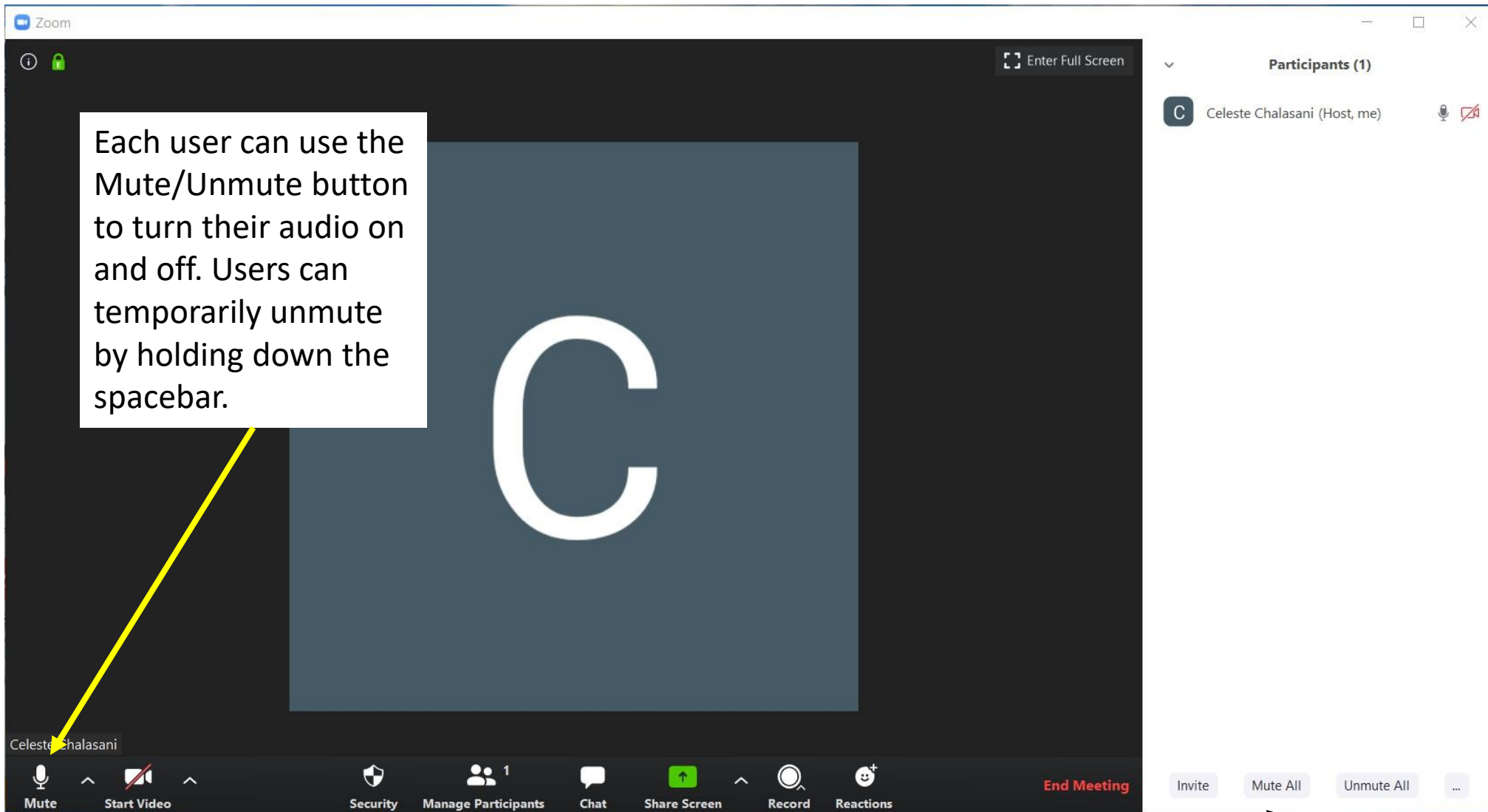
