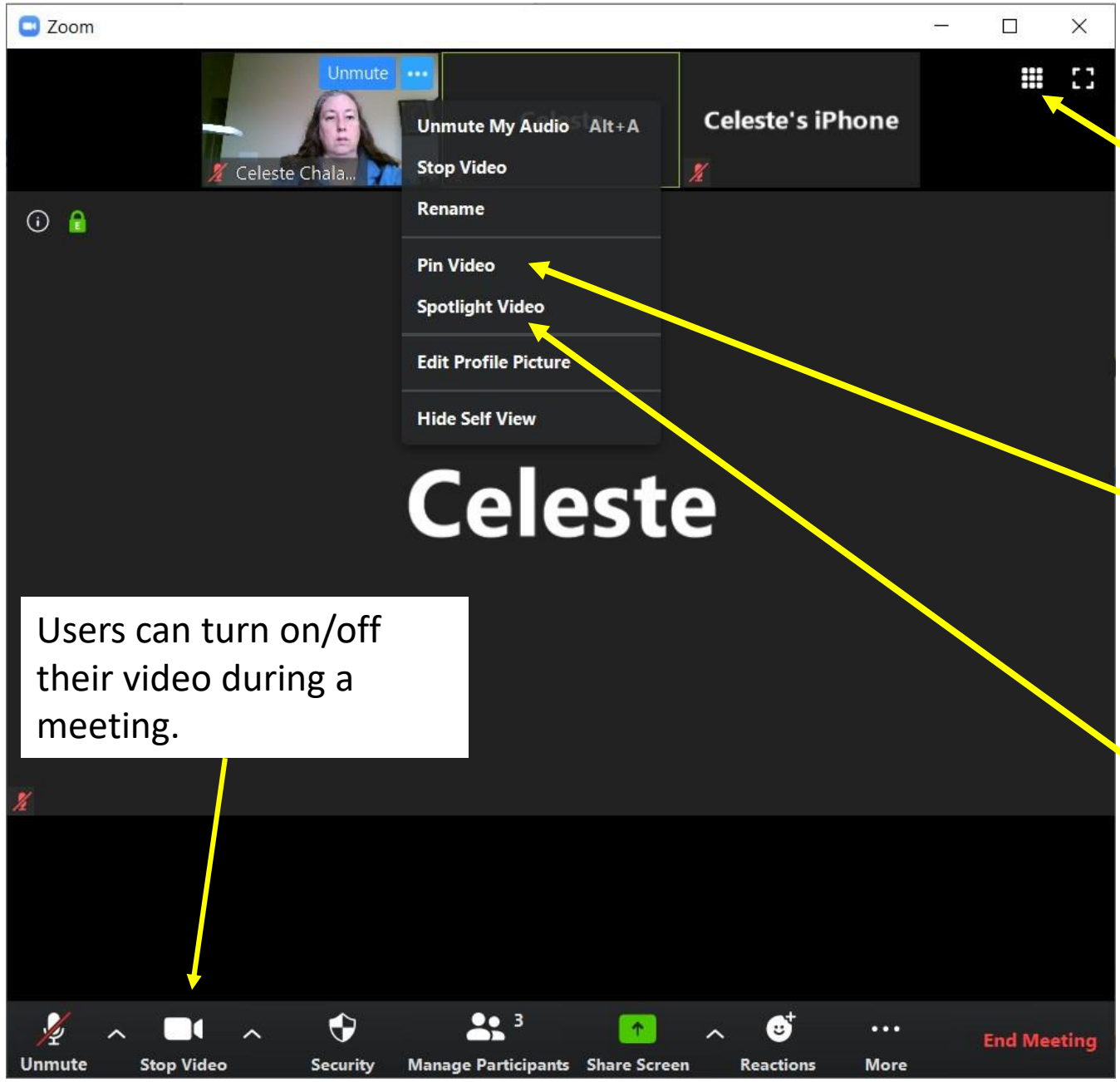
Using Zoom Tools To Conduct An EGA Chapter Program or Workshop

The meeting host can Mute All participants from the Manage Participants Function. Users can temporarily unmute by holding down the spacebar when they are talking.

