



Meeting Notes

ZOOM Virtual Troop Meetings

Getting Started

Training for Troop Leaders

April 21, 2020



AGENDA

1) **Why have virtual meetings**

- a. Covid-19
- b. After Covid-19

2) **What is Zoom (and other meeting platforms)**

3) **How to sign up for Free Zoom Account or other plans**

4) **How to log in to your account**

5) **Feature Suggestions: Important Do's & Don'ts**

6) **How to plan for the meeting – meeting aids**

7) **Importance of interaction during the meeting**, using which one, and when

8) **Let's get started...How to schedule the first meeting & invite people**

- a. Schedule it from Zoom Account
- b. App on your phone or if you have Outlook or Google Mail

9) **Demonstration within Zoom meeting**

Demo features outlined in set up... Admins – YOU have the Power!

- 1. Side by side view for Admin
- 2. Managing Participants
- 3. Muting/Unmuting participants
- 4. Video on or off for participants
- 5. Chat feature
- 6. Non-verbal features overview
- 7. Gallery view, speaker view
- 8. Sharing Desktop

10) **Schedule a Practice meeting or Conference Call with parents/caregivers**

- a. Get permission for on-line meeting participation for their girl.
- b. Review the whys of a virtual troop meeting
- c. Safety features, and
- d. How to make it a great experience for their girl.

11) **Lighting & Being on Camera**

- a. Lap top camera and angles
- b. Reminder: Look into the light – making eye contact with the girls.
- c. Lighting and shadows
- d. Make-up & you – be you

12) **Other Resources – additional tutorials & videos for more information**

Why Have Virtual Meetings

Covid-19/Now

1. With social distancing requirements in place which suspended regular in-person meetings, this is a great way for the girls and leaders to stay connected as a troop.
2. As humans, we crave social interaction, so online meetings can give us that human touch, in a way that keeps us connected to each other, and be able to keep us all safe and healthy.
3. Through an online live-streamed virtual meeting, you can still do many of the things that would have been done at an in-person troop meeting, including ice-breakers, badge or patch activities, and troop planning or troop business. You can even allow for time for the girls to “just chat”. Interaction during the meeting is very important, visuals are very important, and this training will address different ways to be interactive, keep the girls engaged, and have FUN! All with the girls on-line safety in mind.

After Covid-19

1. Great opportunity to get girls together to plan future meetings, and when in-person meetings come back, you can make the most of that time.
2. Great way to connect over the summer, as girls can participate, most likely, even if they are away on vacation through their phone!
3. For older girl or Juliette’s this is a great way to fit Girl Scouts into their super busy life! Again, access through the phone app is great!

What is Zoom? (& Other Meeting Platforms)

There are many different on-line meeting platforms that are available for you to choose for your troop. Online live-stream meeting platforms give you the ability to have a troop meeting, virtually. You can see each other, and interact with each other. The troop leaders will have control of certain features, and you have the ability to let the girls interact virtually, all together. In the demonstration, you will see my desk top and view what it’s like to be inside of a Zoom meeting from the Administrator – or the troop leader – the person that arranges the meetings – view, along with the features you can turn off and on and how that effects the way the meeting will be “go”.

We did a lot of research and “test drove” a few different platforms. Details on Zoom, WebEx, Go-To-Meeting, Join.Me and Google Hangouts, are in the Meeting Notes, but we came to the conclusion that ZOOM had the best features, most user friendly design and FREE for what many of you will need, with a low cost paid version, if you want a little bit more.

If you elect to have the paid version of any on-line meeting platform, this IS an APPROVED cost for a troop. The expense should be reflected on your finance report, and should not be paid out of pocket by the troop leader or any adult. It also can be an item that is donated to the troop by an individual, and again should be reflected in the finance report as a donation to the troop. The troop should vote on this expense, as they do other expenses related to the troop.

Comparing Live Online Meeting or Training Platforms

With all the adjustments for large convenings, meetings and trainings to online formats, here is some research on a few favorite platforms that I have “test driven” or what many other companies are using.

As we humans crave social interaction, so online learning, training and meetings require the host/leader to put effort into the planning process to include interactive “moments” in the presentation of the content/agenda items - to make it a great experience.