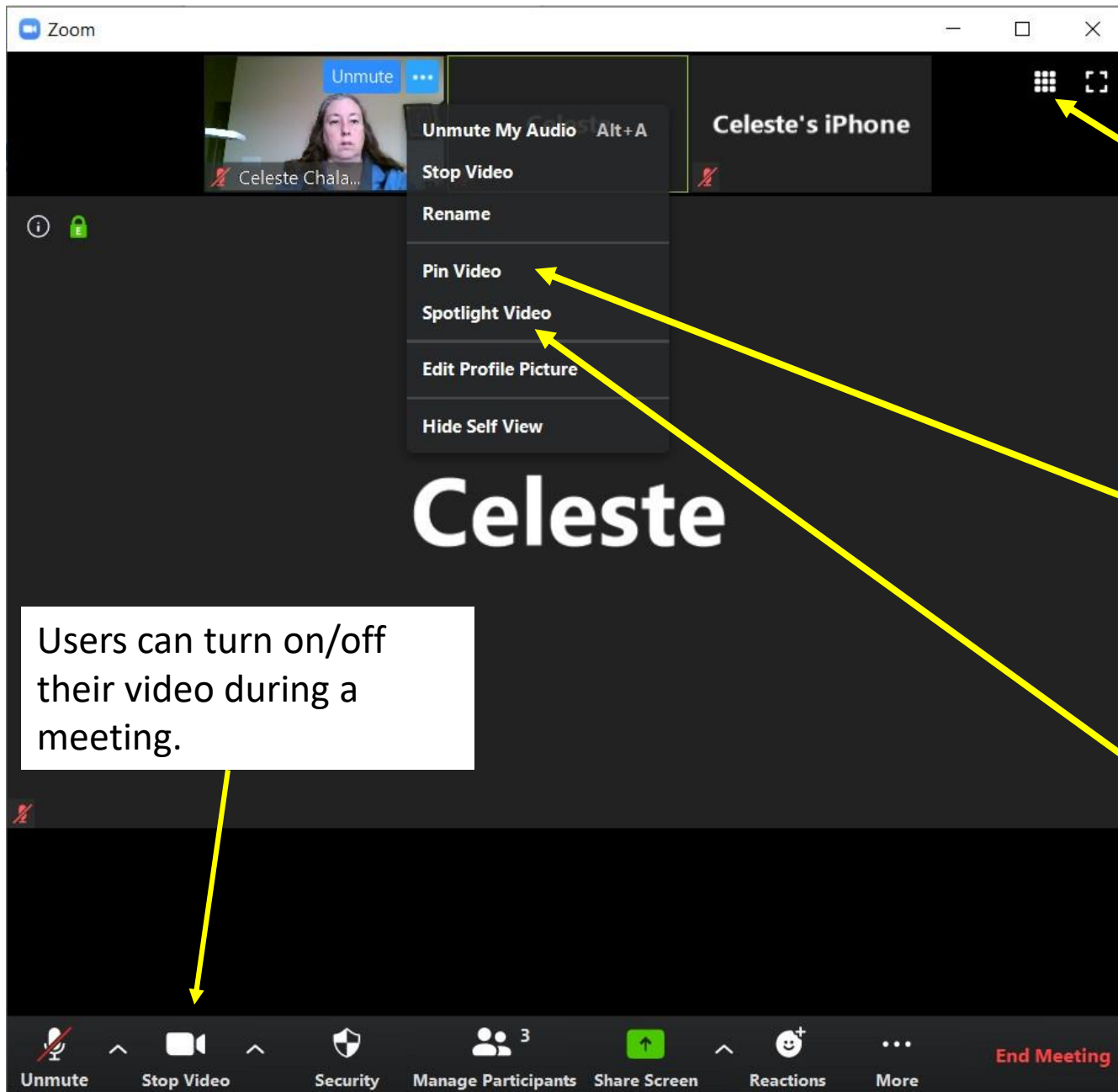


