.
- Users with a Pro license can host long meetings for up to 100 people. Additional attendees can be purchased. People can join by phone. Cost, \$120 for first year with “zoomrotary” code. Can record to cloud.
 - District 6440 will reimburse one Pro account per club.
- Business license- Enhanced features for larger organizations with many licensed users.

Getting your members ready for Zoom

Club VMC should offer practice zoom sessions for small groups of members and provide individual phone assistance to those having trouble, or contact your Virtual Meeting Committee Member for assistance.

Contact District VC member for assistance if need.

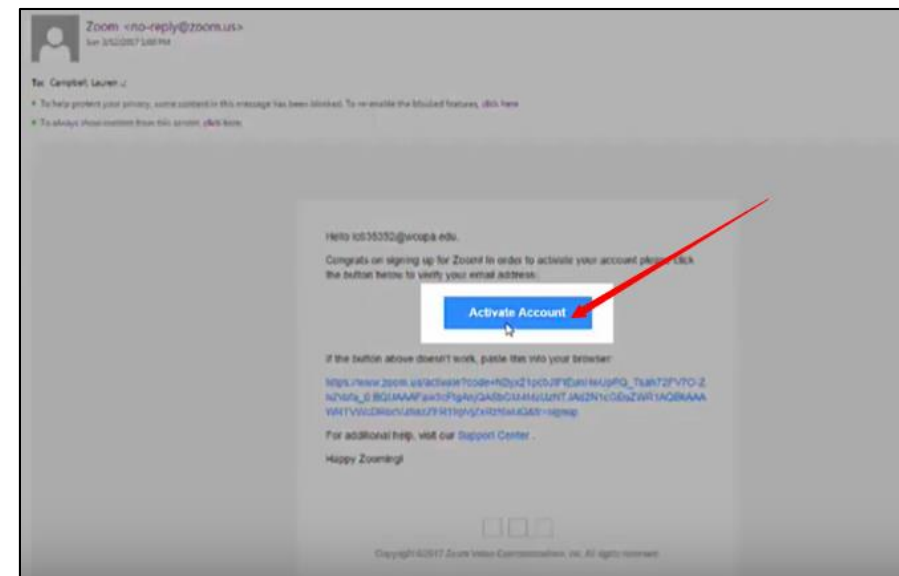
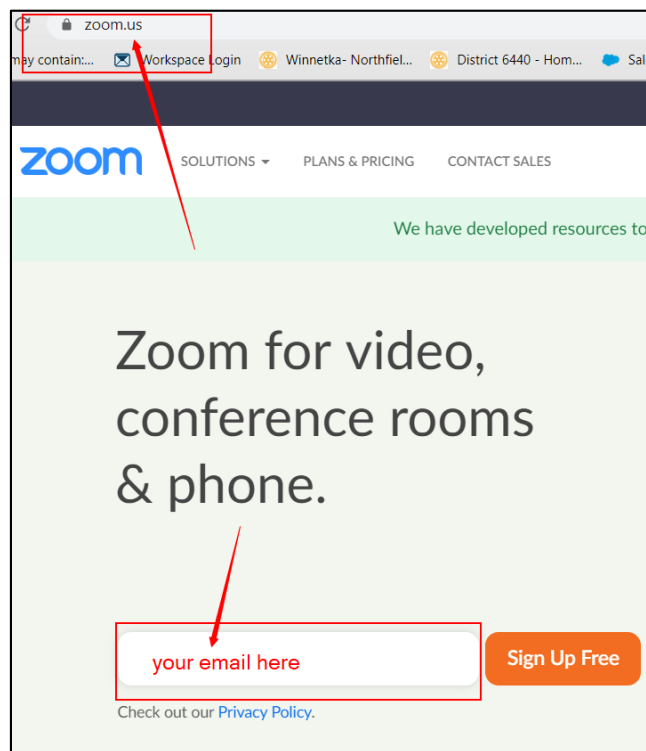
Create an Account

Create an Account (if you don't have one)

- Go to zoom.us, and enter email address.
- Go you your email, and click on the Activate Account button.
- Here are YouTube tutorials

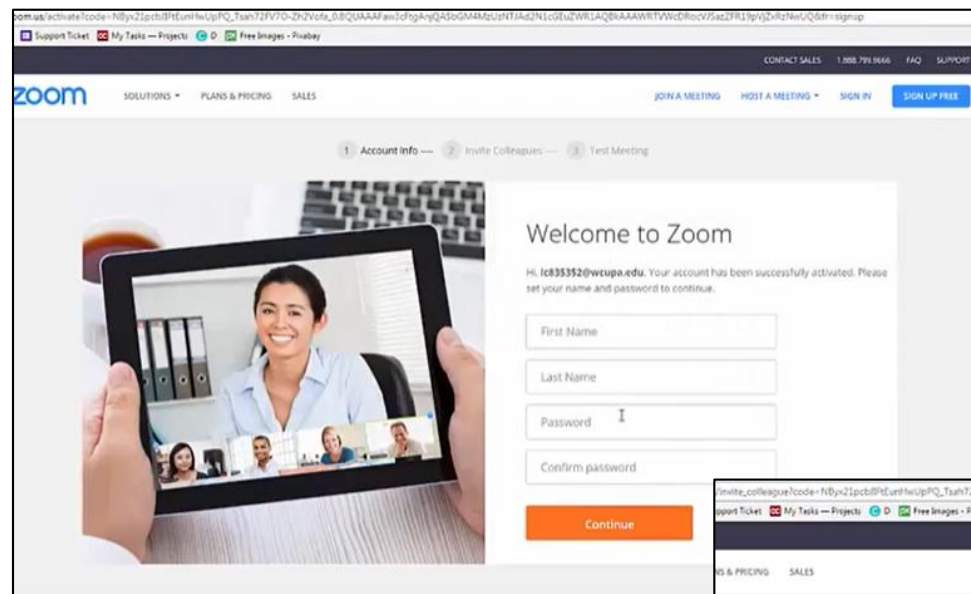
https://youtu.be/4y_puMRsjTQ

<https://youtu.be/qsy2Ph6kSf8>

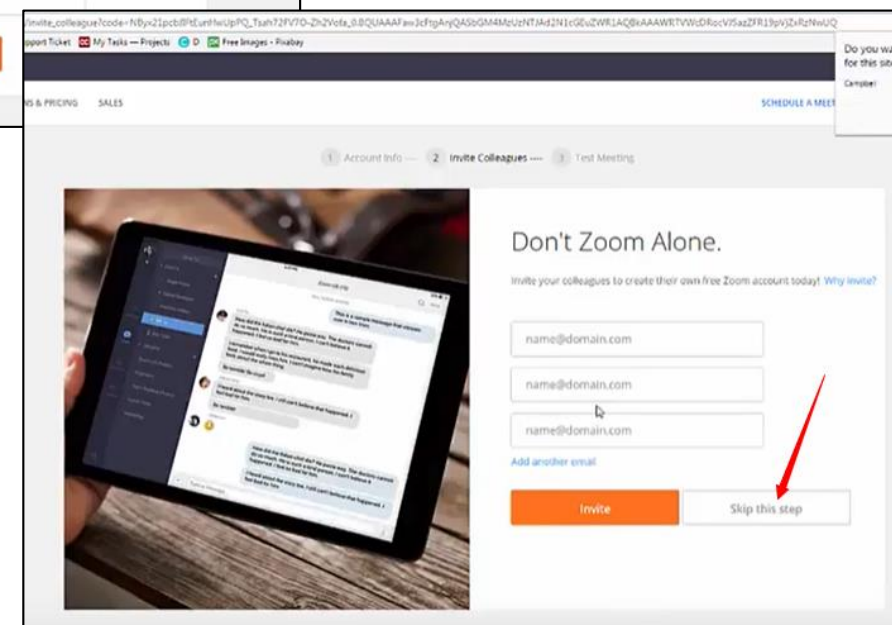


Create an Account

- Fill in first name, last name and create a password (you will need to enter this twice).
- At next screen, click on Skip this step



