



**DALLAS SUNRISE TOASTMASTERS**

SINCE 1992

# Sunrise Toastmasters: Zoom Meetings How-To Guide

March 2020

# What is Zoom Meetings?

Zoom Meetings is software-based video conferencing & web conferencing – enabling virtual meetings to take place all over the world



# How-To Join a Zoom Meeting

Join the Zoom Meeting with your computer, smart phone, or tablet.

## VIDEO

- Join Zoom Meeting by clicking this link: <https://zoom.us/j/943458060>
- Meeting ID: 943 458 060
- For smartphone/tablet users, Zoom Meeting has 2 apps available:
  - iPhone/iPad users [HERE](#)
  - Android users [HERE](#)

## AUDIO ONLY (Or, if you do not have microphone on your computer)

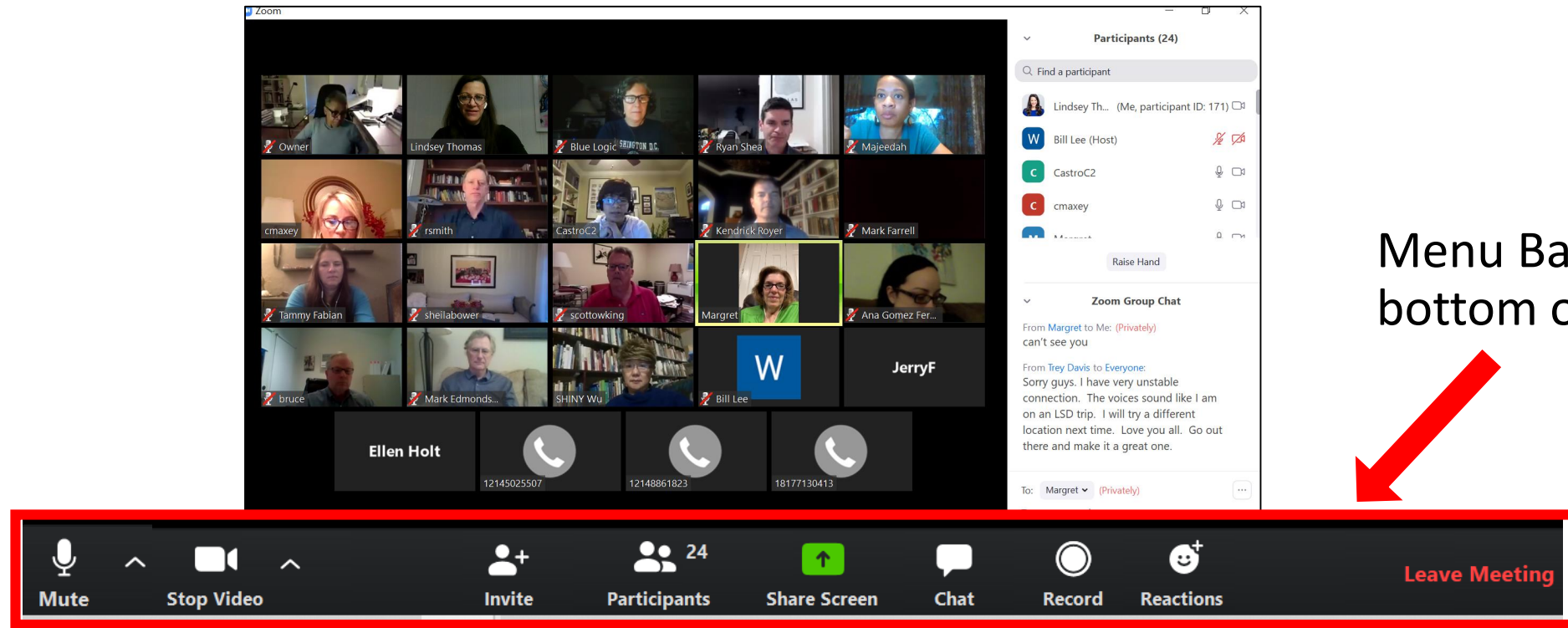
- Dial: (346) 248-7799
- When prompted, enter this Meeting ID: 943 458 060

Note: Meeting Details (link & phone number) are the same every week for Sunrise Meetings

Still unsure? Click the image below and watch a quick online tutorial.