Using Zoom Tools  
To Conduct An  
EGA Chapter Program  
or Workshop



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.

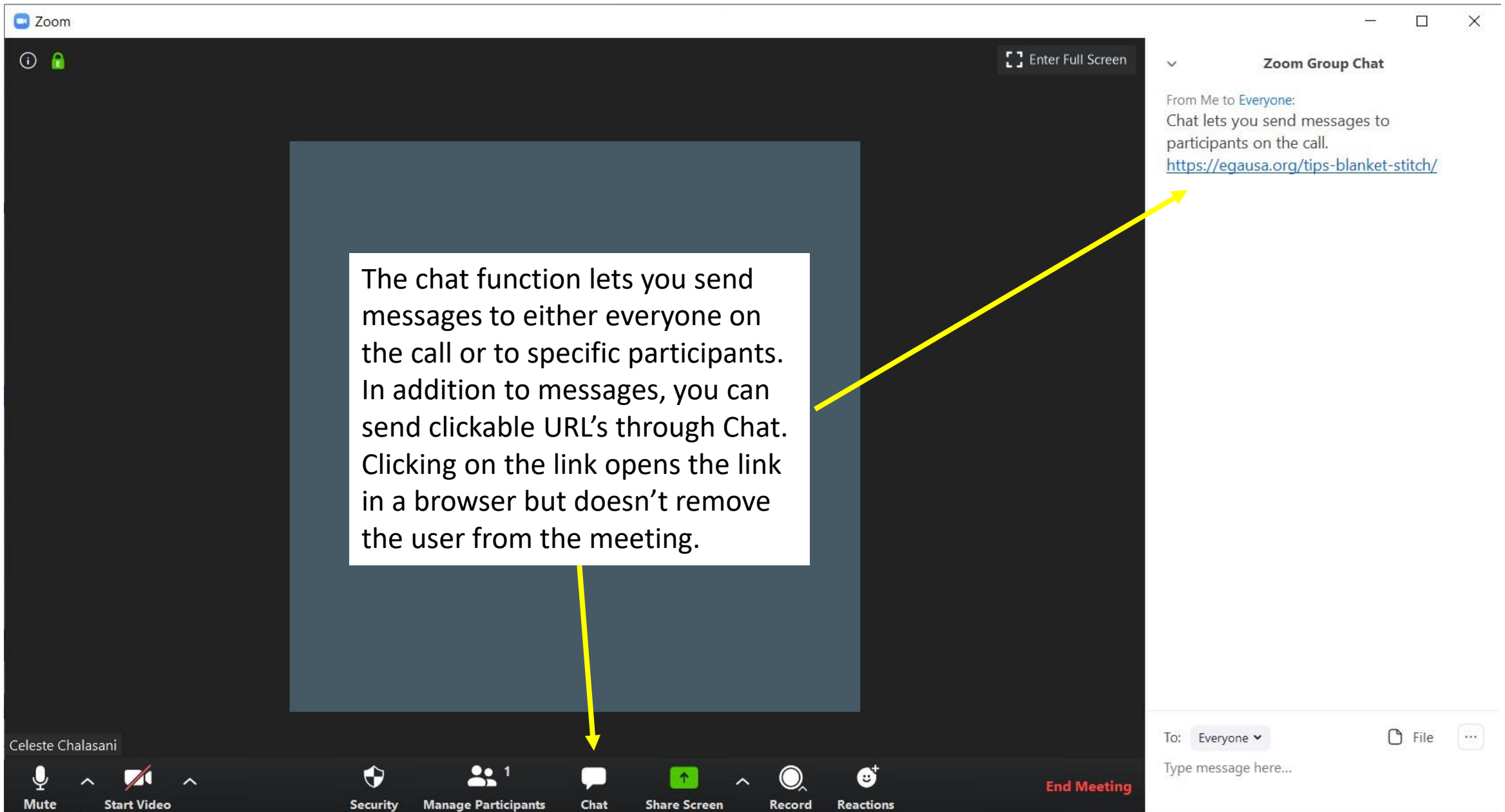


Users can turn on/off their video during a meeting.

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.