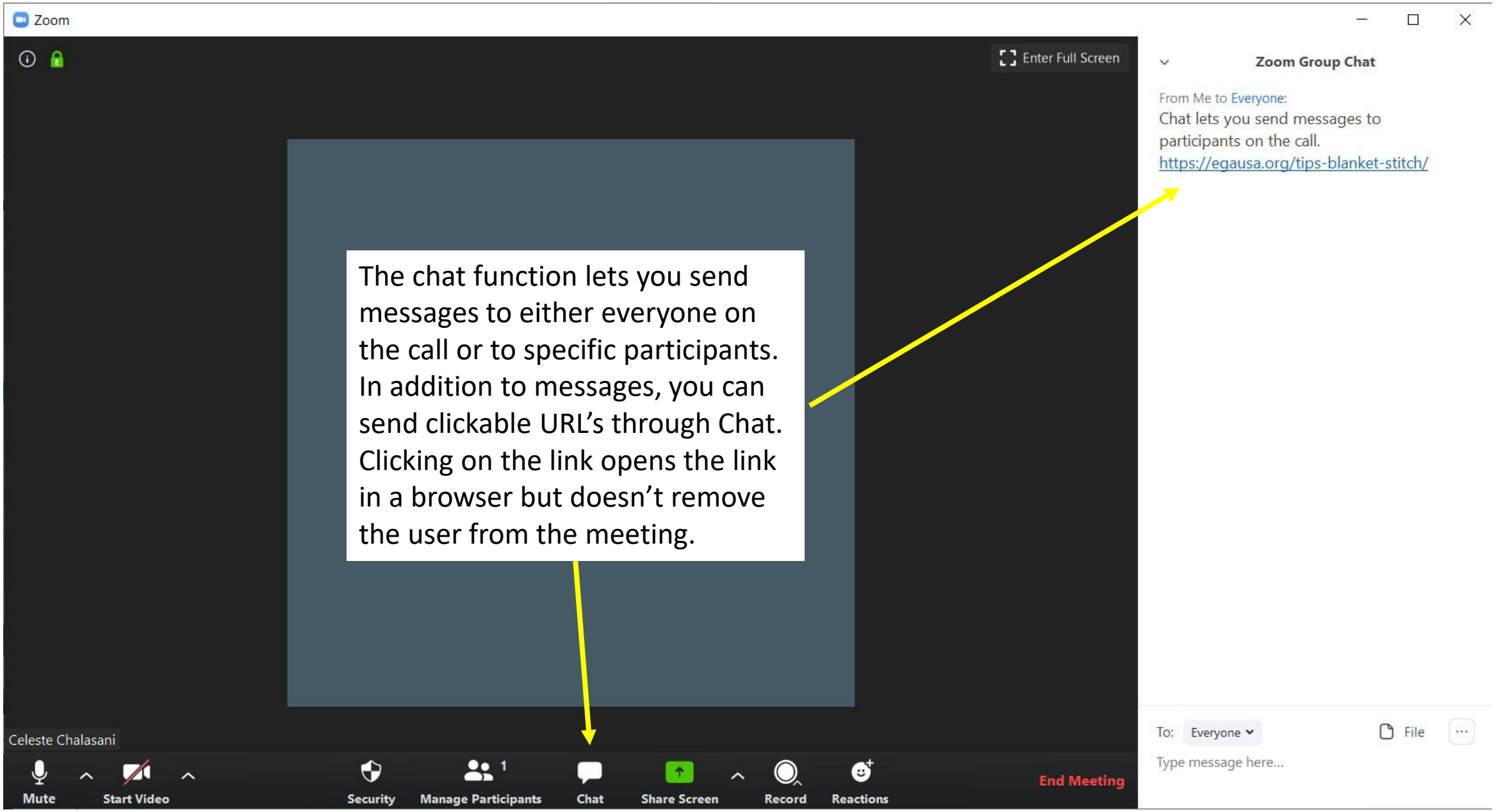


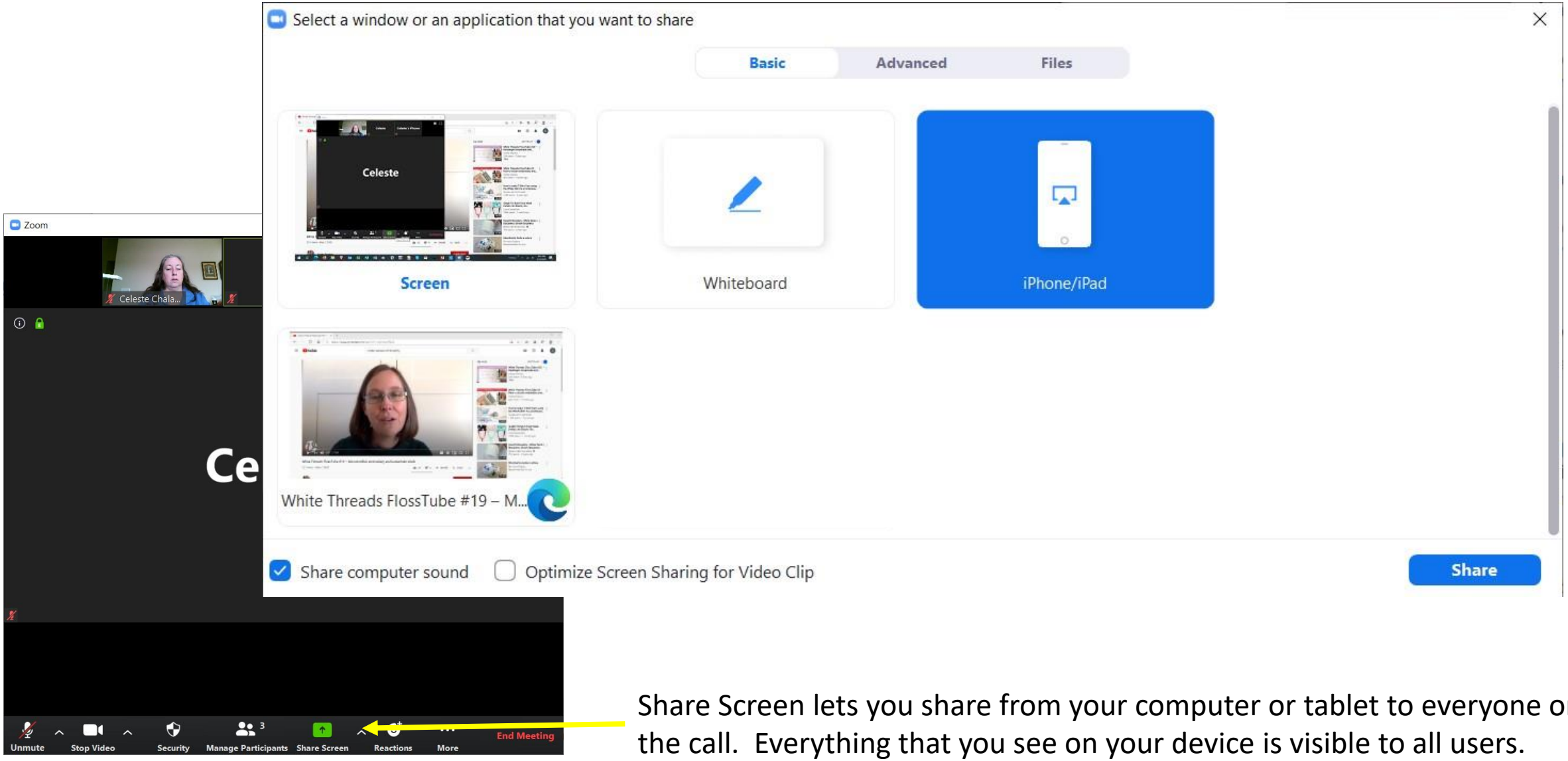
Users can toggle between Active Speaker View and Gallery View.

Pin Video allows the user to show one participant's video regardless of who is speaking.