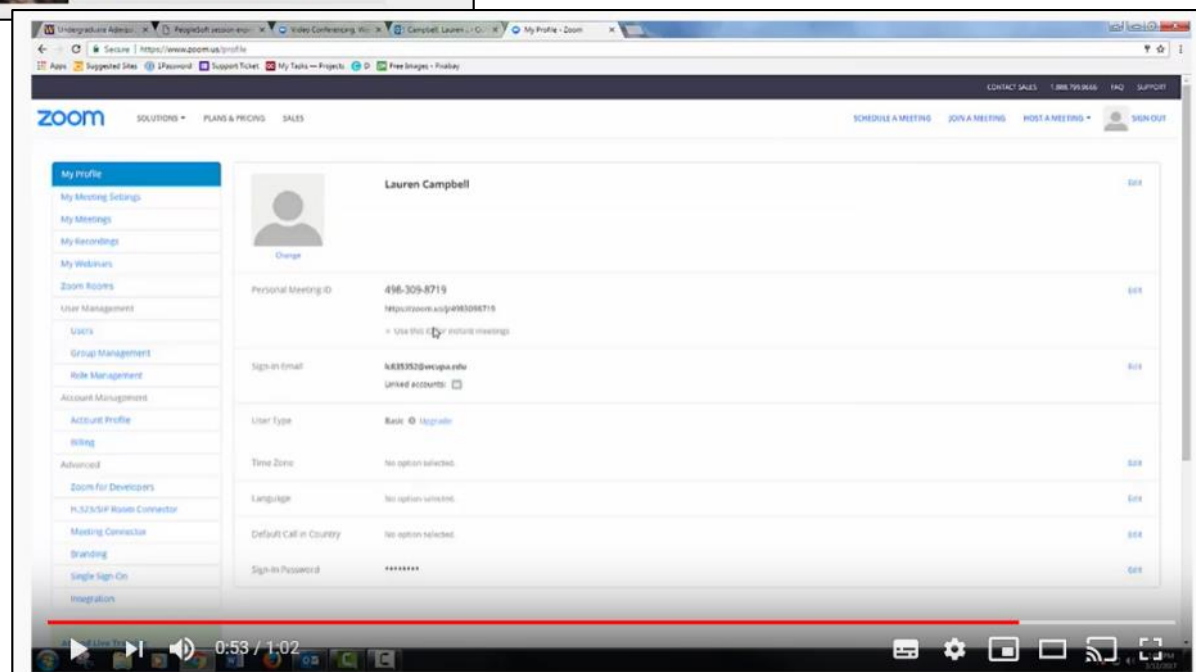
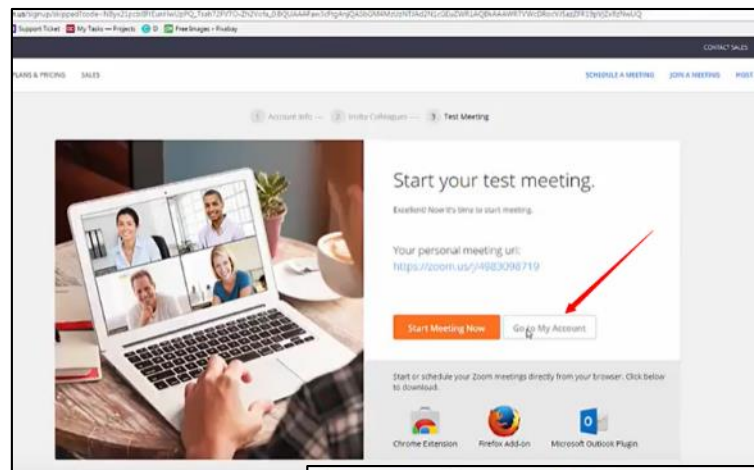
This screenshot shows the 'Welcome to Zoom' page during account activation. The page includes a progress bar at the top with three steps: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. On the left, there is a video of a woman on a tablet. On the right, the text reads: 'Hi, lc835352@wcupa.edu. Your account has been successfully activated. Please set your name and password to continue.' Below this text are four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm password'. An orange 'Continue' button is at the bottom right.



This screenshot shows the 'Don't Zoom Alone.' page, which prompts the user to invite colleagues. It features a progress bar at the top with the same three steps. On the left, a video shows a tablet displaying a chat conversation. On the right, the text says: 'Don't Zoom Alone. Invite your colleagues to create their own free Zoom account today! Why invite?'. Below this are three input fields, each containing 'name@domain.com'. A link 'Add another email' is below the fields. At the bottom are two buttons: an orange 'Invite' button and a white 'Skip this step' button. A red arrow points to the 'Skip this step' button.

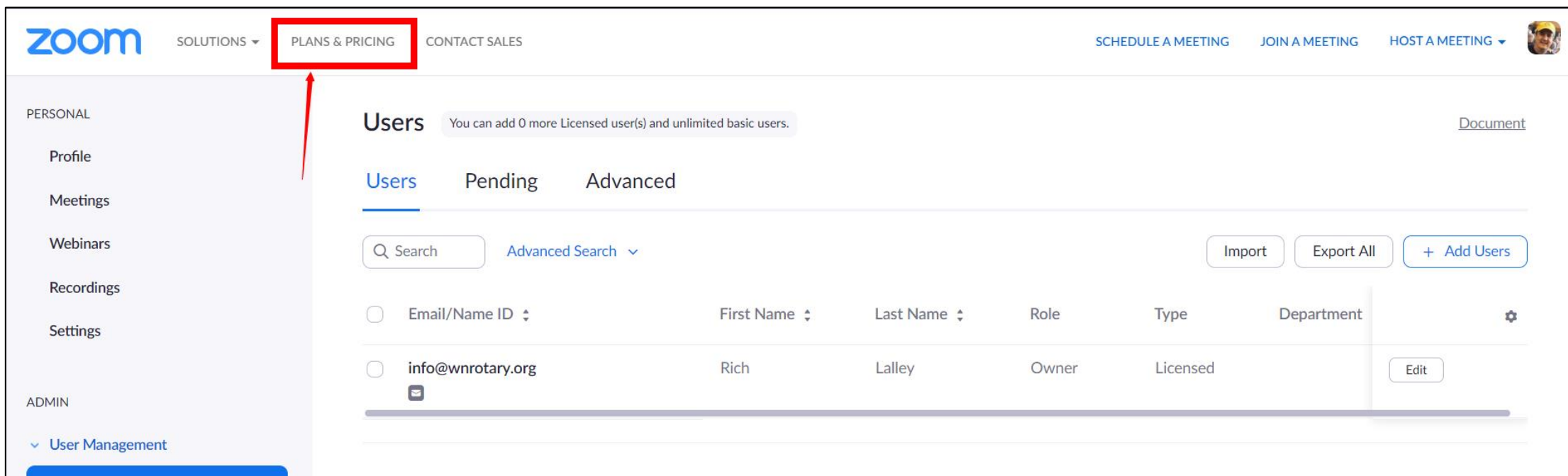
Create an Account

- Click on Go to My Account button
- Here you can upload a photo of yourself and configure your account settings. None of this is required at this time.



Upgrade an Account to Pro

- Log onto to Zoom.us. Click on “Plans and Pricing” link at top of page



The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, a 'SOLUTIONS' dropdown menu, a 'PLANS & PRICING' link (highlighted with a red box and a red arrow), and a 'CONTACT SALES' link. On the right side of the top bar are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', along with a user profile picture. The left sidebar contains a 'PERSONAL' section with links for 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings', and an 'ADMIN' section with a 'User Management' link. The main content area is titled 'Users' and includes a message: 'You can add 0 more Licensed user(s) and unlimited basic users.' Below this are tabs for 'Users', 'Pending', and 'Advanced'. A search bar with a 'Q Search' button and an 'Advanced Search' dropdown is present. To the right are buttons for 'Import', 'Export All', and '+ Add Users'. A table lists user information with columns: 'Email/Name ID', 'First Name', 'Last Name', 'Role', 'Type', and 'Department'. One user is listed: 'info@wnrotary.org' with first name 'Rich', last name 'Lalley', role 'Owner', and type 'Licensed'. An 'Edit' button is next to this user. A 'Document' link is in the top right corner of the main content area.

Email/Name ID	First Name	Last Name	Role	Type	Department
info@wnrotary.org	Rich	Lalley	Owner	Licensed	

Upgrade an Account to Pro

- Click on Buy Now for Pro Plan

Zoom Meeting Plans for Your Business

[Zoom for Education](#) | [Zoom for Telehealth](#) | [Zoom for Developers](#)

Basic Personal Meeting Free Sign up, It's Free Host up to 100 participants Unlimited 1 to 1 meetings 40 mins limit on group meetings	Pro Great for Small Teams \$14.99 /mo/host Buy Now All Basic features + Includes 100 participants Need more participants?	Business Small & Med Businesses \$19.99 /mo/host * Minimum of 10 hosts Buy Now All Pro features + Includes 300 participants Need more participants?	Enterprise Large Enterprise-Ready \$19.99 /mo/host * Minimum of 50 hosts Contact Sales All Business features + Enterprise includes 500 participants Enterprise Plus includes 1,000
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Upgrade an Account to Pro

- Click on Annual
- Enter “zoomrotary” in coupon code box, and click apply
- Check price to see if discount was applied (total should be under \$120)
- Complete the rest of the form, agree to terms and check the captcha box and finish the purchase.
- Send receipt to gov.bruce@gmail.com for reimbursement. 1 Pro license per club.

1. Select a plan 2. Registration 3. Payment

Pro 1 host Currency US Dollars \$

Monthly \$14.99 /mo/host Billed monthly

Annual \$12.49 /mo/host \$149.90 Billed annually Save \$30

A host can have unlimited meetings. Each meeting supports up to 100 participants. Questions? [Contact Sales](#).