# Zoom Menu Bar



Menu Bar across the bottom of screen

Control your audio settings (mute/unmute)

Click to see list of participants

Click to open chat bar

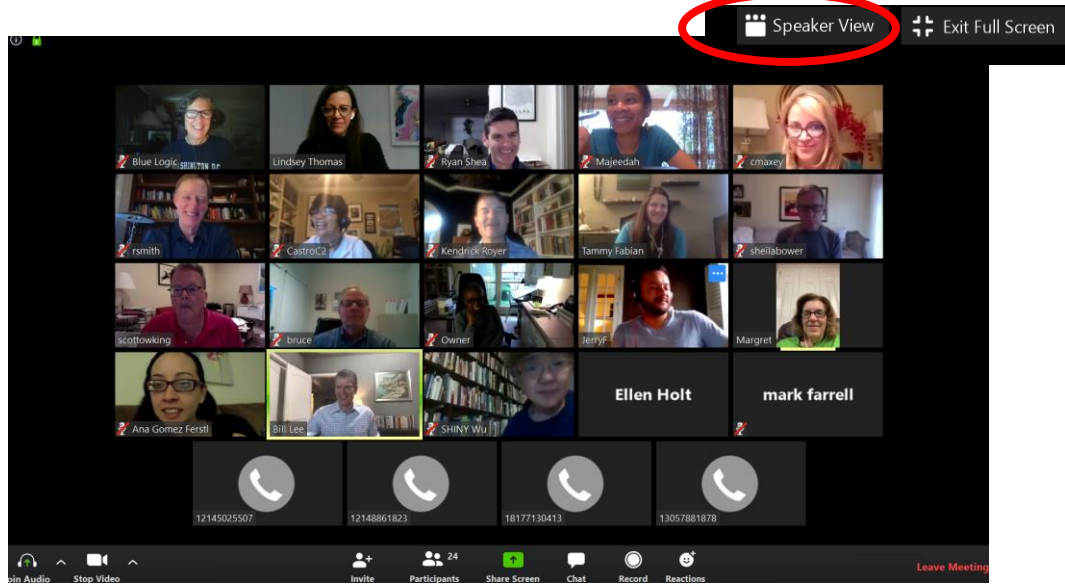
Display a 'clap' emoji or 'wave' emoji



**DALLAS SUNRISE TOASTMASTERS**  
SINCE 1992

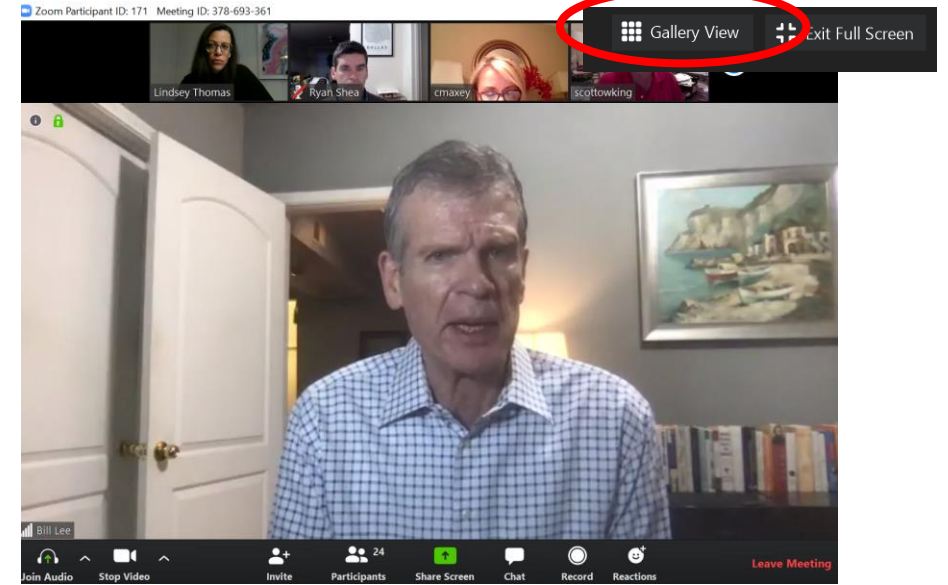
# Gallery View vs Speaker View

Toggle back and forth between the views by clicking in the top right corner (Speaker/Gallery buttons)



## Gallery View

- Allows you to see a grid of everyone on the call
- There will be a yellow border around the person who is talking

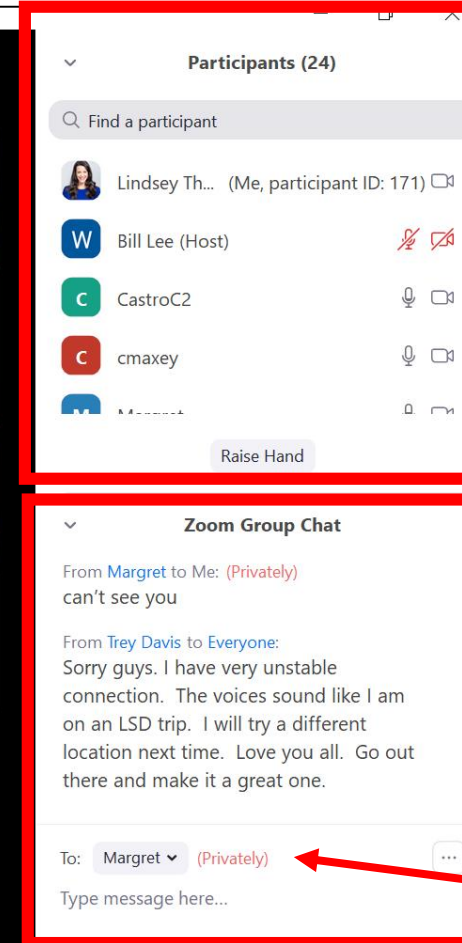
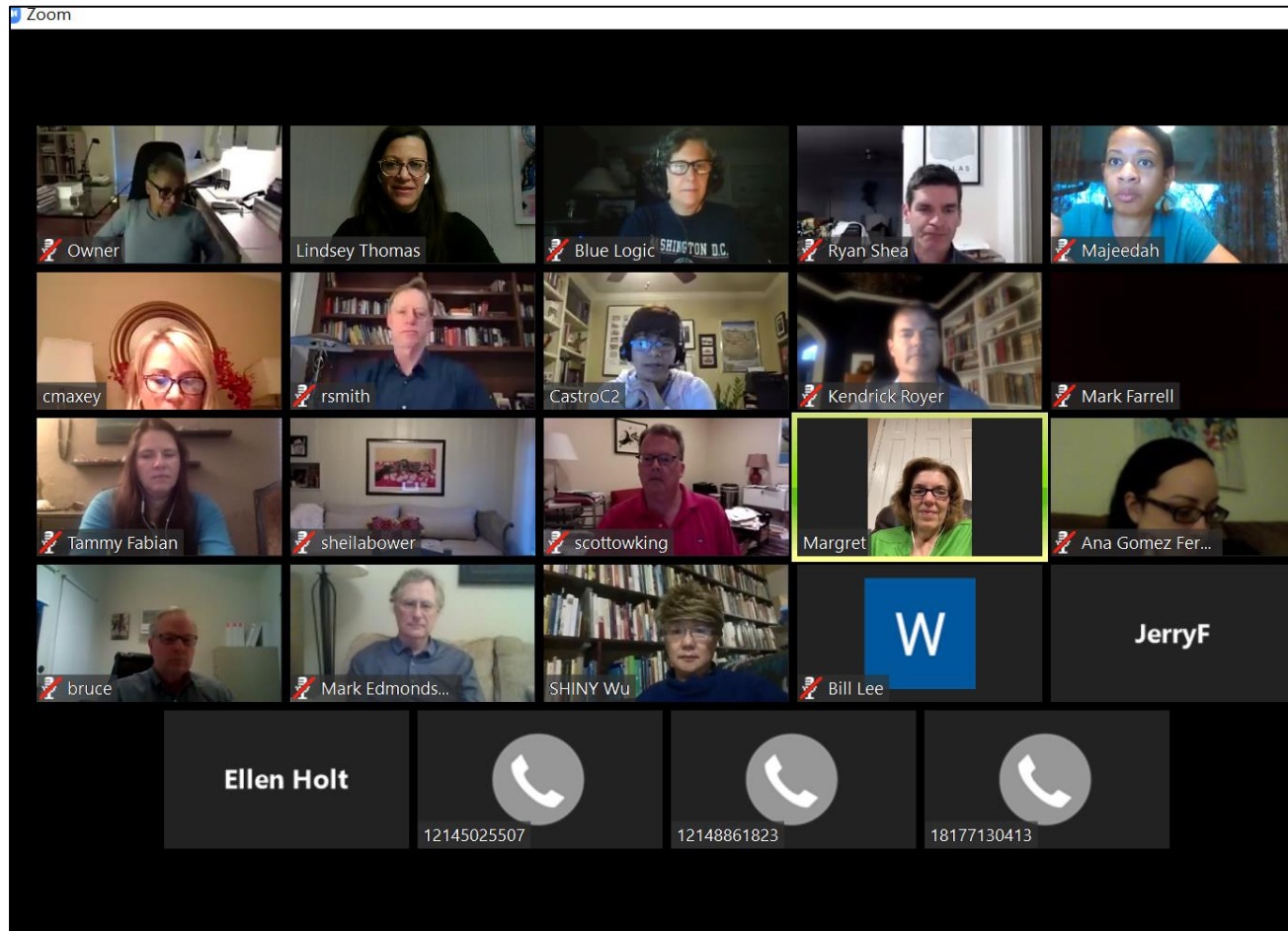