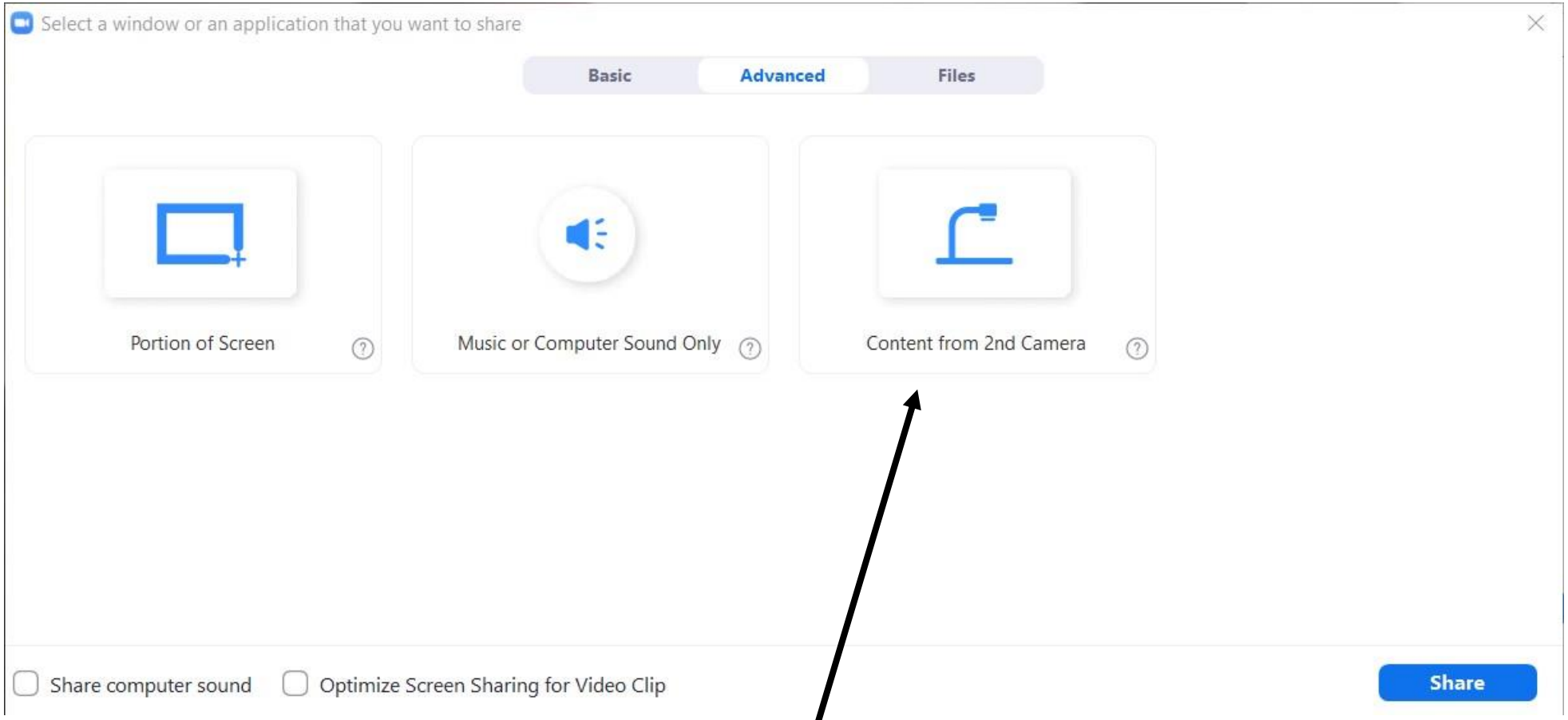
The host can use Spotlight Video to pin a video for each user.

Users can turn on/off their video during a meeting.


Zoom
Enter Full Screen
Zoom Group Chat
From Me to Everyone:
Chat lets you send messages to participants on the call.
https://egausa.org/tips-blanket-stitch/
The chat function lets you send messages to either everyone on the call or to specific participants. In addition to messages, you can send clickable URL's through Chat. Clicking on the link opens the link in a browser but doesn't remove the user from the meeting.
Celeste Chalasani
Mute
Start Video
Security
Manage Participants
1
Chat
Share Screen
Record
Reactions
End Meeting
To:
Everyone
File
Type message here...