Available Add-ons

Webinar >

Zoom Rooms >

Zoom Phone >

H.323/SIP Room Connector >

Order Summary

Pro 1 host \$149.90 annual \$149.90/yr/host

Today's Charge \$149.90 before taxes

Recurring annual charge \$149.90 before taxes Start next year

Charges auto-renew (unless cancelled before next renewal date)

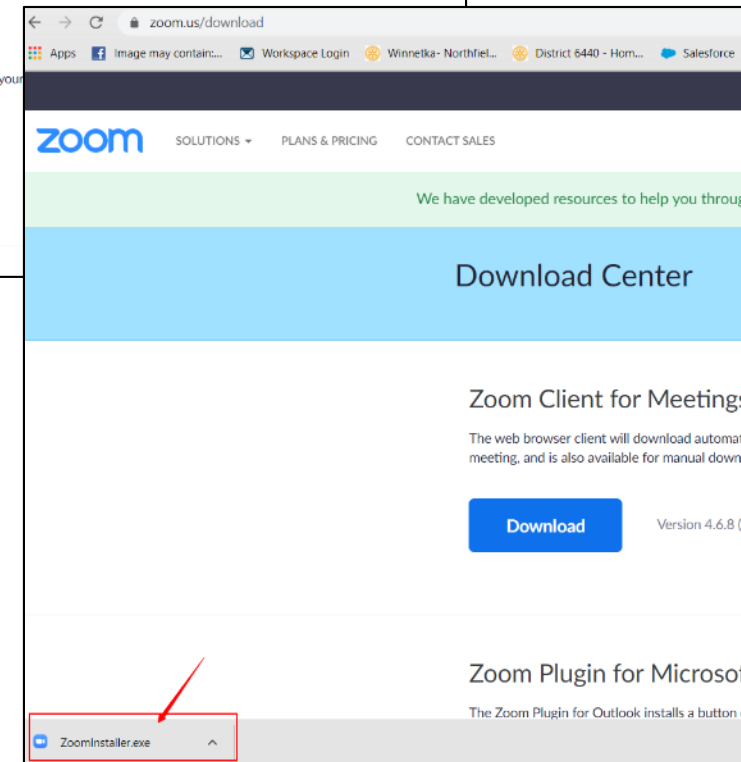
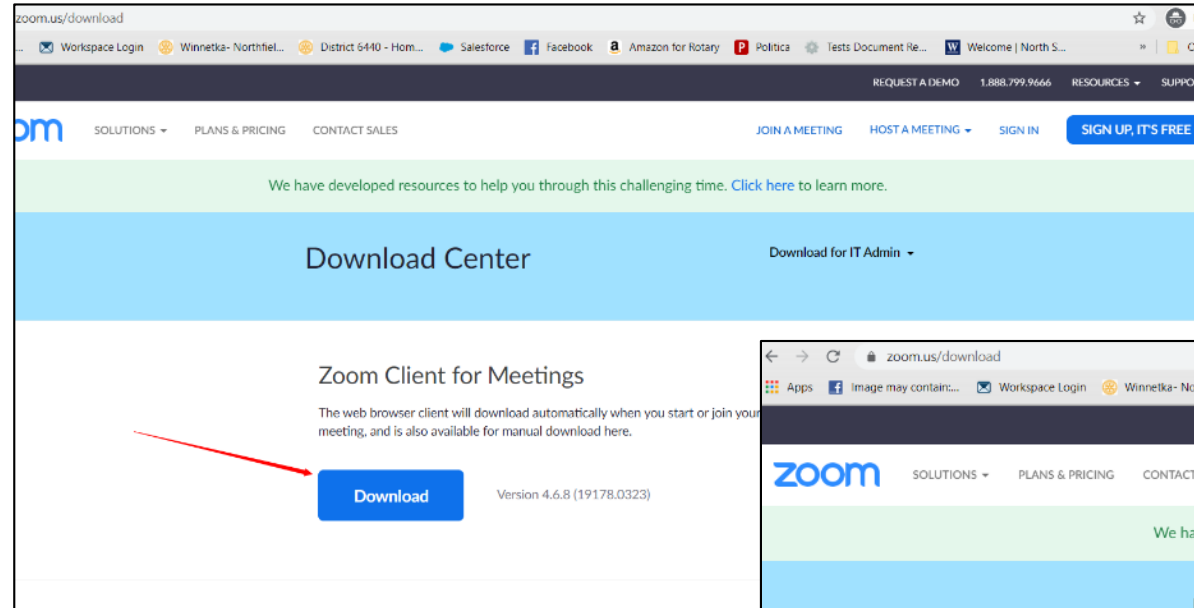
Visa MasterCard American Express PayPal All amounts shown in U.S. dollars

Share Cart Copy Link

zoomrotary Apply

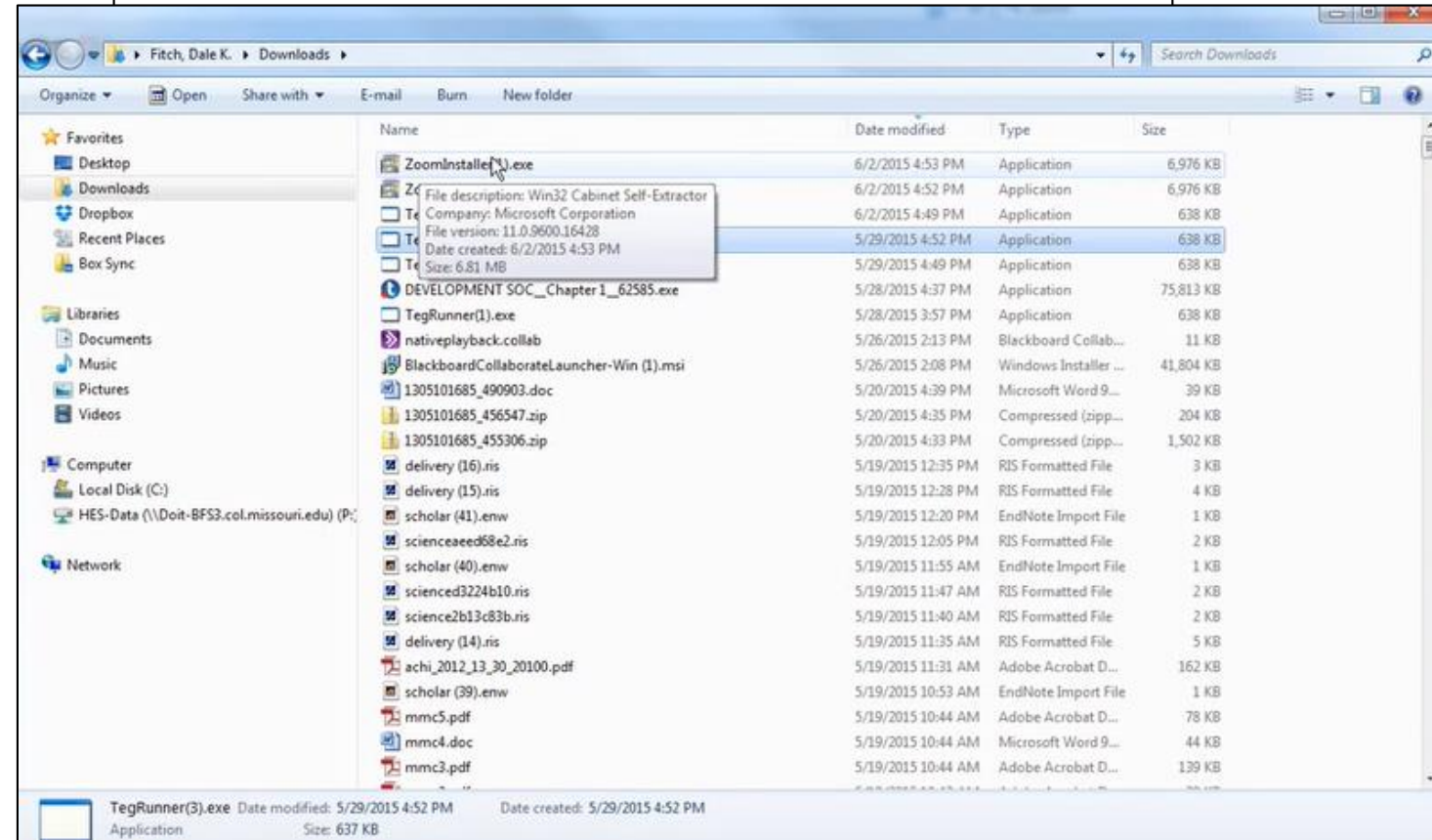
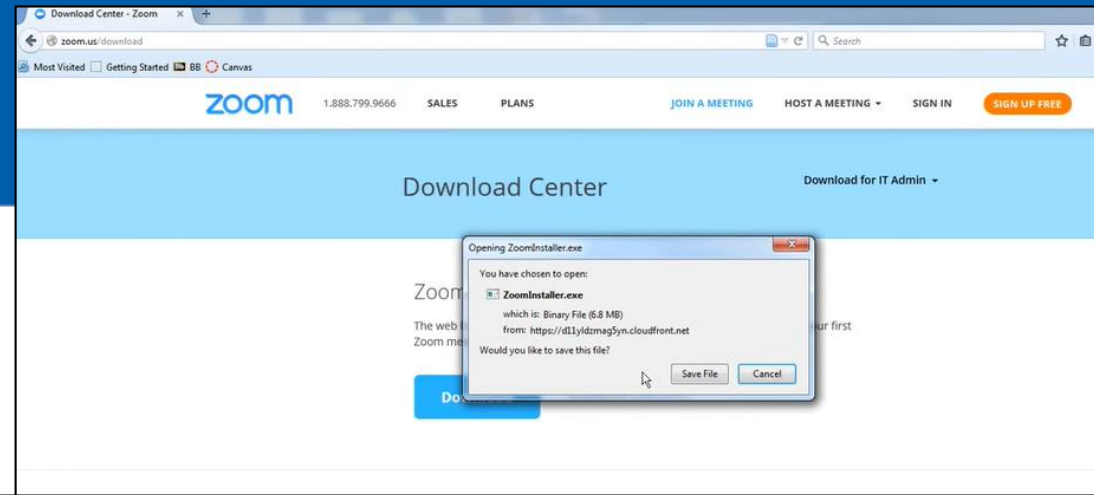
Get the App

- Go to zoom.us/download
- Click on blue Download button under Zoom Client for Meetings
- File downloads to your computer. In chrome, you will see icon in lower left. Click on it.