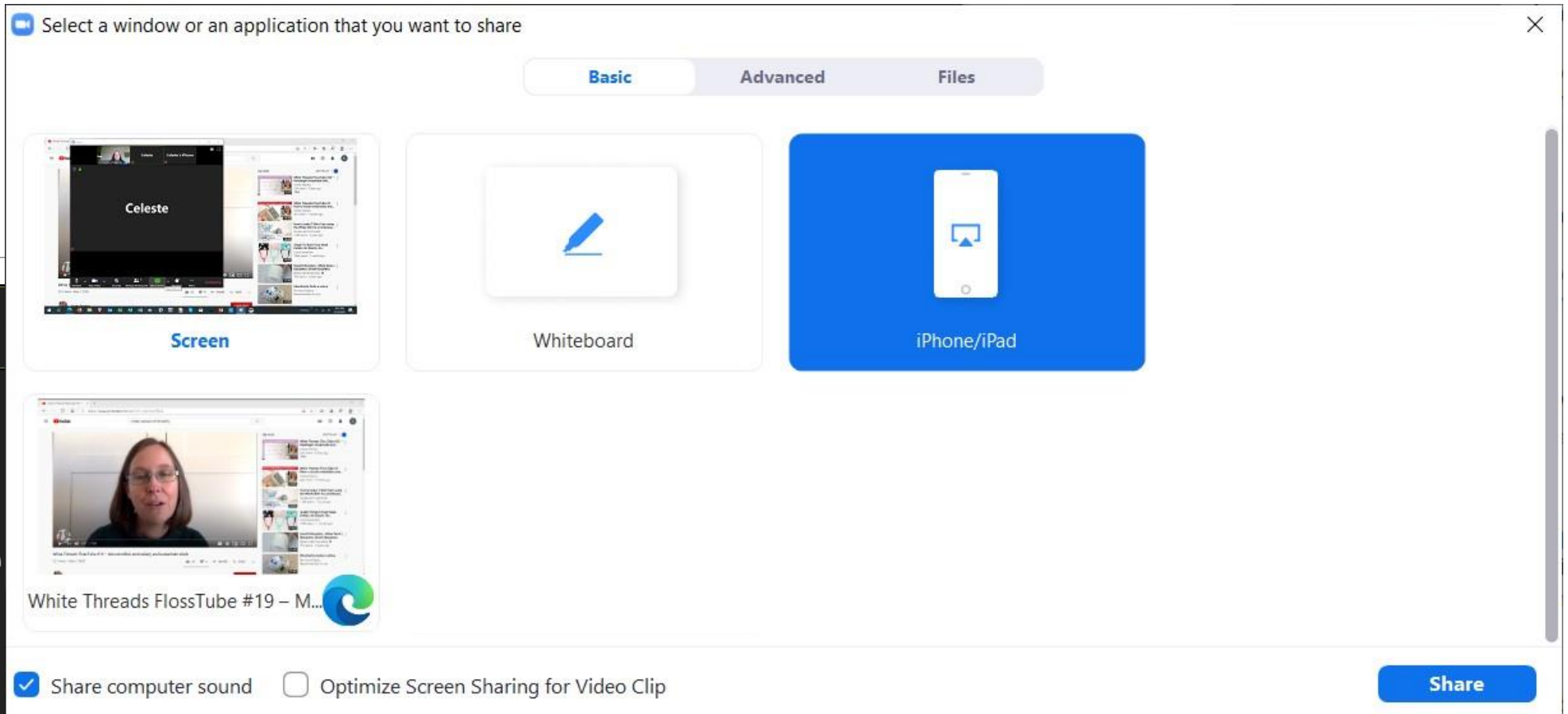
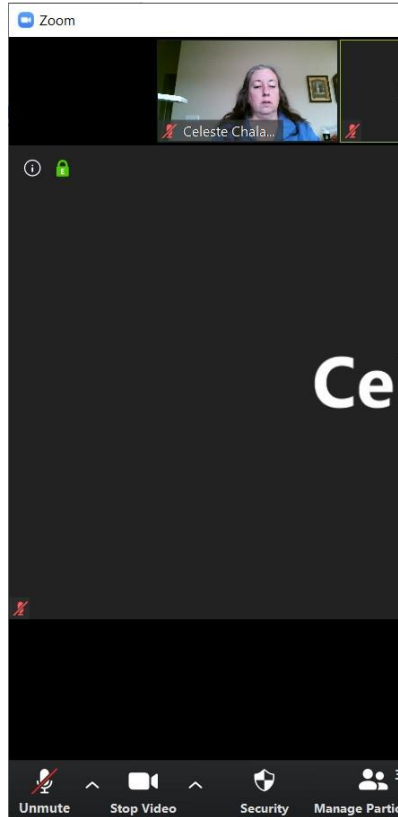
The chat function lets you send messages to either everyone on the call or to specific participants. In addition to messages, you can send clickable URL's through Chat. Clicking on the link opens the link in a browser but doesn't remove the user from the meeting.