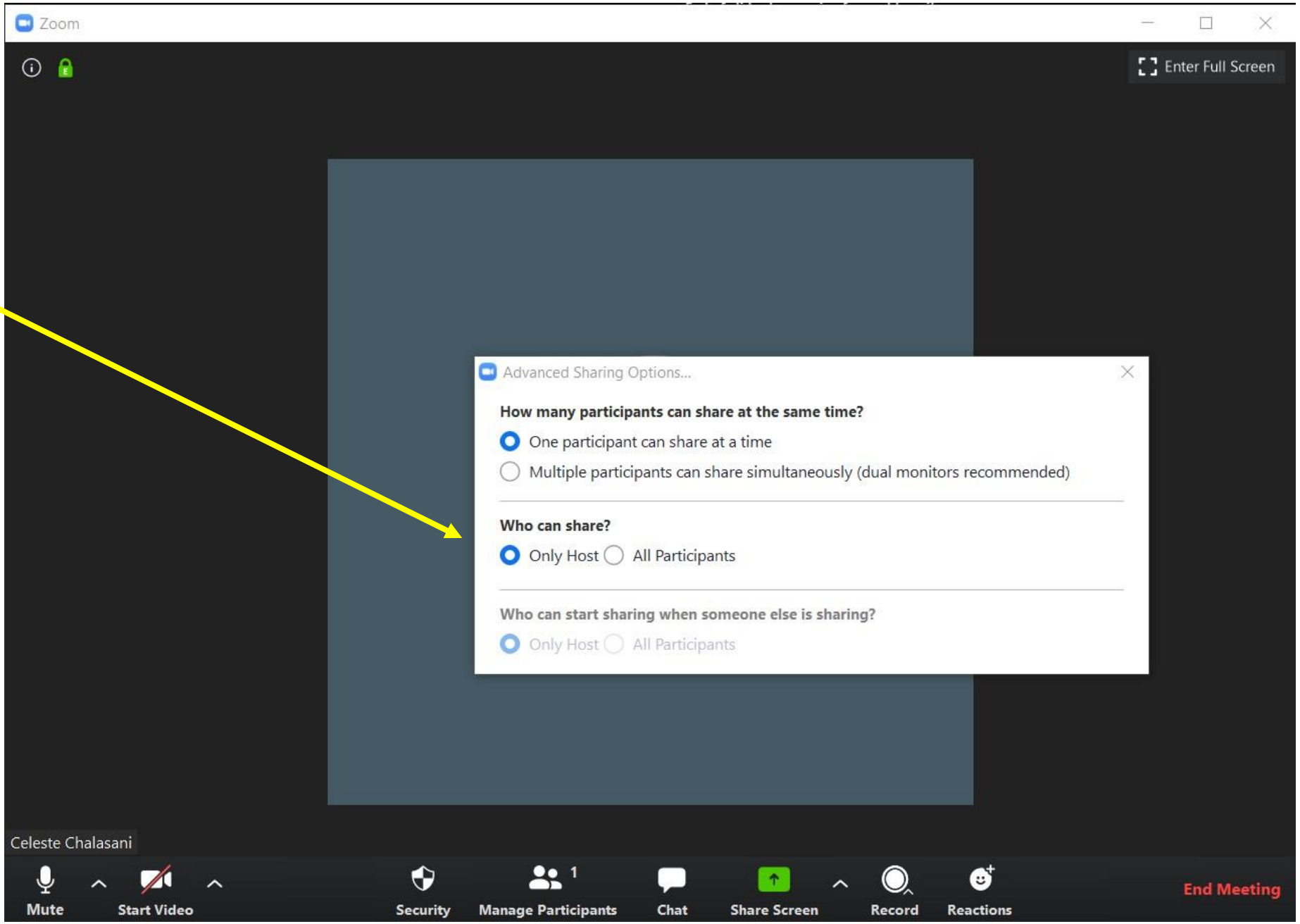


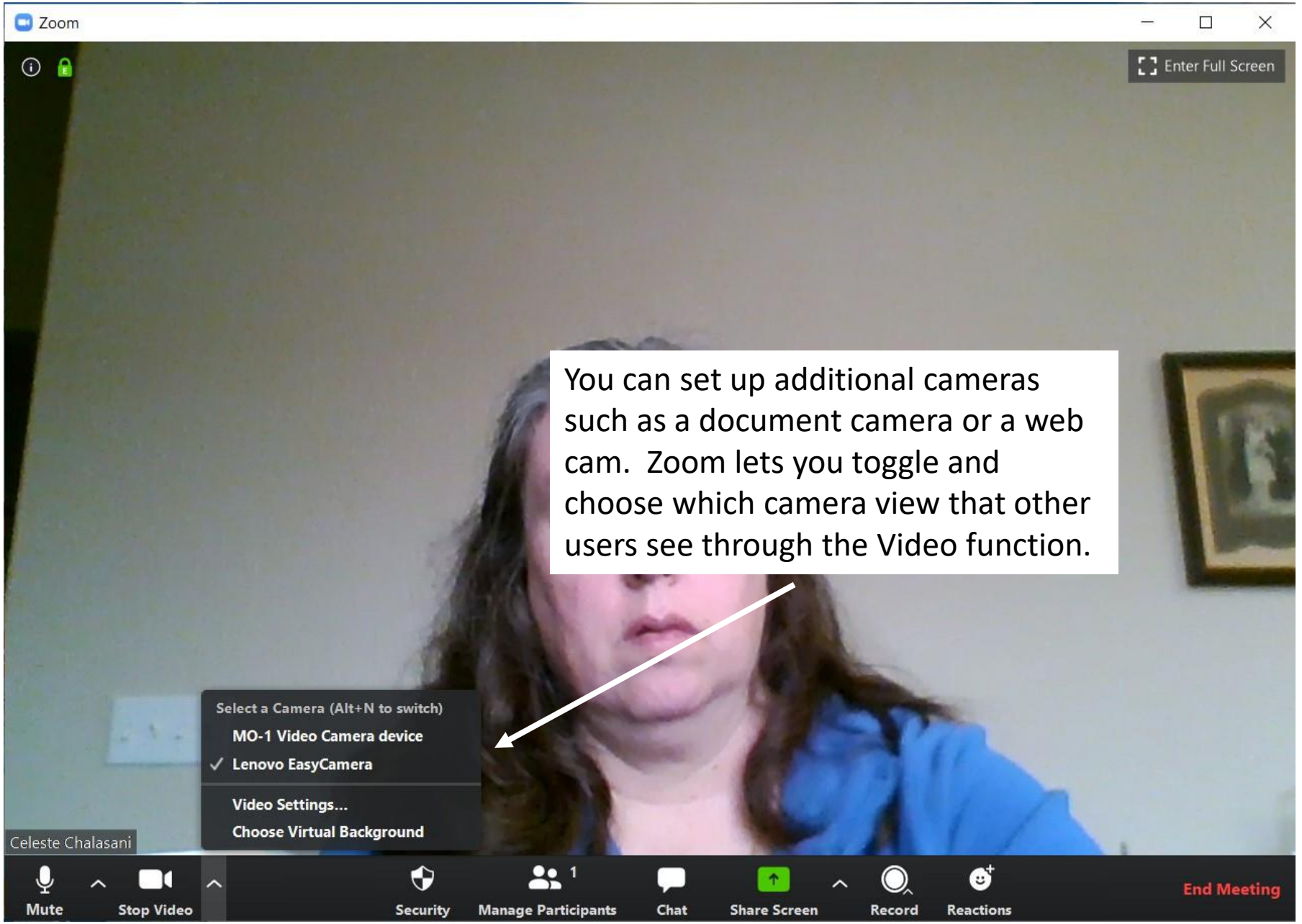
Share Screen lets you share from your computer or tablet to everyone on the call. Everything that you see on your device is visible to all users.