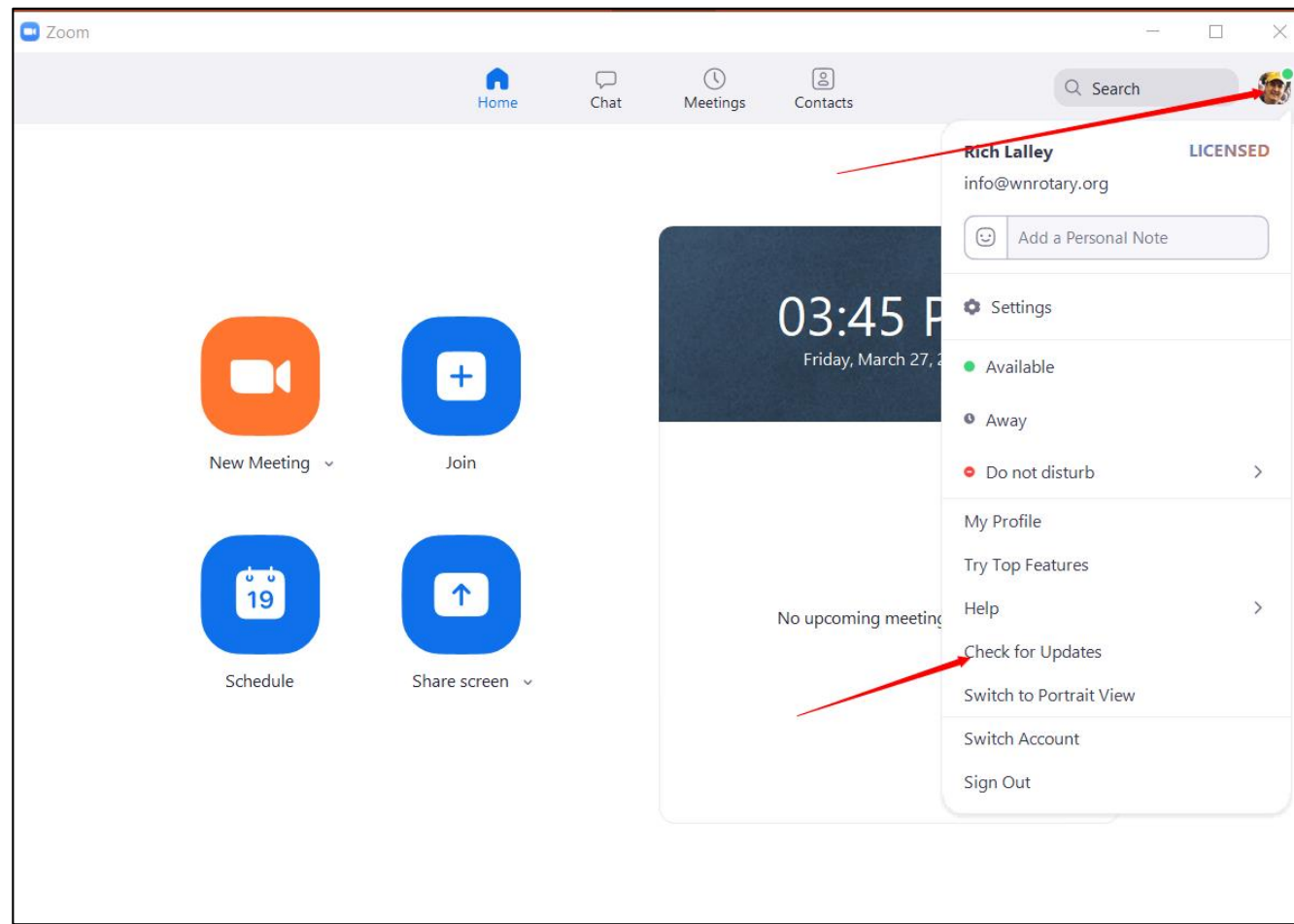
Get the App

- In Firefox or Safari, click on blue download button, then Save File in the box that appears.
- Then go to Downloads file folder, and double click on file zoominstaller.exe. Click on yes button to authorize the installation
- Here's a YouTube tutorial video <https://youtu.be/UAa3MADuvsg>



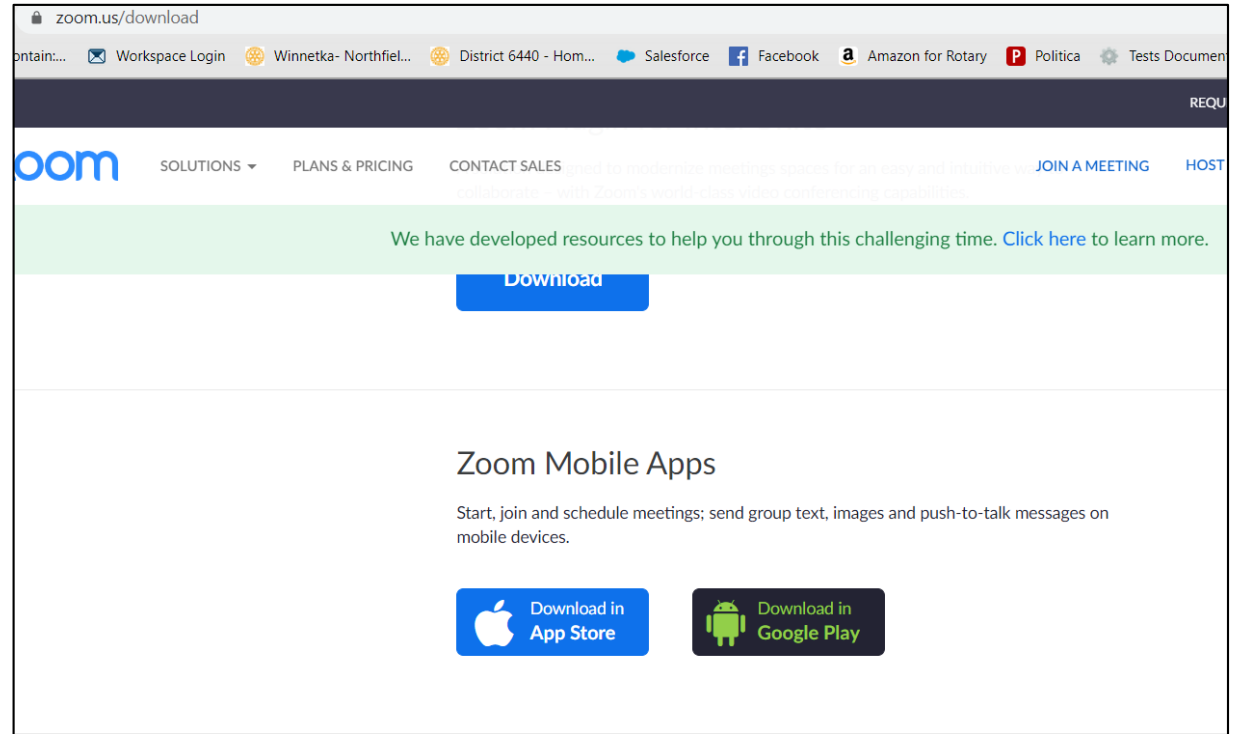
Get the App

- Pro Tip: If you already have the app, make sure you have the up to date version.
- Open the Zoom App, click on your icon in upper left, then click on Check for Updates.
- If updated version is available, install it.