Zoom Group Chat  
From Me to Everyone:  
Chat lets you send messages to participants on the call.  
<https://egausa.org/tips-blanket-stitch/>

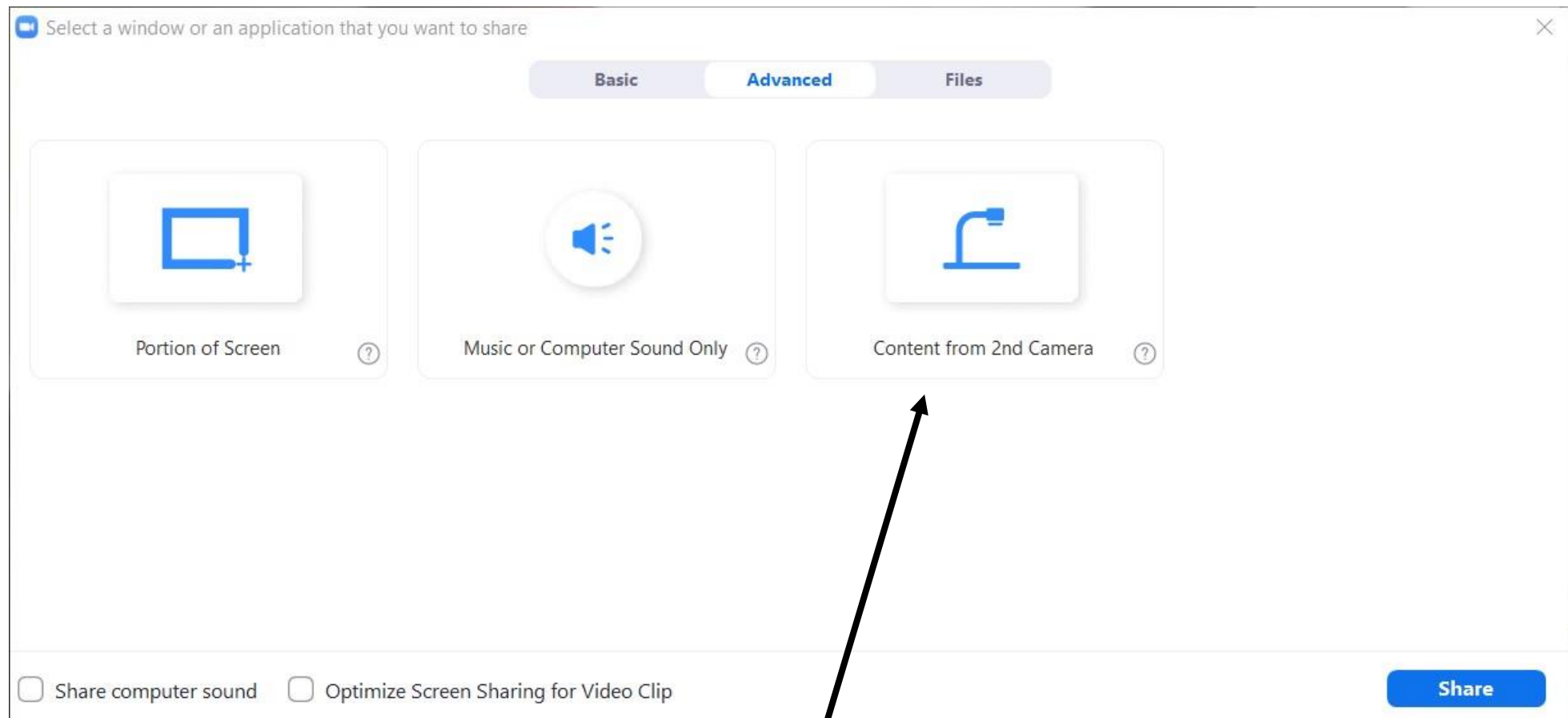
Celeste Chalasani

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.