Cisco WebEx Meeting

Cisco’s Webex program offers a user-friendly experience for businesses of all sizes and meetings of all kinds. Users may opt in to a meeting from the mobile app without dialing in, and participants can easily share content (i.e. documents, screen sharing) from their computer. Meeting leader can adapt their attendees’ speaking/presenting privileges to suit their needs.

Features:

- Web and video conferencing
- File sharing
- Real time chat
- Q&A, Hand Raising, polling with free version
- Recording function
- Screen Share
- Integrates with gsLearn
- Easy to switch between speakers and presenters
- Up to 100 participants in free version
- No time limit per session with free version
- Mobile features
- Call in features plus VOIP capabilities
- Unlimited # meetings
- Add on App to MS Teams

Cons: Cisco reserves the right to remove some free features and revert them to the paid subscription.

Zoom

Zoom is highly-rated and easy program to use for chat and video conferencing. There are a lot of options for customizing your meetings to meet your needs, whether they be audio conferences, virtual classrooms, video interviews, or anything else.

Features:

- White-boarding
- Screen-sharing
- Video
- Recording function
- Chat function
- Nonverbal Feedback includes buttons for yes/no, go slower, go faster, agree/disagree, clap, need a break, away
- Easy to use
- Add-on to MS Outlook & Google mail to schedule meetings
- Host up to 100 participants in free version
- Cool virtual backgrounds
- Add-on App to MS Teams
- 40 minute time limit on free version
- Paid Version can be integrated into gsLearn

Cons: You have to download an app. UPDATE: Free version usually has limitation on session time (40 min) for more than 2 people in meeting (unlimited 1 to 1’s), BUT Zoom has extended the time restriction probably to match WebEx offerings. This may not be a permanent feature, and may revert back to the 40 min limitation. Polling feature not in free version. Some chat features need to be turned off for security reasons (private chats within session).

GotoWebinar

GotoWebinar is a professional, user-friendly program that focuses on planning and managing webinars. This is our favorite platform and allows for hosts/meeting leaders to do all the tech management so that presenters

can focus on presenting their content. The analytics on participant behavior are really helpful especially if you have to assess learning.

Features:

- Question from audience
- Recording function
- File sharing
- Screen sharing
- Video
- Polls
- Automated transcripts
- Event analytics
- Integrates with gsLearn

Cons: It is expensive and doesn't offer a chat function among participants for small webinar-based businesses and does not offer a chat function.

Join.me

Join.me was one of the first platforms I ever used for online trainings. The user interface is simple. The main reason I used it was because the mobile app allows for a "mobile whiteboard" to share your ideas with colleagues in real time and it is visually pleasing. Join.me also offers a free option that allows up to 10 participants.

Features:

- Presentation tools
- Chat function
- Recording function
- File sharing
- Real time chat
- Hand Raising
- Screen Share
- Mobile Access

Cons: Some features require all attendees to have Join.Me app downloaded and there is no hand raising function. Only 10 participants for free version.

Google Hangouts

Google Hangouts is a free add-on that comes with your Google account through Google Suite. This program does not require additional downloads for most users (besides a browser extension) and allows for up to 10 participants for free. Hangouts may be a good choice if you are already reliant on a Google platform for all of your document sharing and need a simple way to communicate remotely while collaborating.

Features:

- Chat function
- Recording function
- File sharing
- Real time chat
- Screen sharing
- Video

Cons: Probably better for a meeting than a training since platform has less bells and whistles than other when it comes to functionality of online training needs. Only 10 participants for free version.

Summary:

Right now, the free versions of WebEx & Zoom DO include a lot of bells and whistles (some don't have a free version – Go to Meeting). Zoom is probably the most user friendly with the most interactive options available in the free version. Plus Zoom has virtual backgrounds which can make this a fun experience for all!

How to Sign Up for Zoom

Go to www.zoom.us

You do not need a credit card or anything to sign up for the free version. Click on “Sign Up for Free”. Or click on “Plans & Pricing” to see the different features in the Free Version vs. the Paid versions.

Bookmark the site after you sign up for future fast access to Zoom.

How to Log-in

Once you have an account, log in using your password that you created. It will take you to your account, where you can schedule meetings and / or change your settings for meetings.