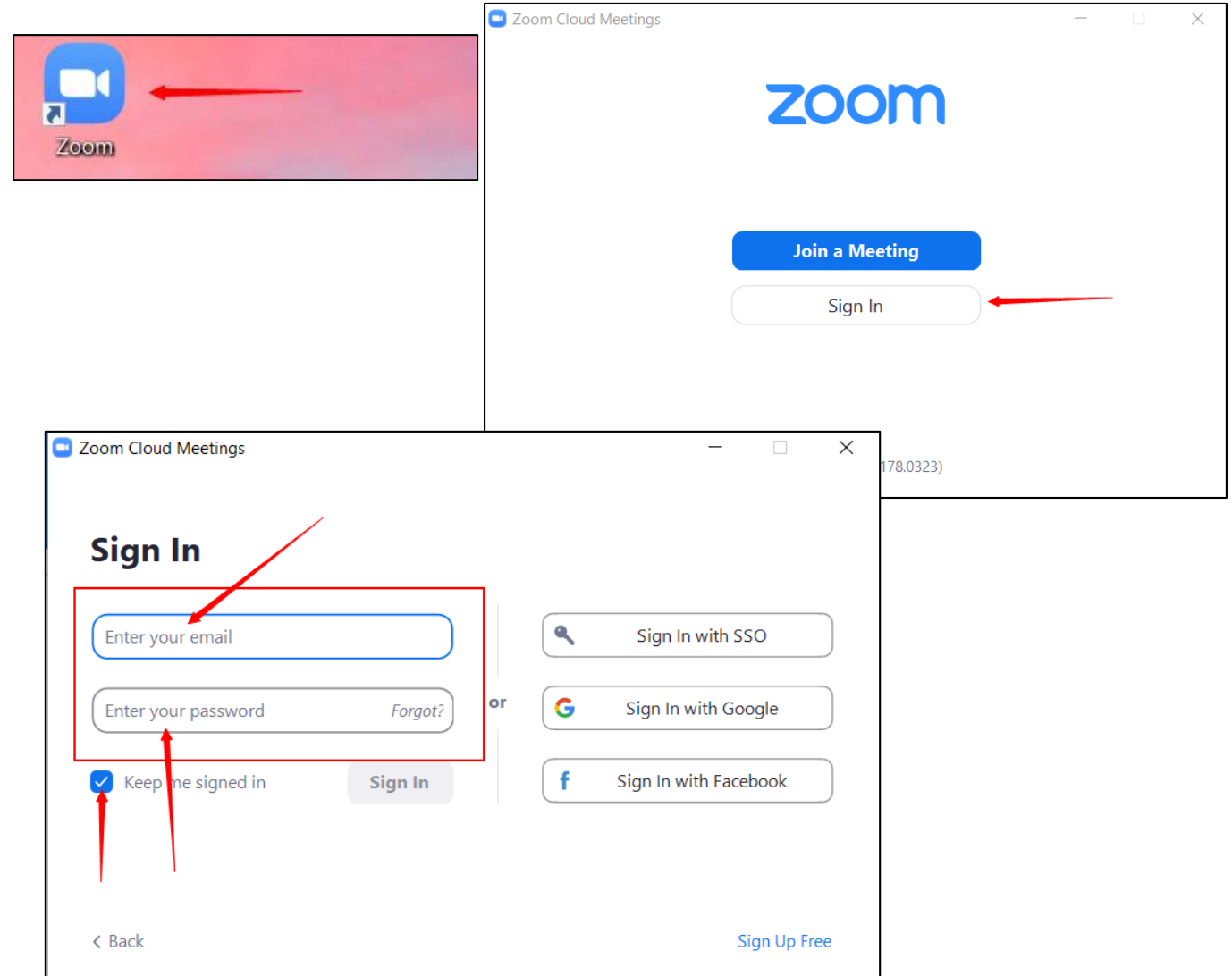
Get the App- Phones and Tablets

- You can also install Zoom on Android or IOS phones and tablets.
- In app store, search for Zoom and install the mobile app.
- Or go to zoom.us/download on your phone or tablet browser and scroll down to the Zoom Mobile Apps headline and click on the App Store or Google Play button.



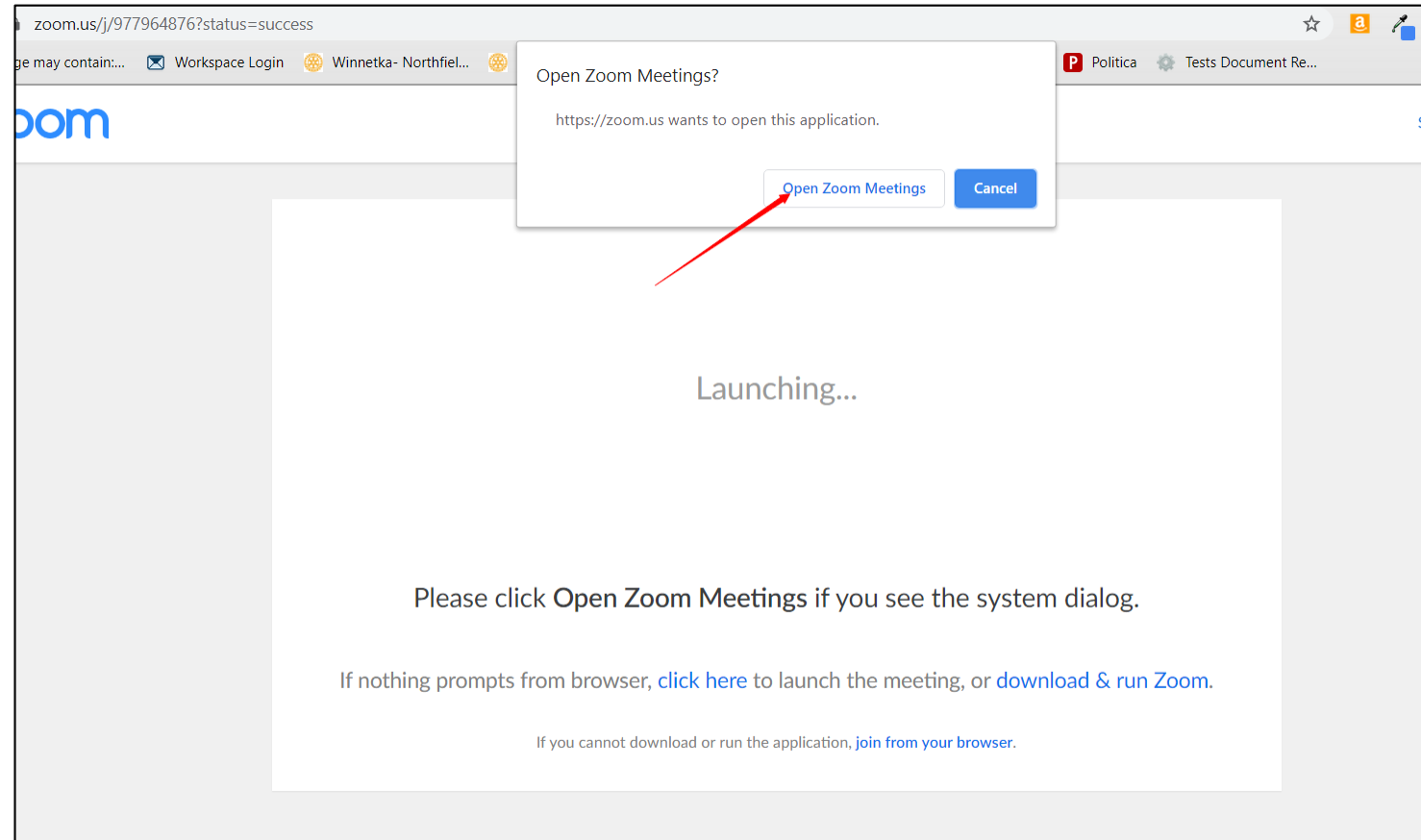
Log on to the App

- While not required, it is best to join meetings with your Zoom app and to be logged in when you do.
- After downloading the app, open the app (click on Zoom icon on desktop or in list of apps).
- Click on Sign In
- Enter email and password
- If desired, click on “Keep me signed in” box to avoid needing to sign in again. (Best to not use if sharing your license).



Join a meeting

- If you received a meeting invitation, click on the link <https://zoom.us/j/xxxxxxxxxx> (all x's replaced with meeting numbers)
- A browser will open, and box appears. Click on Open Zoom Meeting button.

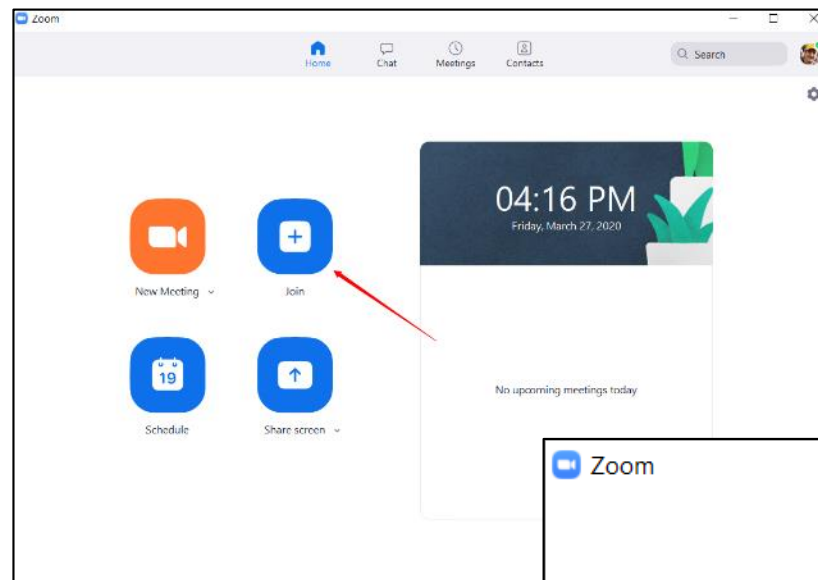


Join a meeting

- Or open Zoom App. Log in if needed.
- Click on Join Meeting
- Enter Meeting ID, the 9 digit number in the meeting invitation. Then click Join.

<https://zoom.us/j/xxxxxxxxxx>

- If asked, click to okay join with camera on and join with computer audio



Join Meeting

977-964-876

Your Name
Rich Lalley

☐ Do not connect to audio

☐ Turn off my video

Join Cancel

How to Join a Meeting Tutorials

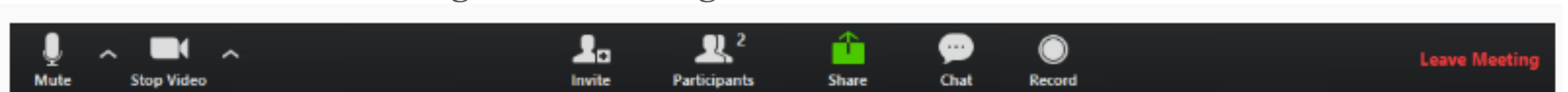
Helpful videos for members just starting:

- [How to join a zoom meeting \(by Zoom\)](#) (1:09 video and written instructions).
- [How to join a Zoom meeting \(by a small church\)](#) (3:08 video)
- [How to Join a Zoom Meeting by How-To Geek](#) (excellent written instructions on various ways to join, including by phone)
- [Joining & Configuring Audio & Video](#) (this video reviews how to test audio and video settings on your computer and make adjustments if needed)

In Meeting Controls for Attendees

PC Controls (the following assumes you have joined with the app, not via a browser). Depending on you app version and the host's meeting settings, you may see more or fewer buttons)

- Mic Control- Mute and unmute yourself. Access advanced audio settings.
- Video Control- Start and stop your camera.
- Invite- Invite to others to join the meeting
- Participants- Opens Participants window on right with list of participants
- Share- Allow you to share your screen or an open app on your pc
- Chat- Opens chat window on the right
- Record- Starts recording of the meeting.



