

When you join, you will be placed into a waiting room. Once we verify that you have registered for the event, you will be admitted into the Virtual Retreat.

## **Helpful Zoom Tips**

### **Changing your view (what you see on your screen)**

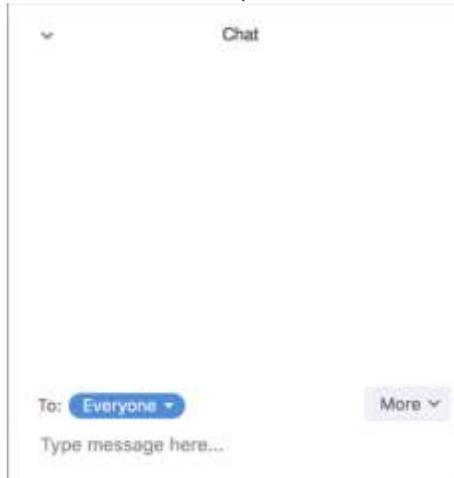
Gallery view lets you see everyone in the meeting at once, instead of just the person speaking. To turn this on, click the tab that says "Gallery view" in the top right corner. If the meeting has 49 or fewer attendees, you will see all of their screens displayed on one page. If there are more than 49, you will have the option to move between multiple pages. To leave "Gallery view" and change back to just one person speaking, click on "Speaker view" in that same top right corner.

### **How to Ask a Question/Using the Chat Feature**

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user, or you can send a message to an entire group. **If you have a question for a panelist/speaker, please send your chat to the entire group. We will manage the Q&A session through the in-chat feature.**

1. While in a meeting, click **Chat** in the meeting controls (the bar on the bottom of the screen).  

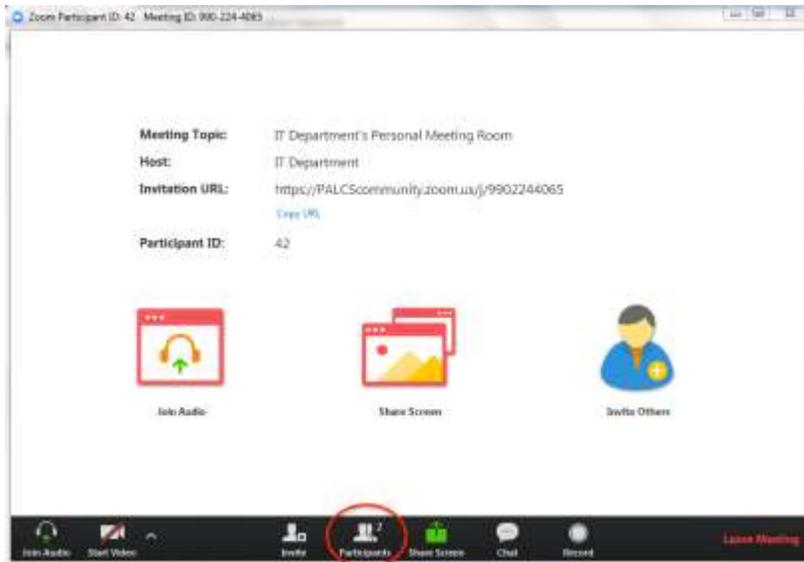
2. This will open the chat window. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.



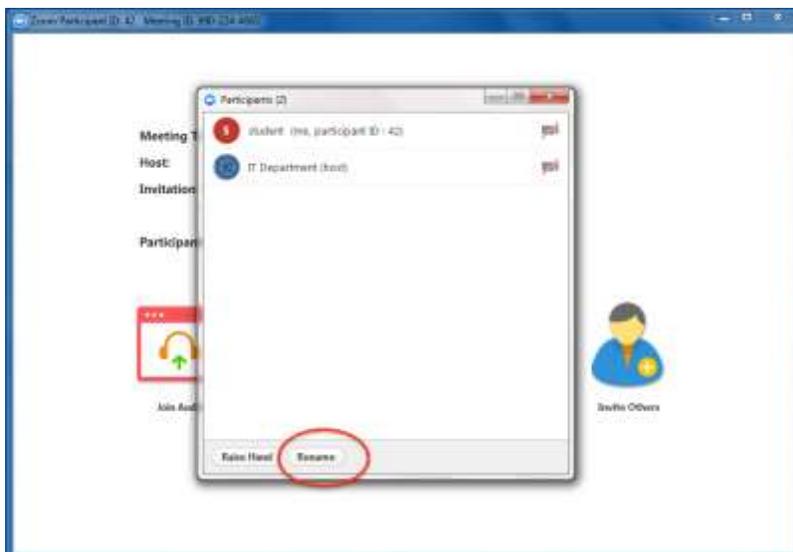
## Changing Your Display Name

*In order for all attendees to see one another and know who is attending the virtual retreat, please make sure your display name says your first and your last name. Follow these steps to change your display name:*