## Speaker View

- Speaker will be featured in large screen, with other attendees across the top of the screen



# Participant/Chat Box



← List of Participants

Displays list of participants in the call

← Chat Box

Chat with participants during the call  
(Note: it's recommended you keep the chat box open the duration of the call)

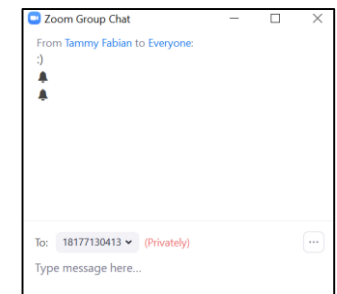
You can send messages to 'Everyone' (the default), or privately to one person. If sending private message, choose their name from the drop down menu.

# Meeting Roles...with a Virtual Twist

## Ah Counter

The job of the Ah Counter is to watch for, note and “ding” the use of extraneous words and/or sounds used as a “crutch” or “pause filler” during the meeting. This includes “ah”, “um” or “er”, and inappropriate interjections of words like “well”, “you know”, “so” or “and.” Also, note and “ding” “doubled clutches” like “I...I” or “the...the”. Long pauses may also be noted and “dinged”, but be certain that the speaker is not just pausing for effect or to let the audience assimilate a point.

- Prior to the meeting, check with new members who are working on their first five speeches: at their option, they may elect not to be “dinged” during the speech. If they do not elect, they will be “dinged.” The bell is a very useful tool and should not be withheld unless requested.
- During the meeting, note all anomalies of speech for the final report, and “ding” the offender on a timely basis.
  - Dinging in a virtual meeting – Use a bell or something else at home to create a soft ‘ding’
    - Additional Options: flash a card via video screen, or display a ‘reaction’ emoji or send an emoji via the chat bar (such as a bell emoji!)
- At the conclusion of the meeting, report, by member, all transgressions.



# Meeting Roles...with a Virtual Twist

## Grammarian

The responsibilities of the grammarian are 1) to introduce new words to members, and 2) to comment on the use of language (vocabulary and grammar) during the meeting.

- Prior to the meeting, select a “Word of the Day” and prepare a visual aid that members may see during the meeting to encourage the use of the Word of the Day.
- Check with the Toastmaster to determine the theme for the upcoming meeting-consider tailoring the Word of the Day to the theme of the meeting.
- Place the visual aid where it may be seen from the lectern
  - Display WOD in a virtual meeting: Show a sign with WOD in the video, Send the WOD in the chat box
- At the beginning of the meeting, announce the Word of the Day and explain it clearly. Be sure to use it in a sentence. Try to select words which will prove useful in daily communications. Toastmasters suggests using adjectives or adverbs but any useful and appropriate word will suffice.
- Encourage all members to use the Word of the Day.
- Throughout the meeting, listen for incorrect or poor grammar and language usage, for excellent and interesting grammar and language usage and for the Word of the Day.
- At the end of the meeting, report on both the good and the bad, and cite those who have used the Word of the Day correctly.