The image shows a Zoom meeting window with a dark theme. At the top left, the Zoom logo and name are visible. In the top right corner, there is a button labeled "Enter Full Screen". The main area of the window is a blurred blue rectangle. A white dialog box titled "Advanced Sharing Options..." is open in the center-right. It contains three sections of settings:

- How many participants can share at the same time?**
  - One participant can share at a time
  - Multiple participants can share simultaneously (dual monitors recommended)
- Who can share?**
  - Only Host
  - All Participants
- Who can start sharing when someone else is sharing?**
  - Only Host
  - All Participants

At the bottom of the window, there is a toolbar with icons for Mute, Start Video, Security, Manage Participants (with a '1' next to it), Chat, Share Screen (highlighted in green), Record, and Reactions. The name "Celeste Chalasani" is displayed above the toolbar. An "End Meeting" button is located in the bottom right corner.

Zoom

Enter Full Screen

Celeste Chalasani

Select a Camera (Alt+N to switch)

- MO-1 Video Camera device
- ✓ Lenovo EasyCamera

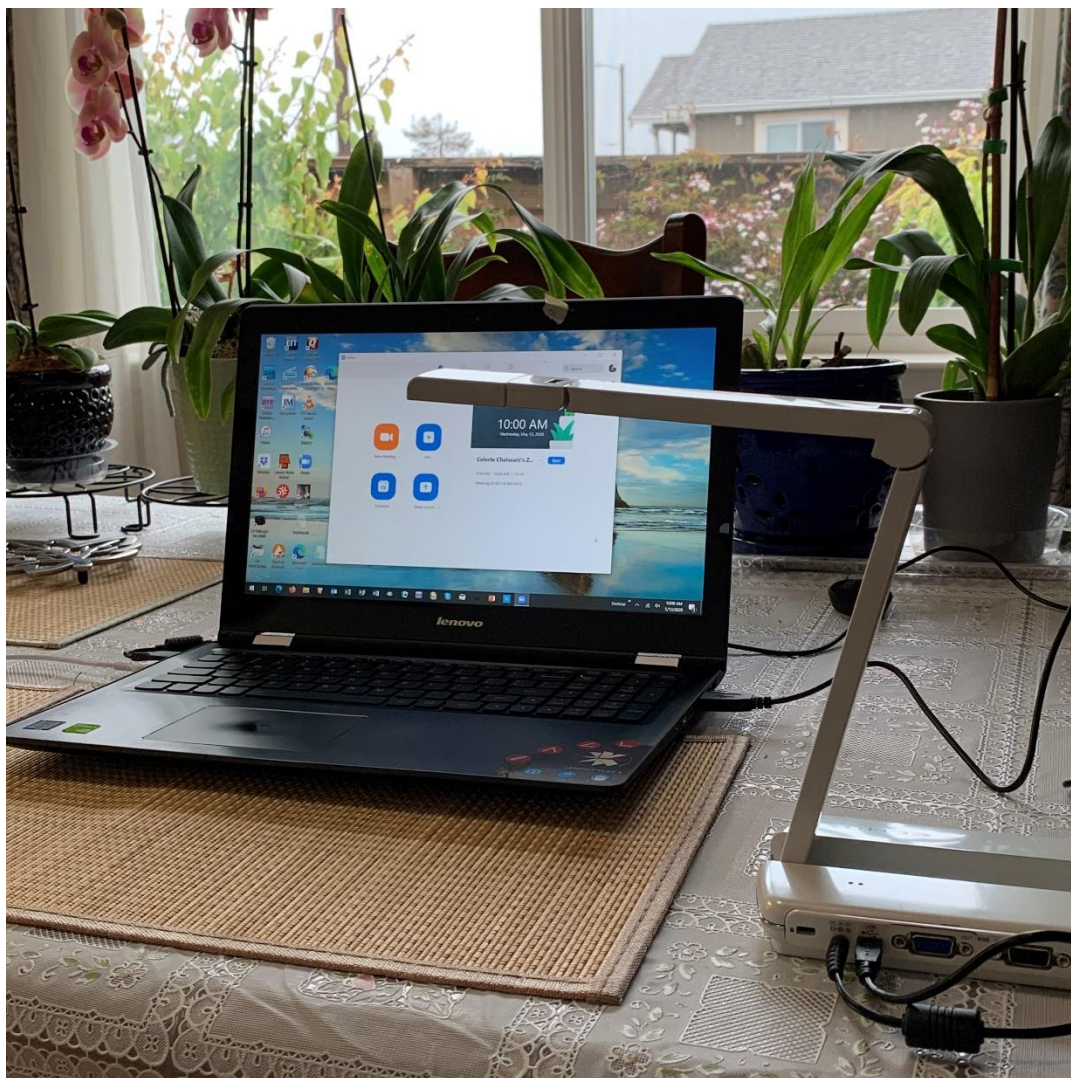
Video Settings...