In Meeting Controls for Attendees

Android Controls- tap screen to bring up controls tool bar. Depending on you app version and the host's meeting settings, you may see more or fewer buttons

- More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.
- Leave meeting is in upper right corner of screen.



In Meeting Controls for Attendees

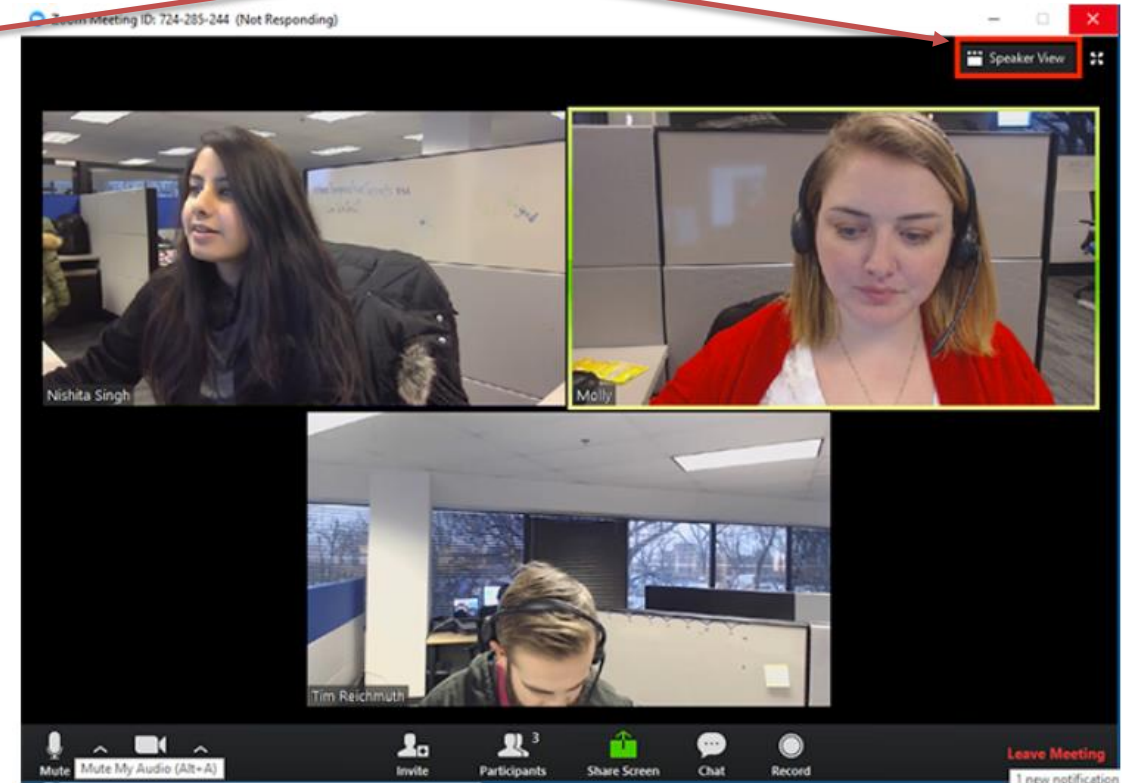
Android and iOS Controls- at bottom of screen. Depending on you app version and the host's meeting settings, you may see more or fewer buttons

- More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.
- Leave meeting is in upper right corner of screen.



In Meeting Controls for Attendees

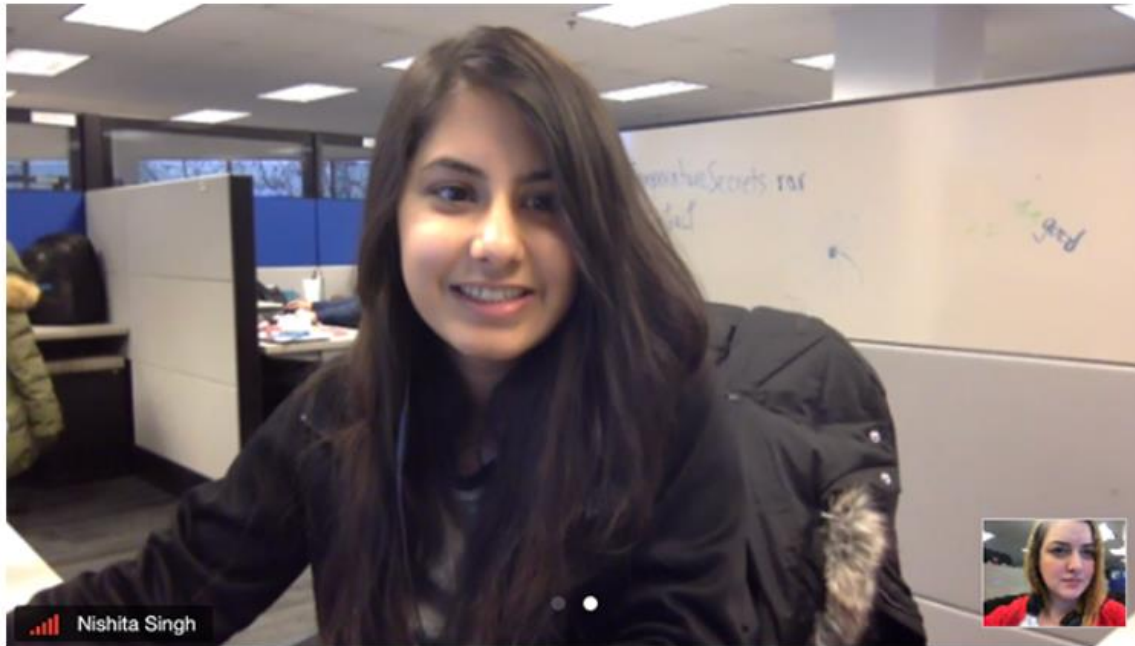
Speaker View vs. Gallery View. On PC or MAC, toggle between views with these buttons.



In Meeting Controls for Attendees

Speaker View vs. Gallery View. On iOS phone, swipe between views.

When you join a Zoom meeting, it will be in active speaker by default.



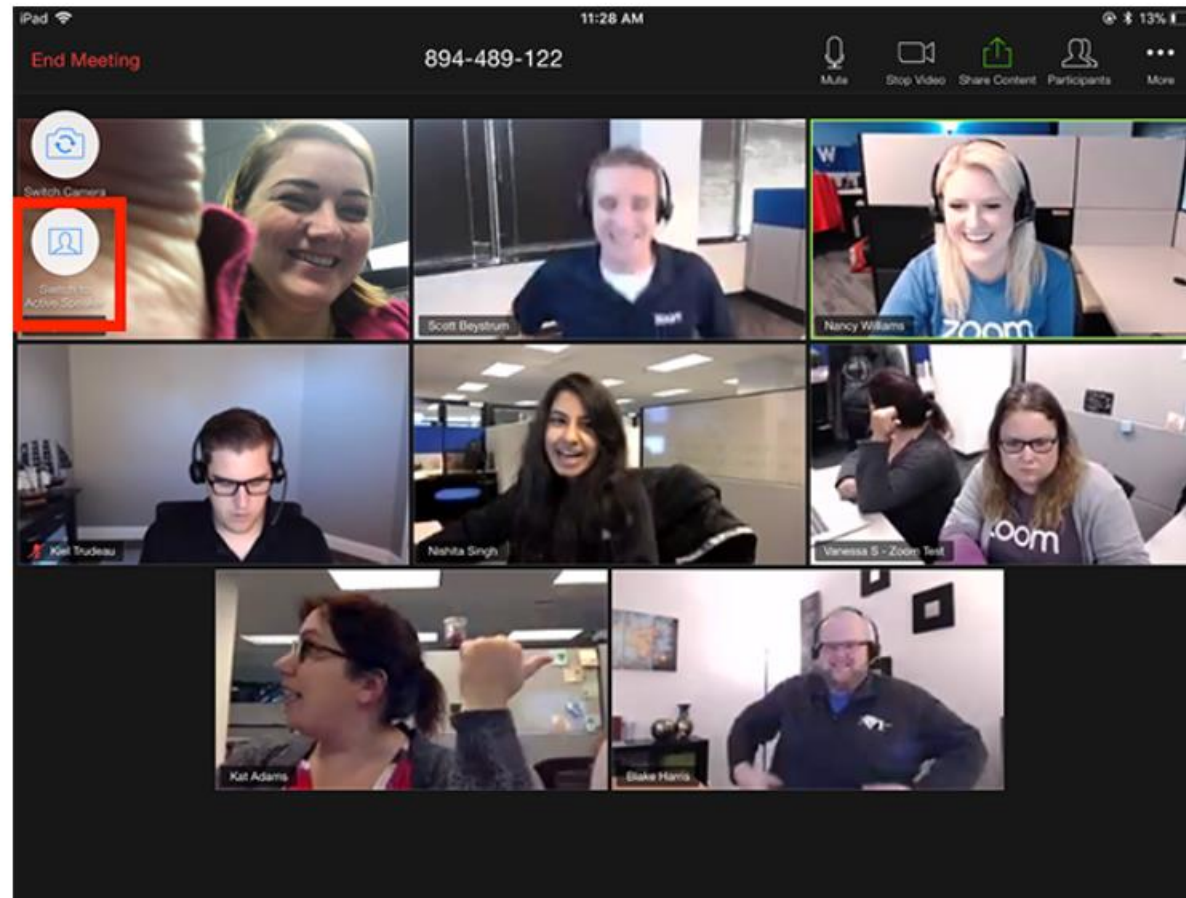
On an iPhone, swipe to return to Active Speaker from Gallery View.



