Zoom Instructions for Participants

Wichita Knitters' Guild

BEFORE THE MEETING
You will need a computer, tablet, or smartphone with a speaker or headphones. You will receive an email prior to each monthly meeting with a link as well as a Meeting ID with password.

TO JOIN THE MEETING
1. Prior to the start of the meeting (10-15 minutes is recommended), click on the link in your email to join via computer. You may be instructed to download the Zoom application.
   a. To use Zoom in a web browser instead of downloading an app, visit https://zoom.us/join and enter the Meeting ID and password.
2. Make sure to enter your name, if prompted, so the meeting host can recognize you.
3. You have an opportunity to test your audio before officially entering the meeting room by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join Audio by Computer."
4. Once in the meeting room, you may need to click on the "Start Video" button to turn on the camera on your device.

PARTICIPANT CONTROLS
Below are the standard participant controls for Zoom. Depending on your device, you may find these options by tapping on your screen or tapping on the "More" button. Click/tap the icons themselves to utilize those features. The arrows next to the icons offer additional features.

- **Mute / Unmute:** This will allow meeting participants to hear you. It does not mute others who are speaking.
- **Start / Stop Video:** This allows meeting participants to see you. If you turn off your video, participants will either see your name in a black box or a profile picture you have uploaded (account settings).
- **Manage Participants:** View a participant list in a pop-up screen. You may also use this window to direct message someone in the meeting.
- **Chat:** Send a message to the entire group or a particular attendee.
- **Leave Meeting:** Exit the meeting.

Somewhere on your Zoom screen, you will also see a choice to toggle between "Speaker View" and "Gallery View." Speaker view shows only the active speaker. Gallery view shows thumbnails of multiple participants. How many participants you can see in gallery view is dependent upon the type of device you use.

ZOOM ACCOUNT

You do not need to register for a free Zoom account to join a meeting, but creating an account allows you more control including uploading a profile photo, selecting a virtual background, and more.

TIPS FOR A GOOD EXPERIENCE

1. **Mute:** There are times throughout the meeting when the host will have the entire group muted to allow everyone to focus on the current speaker. When you are not muted, be mindful of background noises in your environment (children, pets, music, television, etc.). Background noise, including the rustling of items or shuffling of papers next to your computer or device, can come across the speakers very loudly and affect the experience of others.

2. **Speaking:** It can be easy to speak over others. Be mindful of taking turns. Raise your hand to be called upon if you are muted. Direct questions or comments to a particular person by stating their name to gain their attention.

3. **Participation:** Show that you are listening to others by nodding your head and looking into the camera or giving a thumbs up.

4. **Show & Share / Chat Feature:** During this portion of the meeting, we invite all participants to type their pattern name and yarn details into the chat feature, if possible, to make it easy for the board to capture these details and add the information to the WKG Ravelry monthly bundle.

QUESTIONS? TROUBLESHOOTING?

If you have any questions or need assistance with Zoom, please do not hesitate to reach out to a board member. Please don't let uncertainty with technology keep you from joining us!

You may also access Zoom FAQ here:
https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions