

A Guide to Zoom by Faces & Voices

Faces & Voices of Recovery encourages everyone to practice social distancing while maintaining their journey to recovery. Here are some ways to use and operate Zoom for meetings and communications.

Joining a Web Meeting

- **Join the meeting by clicking the Zoom link sent via email and follow the on-screen instructions**
- Pay attention to the time and time zone of the meeting
- Plan to login early, if possible, to deal with any connectivity issues
- If you already have Zoom downloaded on your computer we strongly suggest checking for updates a day prior to the meeting by clicking on the "Where Do I Download the Latest Version?" Failure to do this may prevent you fully participating in the meeting
- Connecting using a computer or tablet, is preferable to smartphones. it is easier to participate on a larger screen
- **Select the "Join Audio Conference by Computer" option**
- Please try to minimize distractions and background noise. There is a mute button on the toolbar at the bottom of the screen
- **Please note: Zoom may sometimes take a minute or two to fully connect to both audio and video**
- Click the "Start Video" icon on the bottom left of the screen if your video does not connect

During the Meeting

- **All participants, except for facilitators, will be muted initially to minimize background noise. Everyone has the ability to unmute themselves**
- Participants have the ability to raise their hand at any time
- You can rename yourself by right-clicking on your picture if needed
- Meeting facilitators have the ability to share their computer screens to show meeting notes, a discussion queue, and any other relevant resources
- There is a chat function available by clicking the button at the bottom of the screen
- If breakout rooms are utilized participants will be assigned to a room and asked to join by clicking on the appropriate button

Raising your hand

- **From a PC or Mac:** Click on "Participants" on bottom of screen, at the bottom of participants you will have the hand raising options
- **From an iPhone:** Touch the dot at the bottom center of your screen, there you can access raise & lower hand
- **From an iPad:** Select "more" from the toolbar at the top of the display for hand raising options
- **From an Android Phone:** Select "more" from toolbar, pop-up menu will give you hand raising options
- **An Audio Phone:** Press *9 to Raise your Hand

How to have a successful Zoom experience

- Close everything on your computer that you don't need (all you need is Zoom & an internet browser)
- Put on your headphones & make sure your audio settings are working
- Find a place with good light and adjust your video settings
- If you're having trouble with anything, use "Chat" to communicate about it to the tech host (or everyone)
- Adjust your view settings to the view you like best - Speaker View or Gallery View
- Ask questions whenever you need to



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