In Meeting Controls for Attendees

Speaker View vs. Gallery View. On iPad, tap the button in upper left to switch. Meeting controls are also on the top right.

On an iPad, tap the **Switch to Active Speaker** button.



In Meeting Controls for Attendees- Keyboard Shortcuts

PC Shortcuts

Unmute/Mute: Hold space bar down while talking. Toggle mute/unmute with **Alt+A**

Always show meeting control tool bar: Toggle on/off with **Alt** key

Active Speaker View: **Alt+F1**

Gallery View: **Alt+F2**

Show/Hide Chat panel: **Alt+H**

Show/Hide Participants Panel: **Alt+U**

Raise Hand: **Alt+Y**

Screen Shot: **Alt+Shift+T**

In Meeting Controls for Attendees- Keyboard Shortcuts

Mac Shortcuts

Unmute/Mute: Hold space bar down while talking.

Toggle mute/unmute with **Command(⌘)+Shift+A**

Always show meeting control tool bar: Toggle on/off with **Ctrl+**

Active Speaker/Gallery View: **Command(⌘)+Shift+W**

Show/Hide Chat panel: **Command(⌘)+Shift+H**

Show/Hide Participants Panel: **Command(⌘)+U**

Raise Hand: **Option+Y**

Screen Shot: **Command(⌘)+T**

In Meeting Controls for Attendees- Keyboard Shortcuts

iPad with Keyboard

Unmute/Mute: Command+Shift+A

Show/Hide Chat panel: Command+Shift+H

Show/Hide Participants Panel: Command+U

Close front window: Command+W

In Meeting Etiquette & Best Practices

- Arrive early to be sure everything works.
- Quiet background (no tv, disruptive pets, music).
- Check your video background and video framing. Use virtual background if your room background is not becoming. Avoid camera looking too much up or down.
- Mute when not speaking, especially if there is any background noise near you.
- Use non verbal communication if available. Raise hand. Chat to everyone or privately.

PC/MAC

2. Click the **Participants** button.



Android/iOS

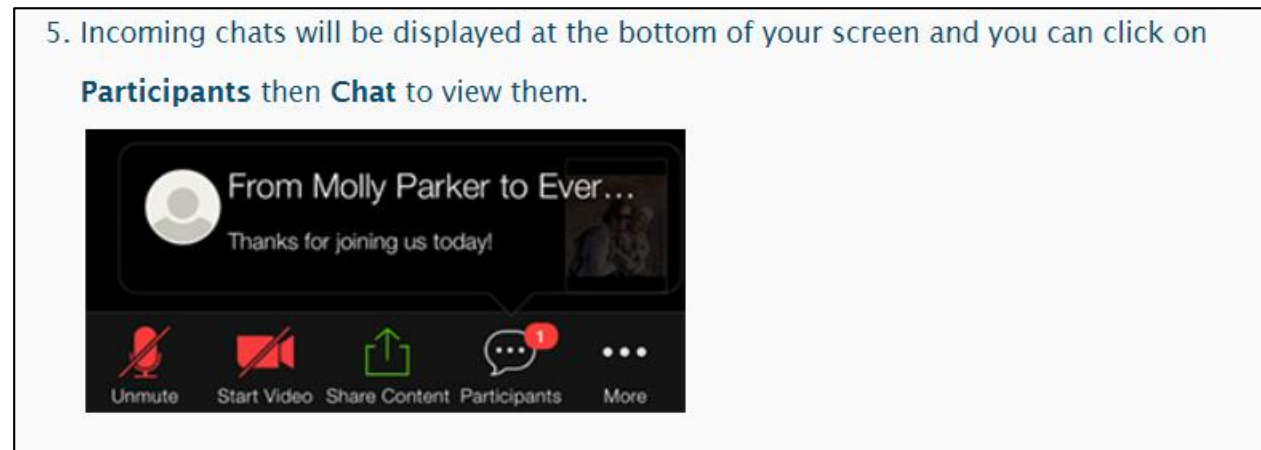
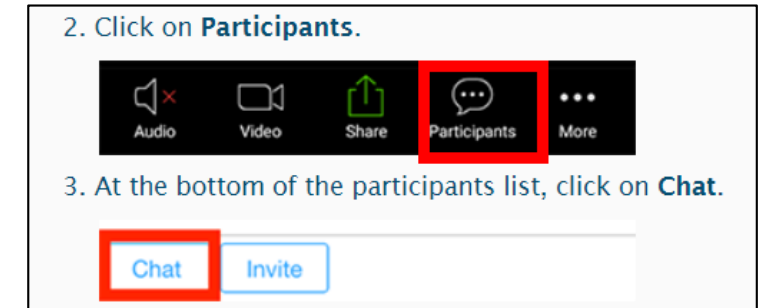
2. Click **More**.



In Meeting Etiquette & Best Practices

Chat

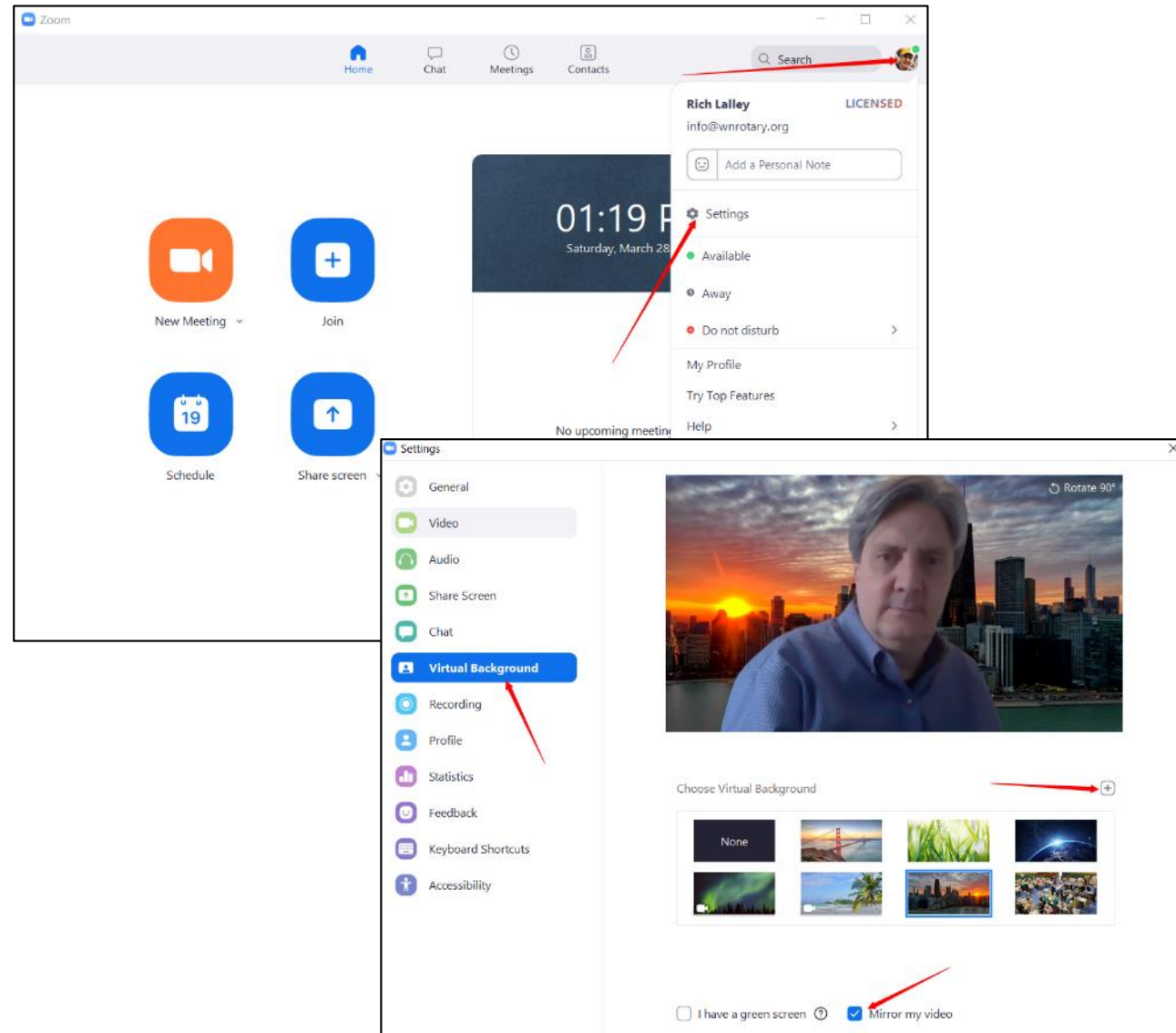
- In PC, click on chat icon to open chat.
- On mobile device, tap screen to see controls. Click on Participants then.
- Choose to send to everyone or host. Type name in search bar to find someone.
- Type message and press enter or touch send on mobile device to send.
- On PC, messages appear in chat window. On mobile device:
- Note, meeting settings may limit who can send chats to whom.