Once you set up your account, you can change different settings for meetings you have coming up, or leave them the same for all your meetings.

Features Suggestions, Important Do's & Don'ts

These are the suggested features for Troop Meetings, many are for either maximizing interactions with the girls and/or safety. On/off refers to toggling in the SETTINGS section.

- Host video upon start – off
- Participant video upon start – off
- Only authorized users can join meeting – on
- Note features on password are automatic requirements
- Embed password in meeting link – on
- Mute participants upon entry – on
- Upcoming meeting reminders – optional
- Chat
- File transfer – off
- Screen sharing – on
- Annotation – on
- Whiteboard – on
- Remote Control – on
- Nonverbal Feedback – on
- Allow participants to rename themselves – off
- Virtual backgrounds – on
- Waiting Room – on
- Email Notifications – on

Zoom Meeting Features Do's & Don'ts



START HOSTING WITH VIDEO OFF

This allows you to take a few breaths, and adjust how you will appear on video before your group or troop sees you

USE THE WAITING ROOM

This is a safety feature so that you can admit only people who are invited, into your meeting

MINIMUM 2 APPROVED VOLUNTEERS

Just like regular meetings, there needs to be minimum of 2 background checked Girl Scout adults in each virtual meeting

PREPARE PARENTS - GET PERMISSION

Have a meeting with parents/guardians before the virtual meeting with girls & get permission for girls to participate

BE PREPARED

As with a regular meeting, plan it out - have an agenda and activities ready, including ice breakers, and time for the girls to be girls!

BE INNOVATIVE

Look for ways to get interactive going! Allow other adults or girls to be innovative and share their screen content or white board an activity

CHAT IT UP

Do allow girls to use the chat feature, but only chatting for everyone to see (no personal chats).

ALLOW VIRTUAL BACKGROUNDS

Check out the virtual backgrounds to download from council or other fun sites. Great way for girls to express their FUN side.

USE THE GALLERY VIEW

Let the girls see each other and make time for them to chat. Allow entry into the meeting 10 min prior for chat time, with meeting starting on time.



DON'T BE CAUGHT OFF GUARD

Starting as host with a camera on, won't allow you the opportunity to get the lighting and background just right

DON'T ALLOW OTHERS TO JOIN THE MEETING BEFORE YOU

Girls cannot be left unattended, even in a virtual meeting

DON'T IGNORE THE GIRLS

Make sure you keep an eye on the chat bar and the video stream of the girls so that you can turn off a distracting video feed or mute if needed.

DON'T RECORD THE MEETINGS WITHOUT PERMISSION

Recording feature can be used, but permission by parents or guardians must come first.

DON'T BE CONFUSING

Keep the pace quick, but not confusing. Have visual aids (slides, video, etc...) by screen sharing to keep girls engaged.

IT'S OK TO "MUTE ALL"

Because the screen will flip to someone who makes a sound, you may want to MUTE ALL and use a Thanks Up to be permitted to participate. Depends on size of troop.

DELETE CHATS WHEN NECESSARY

Don't be shy to delete a chat if necessary, especially if someone is using the feature inappropriately.

DON'T LOOK AT YOUR OTHER MONITOR

SMILE & try to look into the camera when it's on you - the girls may think you are distracted, or upset if you are frowning while trying to figure something out!

DON'T TALK THE ENTIRE TIME

Ask each girl to turn on her video. Make sure you get each girl to talk and be part of the meeting. Try the spotlight feature!

10 WAYS TO SECURE ZOOM!



1 Use a Unique ID for Large or Public Zoom Calls



When you schedule a Zoom meeting, look for the Meeting ID options and choose Generate Automatically. Doing so plugs up one of the biggest holes that Zoom-bombers can exploit.

2 Require a Meeting Password



One way to protect the meeting is to require a password. You can give the password out only to those who have replied and seem credible. To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password.



3 Create a Waiting Room

When participants log into the call, they see a Waiting Room screen, the host, lets them in. You can let people in all at once or one at a time, which means if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.

4 Only the Hosts Should Share Their Screen



Make sure your settings indicate that the only people allowed to share their screens are hosts. You can enable this setting in advance as well as during a call.

