

Zoom Tipsheet for GAAQG Members

How Zoom Will Work:

- Invitations to GAAQG Quilt Day Zoom meetings will be emailed to GAAQG members with instructions and a link to join the meeting. Save this invitation!
- On the day of the Quilt Day meeting, use the link in the invitation to join the meeting.
- Workshop invitations will be emailed by the VP Programs or the instructor.
- Small group leaders will email invitations for group activities and meetings.

Day of the GAAQG Meetings

15 minutes prior to the meeting:

- Have your computer/tablet ready for Zoom
- Shut down all apps and turn off sounds
- Be close to your wifi router
- Find that invitation email and click on the link to join the meeting
- For long meetings and workshops, put your device at eye level to save your neck
- Have lights in the front of you or on the side. We want to see you!
- Check your background and make sure you want folks to see what's there
- Wearing earphones, earbuds will minimize noise. Especially during a workshop
- Ask your family to be respectful and quiet—we can see what's happening behind you
- Attend to your personal comfort, beverage, chair cushion, etc.
- Zoom settings look different depending on the type of device you're on. For iPads, the toolbar is at the top of your screen. For tablets and PCs, the toolbar is at the bottom.

NOTE: Controls sometimes disappear onscreen. Don't worry! They'll reappear when you move your mouse close to them.

Waiting Room

- You'll be placed in the Waiting Room when you join the meeting. Please be patient and wait for the host to admit you
- Check to see that your mic is muted or unmuted, if you want to speak you must be unmuted. TIP: You can hold down the space bar while talking to temporarily unmute yourself when making a comment.
- Check to see if your video is on and start video
- Make sure your name shows up on your video. To rename yourself, look for the box with three dots in the upper right corner of your video. Click Rename in the drop-down menu. Type your name.

- Brenda Rigdon will open the meeting at 9:15 and welcome everyone on Quilt Day. Then we'll have fun socializing in randomly assigned breakout rooms for 10 minutes.
- After the breakout session when the meeting starts, the VP Programs or co-host will mute all participants so that everyone can hear the speakers.

Views

- At the top of your screen the black bar provides options for viewing the screen
- Gallery View allows you to see many participants at a time (icon lots of little boxes)
- Speaker View allows you to see the speaker only (one, four corner box)
- During a presentation or workshop you may want Speaker View
- You can still use Chat during Speaker view

Participants

- Click on the Participants icon on the bottom of your toolbar to see a list of attendees

Chat

- On your toolbar use Chat to write in a question or comment for the speaker or co-host
- Private chat is disabled—all comments you type will be visible to *everyone!*

Microphone

- Please mute your microphone when you're not speaking and unmute your mic when you're speaking.

Zoom is a different way for us to meet, it may get tiring sitting and listening. You can stand up, stretch, take a little break. Like any other computer program, play with Zoom a bit and enjoy the process. At least we don't have to wear a mask during Zoom meetings and you'll have a front row seat to watch the speakers!