In Meeting Etiquette & Best Practices

Virtual Background

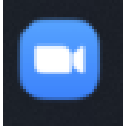
- Open Zoom app and sign in if needed
- Click on your photo/icon in upper left
- Click on Settings
- Click on Virtual Background
- Click on desired photo or click on + to upload an image
- Pro Tip: make sure Mirror My Video is checked
- Pro Tip 2: Consider the impact on your personal brand/image when choosing a background

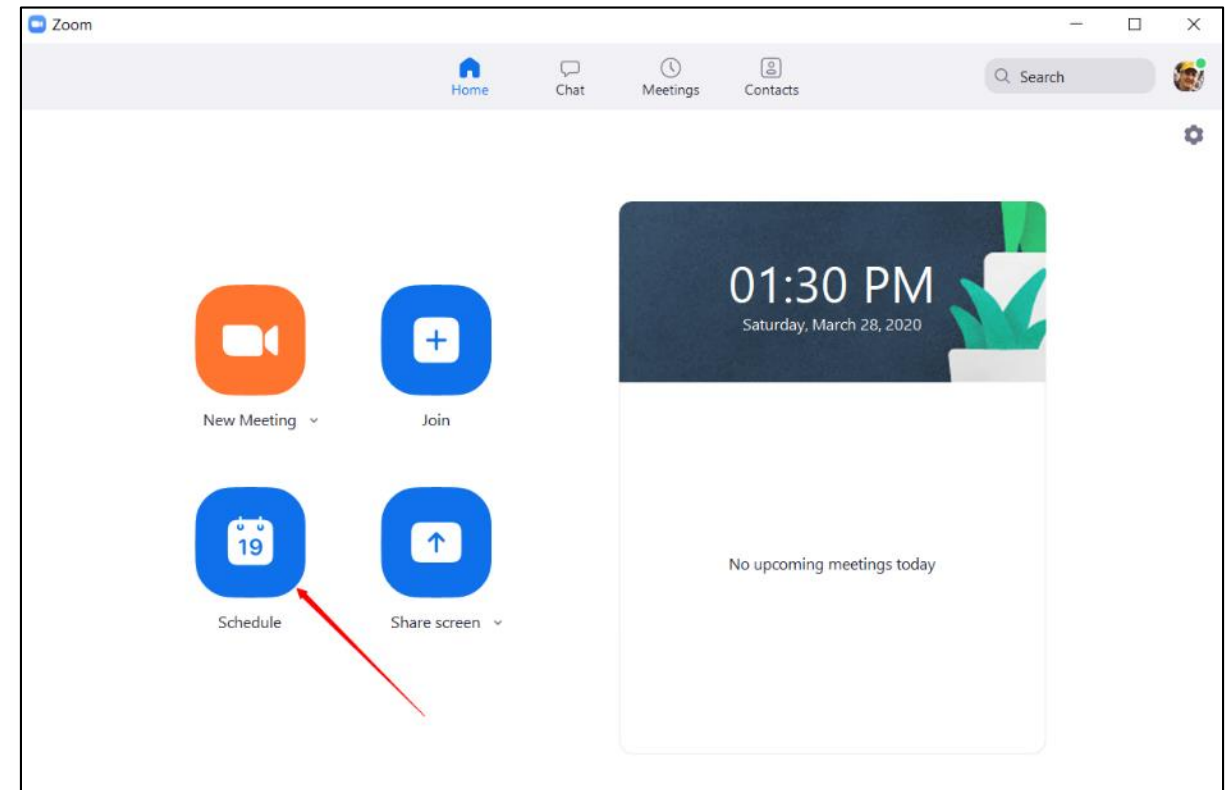


Scheduling a Meeting

- Can do through app or website
- Can make recurring
- Instant meetings
- Meetings settings
- Invitations
 - Use ClubRunner email
 - Schedule reminder emails

Scheduling a Meeting- App

- Open Zoom App, sign in if needed 
- PC Pro Tip, pin Zoom icon to task bar if using often



Scheduling a Meeting- App

- Fill in all form fields
- Note, can make recurring, so meeting occurs regularly with same meeting ID
- Recommend Host & Participant Video be on
- Best sound quality if only using computer audio
- Select Calendar type to save meeting notifications

Schedule meeting

Schedule Meeting

Topic

Meeting Name

Start:

Sat March 28, 2020

02:00 PM

Duration:

1 hour

0 minute

☐ Recurring meeting

Time Zone: Central Time (US and Canad... ▾

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 224-305-3684

Password

☐ Require meeting password

Video

Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options ▾

Schedule

Cancel

Scheduling a Meeting- App

- Click Advanced Options for more settings.
- For most Rotary meetings, okay to let people join before host (note: meeting links/IDs are always available and are not time sensitive unless the scheduler deletes the meeting from Zoom).
- Waiting room has attendees holding until host joins.
- Alternative hosts can be assigned, but if Pro user schedules, alternative hosts must have a Pro (paid) license.

Advanced Options ^

☐ Enable waiting room

☒ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

Alternative hosts:

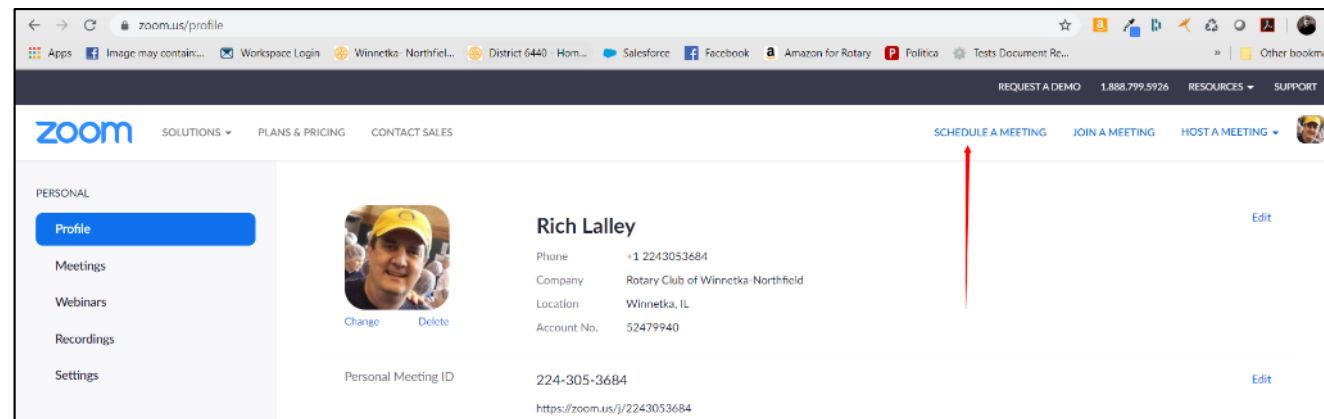
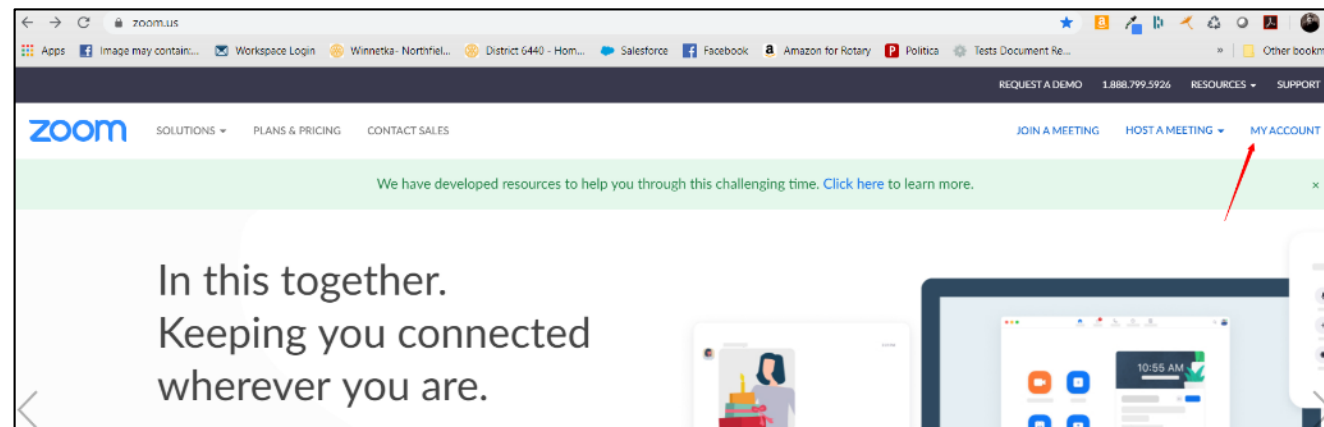
Example:john@company.com;peter@school.edu

Schedule

Cancel

Scheduling a Meeting- Website

- Go to zoom.us, and sign in if needed
- Click on My Account
- Click on Schedule a meeting
- Complete as previous instructions
- Here a few tutorial videos:
- <https://www.youtube.com/watch?v=XhZW3iyXV9U>



Zoom Meeting Controls

- [Excellent video on Host Meeting Controls](#)
- [Video tutorial on Managing Participants](#)
- [Tutorial on using Polls in Meeting](#)
- [Tutorial on using Break Out Rooms](#)



Meeting Controls



Polling (In Meeting)



Manage Participants

Next Steps

- Sector work sessions over next 3 days
- Work to get your club online
 - Training session
 - Club and/or social meetings
 - One on one help for those in need
 - Phone tree to reach those not responding to emails
 - Expand use to committees
 - Share successes with your AG

