



Zoom Virtual Meetings Tips and Instructions

First, Ensure your full name is on the screen so you receive attendance credit. To do this, hover your mouse over your photo and click on the “...” and from the drop down screen, select Change Name

Microphone On/Off: For a PC, this is in the lower left corner of the screen
For an iPad, it is in the top right of drop-down tool bar

Video Enable/Disable: For a PC, this is in the lower left corner of the screen
For an iPad, it is in the top right of drop-down tool bar

Screen View – Gallery/Speaker View:

For a PC, this is in the top right corner of the screen

For an iPad, it is located on the left-hand side of drop-down tool bar.

KCA Club Meeting Protocol:

While you can view this meeting in your browser, you have better quality if you first download the free Zoom app to your desktop, tablet/iPad or phone. Go to <https://zoom.us> and set up a free registration.

You will receive a meeting invitation via email, and you will need the meeting id/link as well as password to join.

Once you log on, you will be placed in a “waiting room” until the host allows you entrance into the meeting. This will begin at 11:45 am and you will have 30 minutes of fellowship with your Kiwanis friends. At 12:15 pm, President Sandy will call the meeting to order with the Pledge of Allegiance. At this time, all microphones will be muted by the host.

Please enable your screen to “Speaker View” at this time so you can get full advantage of the speaker and any audio/video that he/she may be sharing with you.

As President Sandy goes through the agenda, if there are any announcements that come from our members, the host will unmute their microphone at the appropriate time. This also includes the person introducing the speaker.

As in the regular luncheon meeting, the speaker will have about 20 minutes, with 10 minutes for Q & A.

Q & A Protocol:

So that this process doesn't get cumbersome, questions will be controlled by the host.

If you have a question that you would like to ask the speaker, you must send that via chat privately to Karen Losin at any time during the speaker's presentation. Karen will ask the questions in order that they are received until the 10-minute time limit has elapsed.

To send a chat Message: For a PC: Chat is located on the bottom center of the tool bar

For an iPad: Click on the ... (or More) in the top drop-down menu

To Chat: In the Send to: Click on Karen Losin, type your message and hit “Send”