



Zoom Orientation

How to Interact Online using Zoom

How to Interact in the Main Room (Large Group):

Preparation: Please have handouts available – either printed or on screen – before we begin.

Microphone:

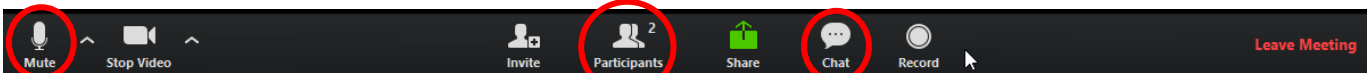
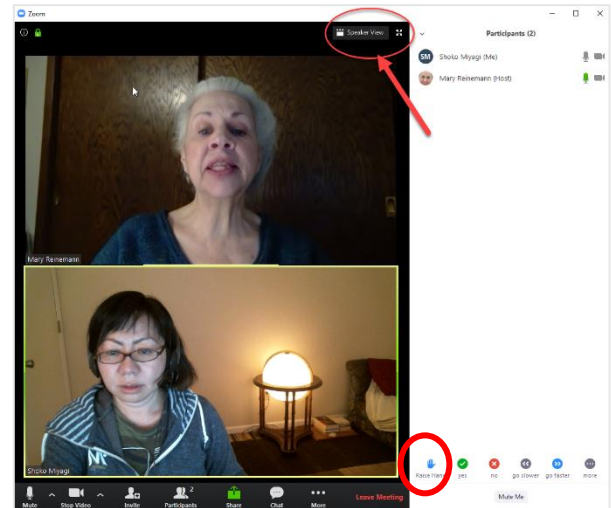
- Mute your mic when you are not speaking.
- Unmute your mic to speak to the entire class. When you are done speaking, say, “I’m done” to make room for others to speak. When the group size is big, we might use the ‘raise hand’ icon.

View:

- Don’t use the “full screen” view. Hit the [Esc] key to exit the full-screen view.

Comments & Questions:

- Type comments or questions in the chat (the right pane for most).
- Confidentiality – What’s shared in this space needs to stay but what’s learned can go out. Also, take responsibility for what you are willing to share in a group setting.
- We practice giving and receiving empathy rather than giving advice or judging others.
- The presenter stays after class to answer questions or offer additional support.



Interaction & Engagement:

- Turn-taking – The host will moderate. We sometimes use the ‘raise hand’ feature (under the Participants icon) and wait until you are unmuted to speak to the entire class. Or type your questions in the chat.

How to Interact in Breakout Rooms (Pairs & Small Groups):

Check-In Activity or Practice Exercise:

- You will be paired up randomly.
- The presentation slide will disappear.
- Click on “Join” the Breakout Room when the window appears.
- Unmute your audio so you can hear each other. Then do self-introduction.
- If you need help, click the “Ask for Help” icon so the presenter can join your room.
- When your breakout room segment ends, you will be brought back to the main room. The presenter will give you a 120-second reminder message.
- If you need to leave your breakout room early, click, “Leave Breakout Room.”