Choose Virtual Background

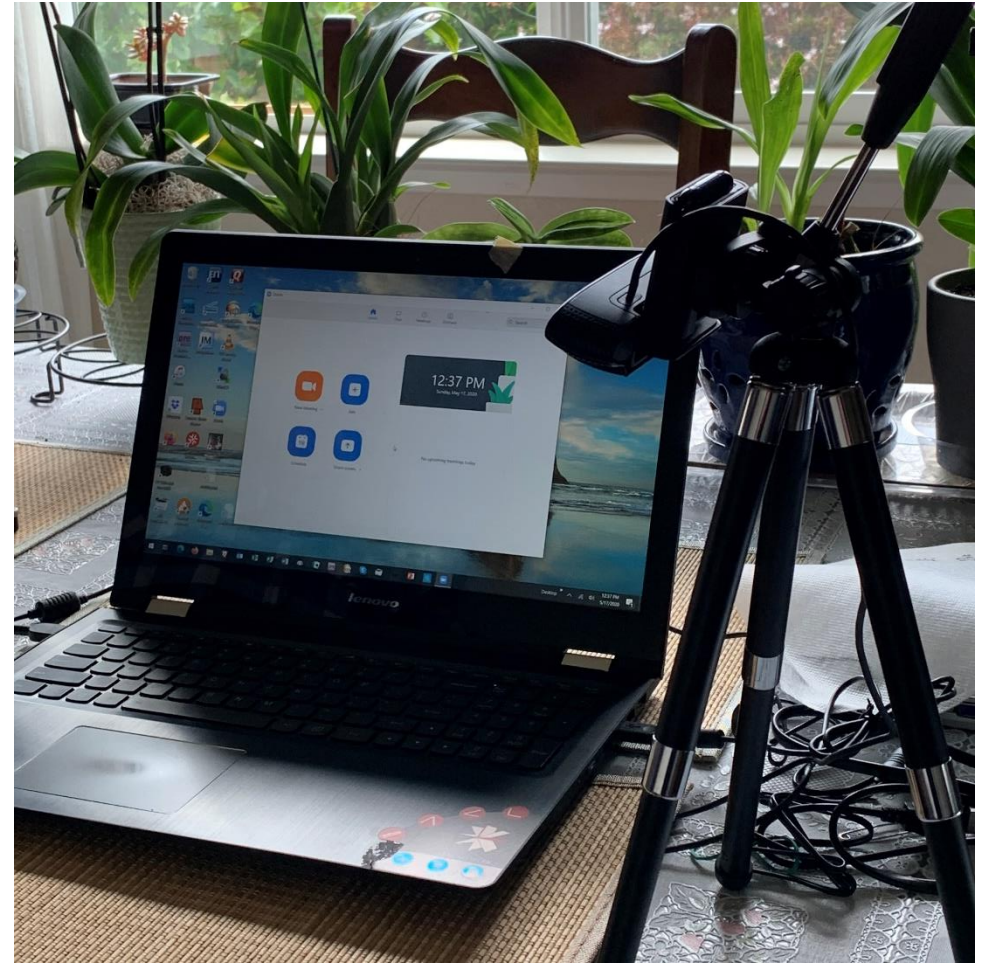
Mute Stop Video Security Manage Participants Chat Share Screen Record Reactions End Meeting

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.





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.