# Meeting Roles...with a Virtual Twist

## Timer

Speeches have a minimum and a maximum time which are two minutes apart. Show the green card at the minimum time, the yellow card one minute later and the red card at the maximum time. A speaker qualifies 30 seconds before the minimum time and is disqualified 30 seconds after the time and subject to clap-down.

Table Topics run from one to two minutes. Show the green card at one minute, the yellow card 30 seconds later and the red card at two minutes. A Table Topics speaker qualifies 15 seconds before the minimum time and is disqualified 15 seconds after the maximum time and subject to clap-down.

Evaluators have from two to three minutes. Show the green card at two minutes, the yellow card 30 seconds later and the red card at three minutes. A Table Topics speaker qualifies 30 seconds before the minimum time and is disqualified 30 seconds after the maximum time and subject to clap-down.

- Get cards from the meeting box at the back of the room
  - Display time alerts – Display colored paper via video “GREEN” / “YELLOW” / “RED”
  - Alternate options: Send alerts in chat window (green/yellow/red); Text speaker alerts (green/yellow/red); use a timer app on your phone & hold up phone to video screen to display colored screens
- Make sure you sit where you can be seen by the speakers
- Continue showing the card until it is time for the next one – it is the responsibility of the timer to ensure that the speakers see the cards!

# Meeting Roles...with a Virtual Twist

## Vote Counter

The job of the Vote Counter is to tally the votes for the categories of:

- Best Speaker
- Best Table of Topics Respondent
- Best Evaluator

The vote counter does not vote except to break a tie.

When called upon by the Toastmaster, the Vote Counter will announce the winners in each category.

- Collecting Votes in Virtual Meeting: Send votes to Vote Counter via Chat bar
  - Alternate option: If participants have joined via audio only, they can text their vote to vote counter



# Overall Virtual Meeting Tips

- Keep in mind we're all new to operating our Sunrise meetings virtually, please offer grace to everyone on the web conference, especially those still learning how to use the platform 😊
- Have Fun! Laugh at mistakes, skip over interruptions, and shrug off tech issues – these are bound to happen.
- Since Zoom allows 'Share Your Screen' capability, consider this new format the perfect opportunity to deliver speeches with presentation elements
  - For example, share you screen to show the group: powerpoint presentations, videos, etc.
- Toastmaster Tip: carve out time throughout the meeting to encourage participants to send notes to each other via the Chat box (just as we would during physical meetings)
- Stay as close as you can to your WiFi router for the best possible connection
- If the 'Reactions' option is missing from your Menu bar, you may need to install the latest version of Zoom, try upgrading and it should appear



# Troubleshooting

- **My browser version too slow**
  - [Download the desktop app](#)
- **My audio is not working**
  - [Join a test meeting to test your video and audio](#)
  - [Audio is not working on a mobile device.](#) Try this solution.
  - If your Headphone/Microphone is not working, check to make sure your audio is set to the correct device, i.e. your headset or computer. This is typically found in your device settings under audio and/or camera.
- **I'm experiencing an echo**
  - Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn more here.](#)
- **My video is not working**
  - [Video not working tips](#)

## ADDITIONAL RESOURCES

- [System requirements](#)
- [Live Training Webinars](#)
- [Recording a session](#)
- Email Lindsey to request a peer-to-peer help session



# Host Settings (disregard if you are not the host)

Under “My Account > Settings” you can set up general rules for each of your meetings. Most of the settings are great the way they are, however here is a list of items that may prove helpful during a meeting:

- Turn on “join before host”. This allows others to join the meeting before you get there.
- “Polling” may be turned on here, if you need feedback during the meeting.
- Turn on IM Groups under [IM Settings](#). This allows you to group people into designated gatherings, therefore they cannot see all of your Zoom contacts.