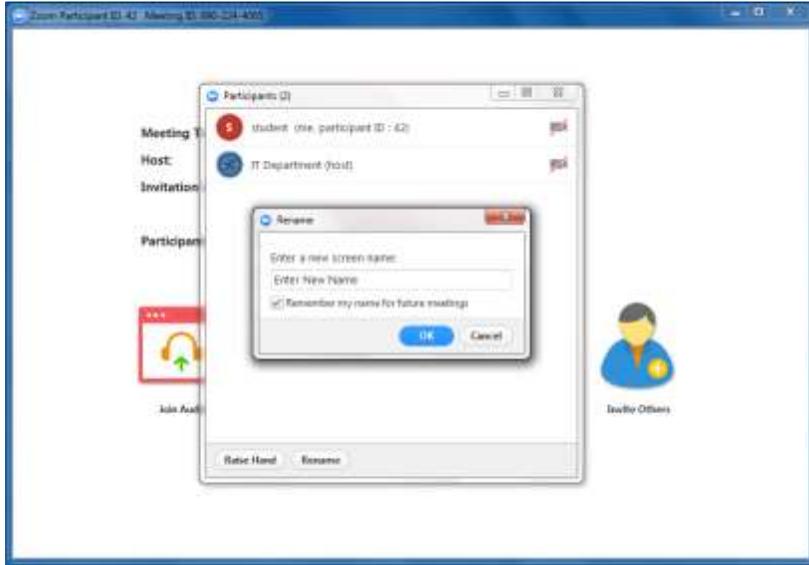
1. Click on the "Participants" icon at the bottom of the window (shown circled below).



2. A Participants window will appear. Click the "Rename" button (shown circled below).



3. Enter your new name in the "New Screen Name" field.



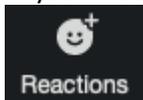
4. After clicking the blue "OK" button, your new name will appear.

### React with emoji on screen

If you're muted in a meeting, you can still let the speakers know your thoughts with emoji reactions.

Send a thumbs up or a clapping emoji to communicate without interrupting the meeting.

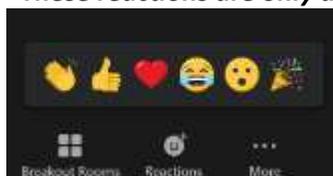
1. In your meeting controls (the bar on the bottom of your screen), click **Reactions**.



2. Click the type of reaction you would like to send:

- Clapping Hands
- Thumbs up
- Heart\*
- Tears of Joy\*
- Open Mouth\*
- Party Popper (Tada, Celebration)\*

***\*These reactions are only available for those with Zoom 5.2.0 or higher***



3. The reaction will display for 5 seconds.

### **Other Helpful Hints:**

*These are more on the spectrum of “fun” than “useful,” but did you know zoom lets you touch up your features?!*

In *Settings > Video*, check “Touch up my appearance,” and Zoom will soften the focus on your camera, theoretically minimizing any imperfections (not that anyone in the Grove has any!).

### **Lighting**

Avoid “shady face” when one half of your face is shaded or blocked in some way. Instead, have one steady lamp, directly by your face, for even, steady lighting. No sidelight or backlight, please. Avoid sitting with your back to the window, as the camera will expose for the light and make you into a silhouette. Instead, flip it, and face the window, which will give you soft, pleasing light.

### **Background**

You want people focusing on your face, not on what's behind you. Keep it plain and simple, with blank walls, or a wall with nothing but one piece of art hanging.

### **Perspective**

Here's the biggest no-no. Get rid of the “wide-angle face.” The cameras on smartphones and webcams are wide-angle, so if you get too close to it, you will look distorted. In other words, step back from the camera. The closer you are to a wide-angle, the more distorted you are.

### **Eye Level**

Avoid a very unflattering angle by ensuring the webcam is *not* looking up at you. Instead angle the camera slightly down at you or arrange the camera to be at eye level. You can achieve this by stacking books under your laptop until you see the webcam eye to eye.