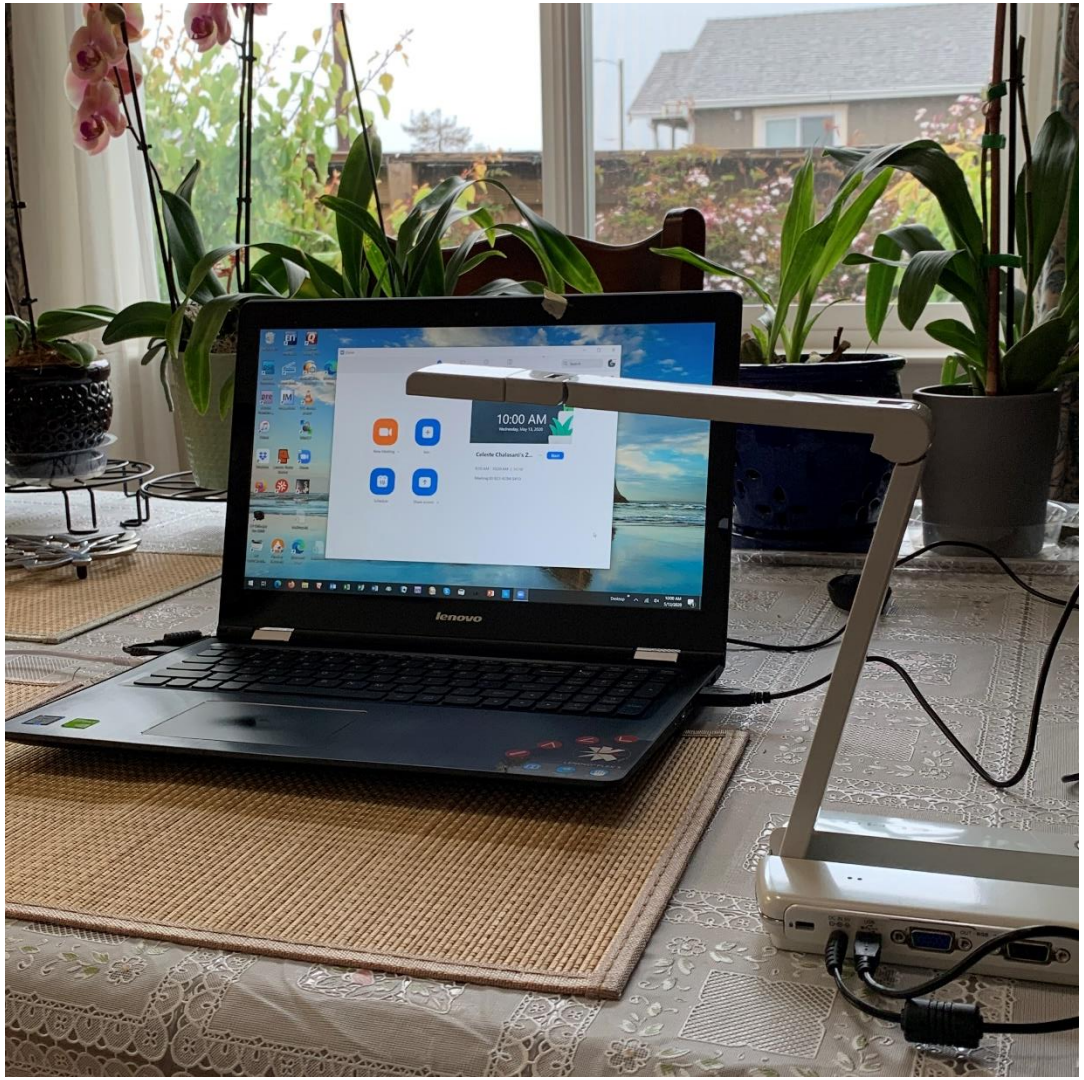


You can also use Share Screen to project from a second camera.

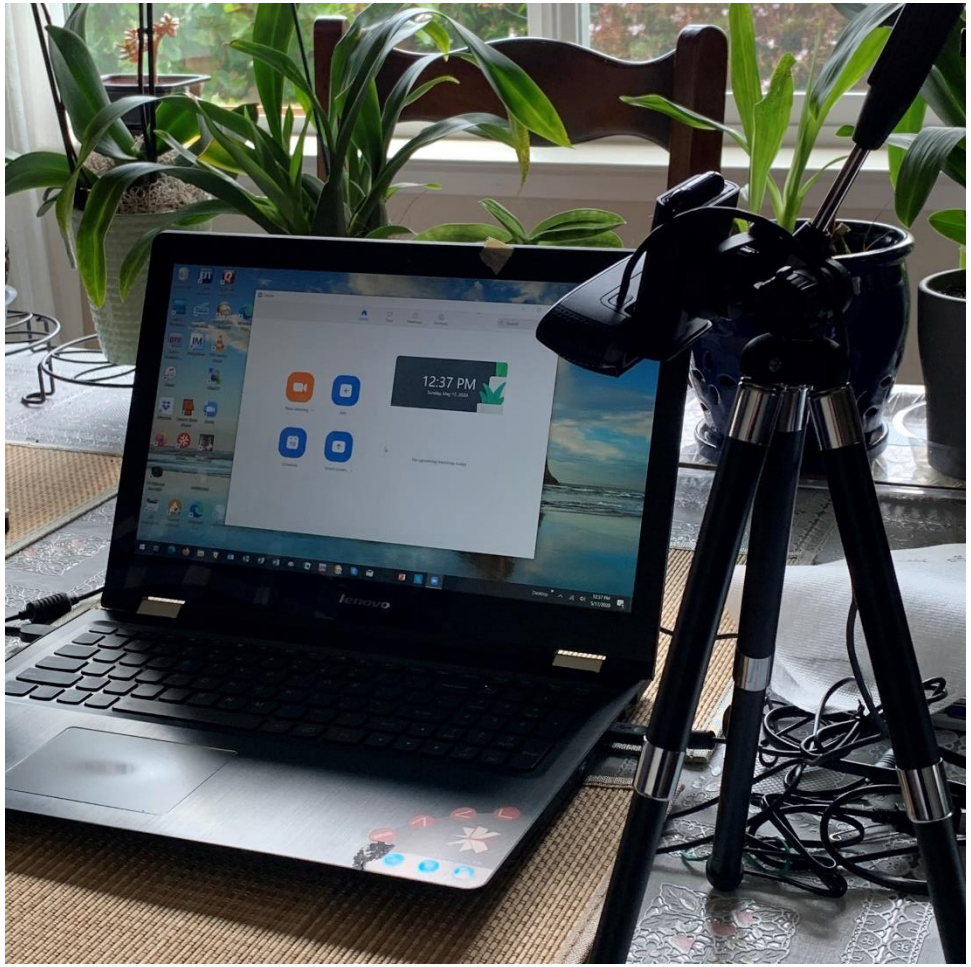
If the host has not made you a co-host, make sure the host selects that all participants can share.




Zoom
Enter Full Screen
You can set up additional cameras such as a document camera or a web cam. Zoom lets you toggle and choose which camera view that other users see through the Video function.
Select a Camera (Alt+N to switch)
MO-1 Video Camera device
Lenovo EasyCamera
Video Settings...
Choose Virtual Background
Celeste Chalasani
Mute
Stop Video
Security
Manage Participants
1
Chat
Share Screen
Record
Reactions
End Meeting



A document camera plugs into your laptop or desktop computer. The camera faces down towards the table top and can be used to demonstrate stitches or techniques. Zoom will recognize it as a second camera.



A webcam can be attached to a stand and plugged into your laptop or desktop computer. If you are using a desktop computer with a monitor that does not have a camera, you will need a webcam for other users to see you. If you are using a laptop, Zoom will recognize the webcam as a second camera.

You can also use a second device such as a smart phone or tablet to demonstrate stitches or techniques. The device “calls into” the meeting like an additional user. Once mounted on a stand, it can be pointed down to a table top. Participants pin the video from that user feed to watch the demo.

You will need to keep the second device muted and turn down the volume completely. Participants will not be able to use Active Speaker mode to watch the demo.