5 Create an Invite-Only Meeting



5

Only people who can join the call are those you invited, and they must sign in using the same email address you used to invite them.

6



6 Lock a Meeting Once It Starts

While the meeting is running, navigate to the bottom of the screen and click Manage Participants. The Participants panel will open. At the bottom, choose More > Lock Meeting.



7 Kick Someone Out or Put Them on Hold

During the call, go to the participants pane on the right. Hover over the name of the person you want to boot and when options appear, choose Remove.

8 Disable Someone's Camera



If someone is being rude or inappropriate on video, the host can open the Participants panel and click on the video camera icon next to the person's name.

9 Prevent Animated GIFs and Other Files in the Chat



In the chat area of a Zoom meeting, participants can share files, including images and animated GIFs—if you let them.

10 Disable Private Chat



Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.

Info Credit: <https://www.zoom.us/how-to/how-to-protect-zoom-meeting>

Design: Liberty Leadership Development, LLC

How to Plan for the Meeting & Meeting Aids

- 1) Keep your troop beginning and ending ceremonies, or create new ones
- 2) Setting Participation Expectations & Rules, Courteous and Kind, Friendly & Helpful
- 3) Muting, it's ok to mute the girls when things get a little out of hand. Circle back to reminding them to follow the Girl Scout law and take turns talking. The Talking Stick may come in handy, via a virtual talking stick using the host assigning someone in the Highlight feature. Or calling on them and unmuting them.
- 4) Distractions
 - a. Check the lighting of the room. It will be important for the girls to see you well during the meeting.
 - b. Test your audio and choose a quiet room. Keep noises down as much as possible, mute your audio if family members or pets enter the room.
 - c. Beware of your surroundings. This will help to avoid distractions. Choose a background screen if possible.
 - d. Wear proper GS troop meeting attire. Encourage girls to wear their uniform (vest).
 - e. Be comfortable. Having a comfortable chair and area to work will help you enjoy the time of video conference.
 - f. Remember this is your troop meeting. We all want to see each other, so use your video! But, please don't eat or be distracting during the meeting because everyone can see that too.
- 5) Use an agenda, plan activities, build in time for girls to be girls!
- 6) What to do: Ideas from
 - a. [GSUSA Girl Scouts at Home](#)
 - b. [GSWCF Girl Scouts at Home](#)
 - c. [All Things Girl Scouts – virtual meeting content](#)
 - d. [Virtual Troop Meetings SAC](#)

Importance of Interactions

There are many features within Zoom that encourage interactions between yourself and the girls. Use them! Interactive features such as polling, annotations, white boards, etc.. help the girls turn the meeting from listening mode, to “get involved” mode. Here are some articles on a few features. Have fun with this part and try something new at each meeting!

Key Interactive features:

- Screen sharing & White Boards
- Short videos
- Spotlight feature
- Non-verbal features
- Polling with “yes/no”, “thumbs up/down”
- Chat

In addition, check out this article about [Tips for Video Chat with young children](#). **One of the most important things to remember for you is to look into the camera, and not at your screen.** What the girls see is YOU, and your facial expressions, and where you are looking. When you look into the camera, the girls SEE you looking at them. When you smile, they will see you smiling at them. When you look confused, or annoyed at say, “technology”, they may interpret it as you being mad or upset with them.

Do's and Don'ts For Using Visuals During Virtual Meetings

This is a guest blog and is posted with permission from [Lydia Hooper](#).

With social distancing in full swing, virtual meetings are on the rise! The good news is that they are generally cheaper, can allow for more participants, and with many technology solutions to choose from they are easier to plan for and arrange than ever.

But they don't come without some risks and potential downsides. Groups may already be facing difficult communication challenges, and distance can create even more obstacles for team culture and progress.

Just as with in-person meetings, visuals can play an essential role in supporting individuals and groups with building relationships and getting results.

Here are some basic do's and don'ts for using visuals during online meetings.

Do use live visuals! Visuals enable us to literally “get on the same page” very quickly, and they keep us focused on the ideas at hand. Instead of a conference call, set up a meeting that allows for video. Relying on *recorded* video isn't enough; it just isn't as engaging - [one survey indicated that viewers may spend 8x longer with live video than with recorded video](#).

Don't choose between slides or live video. We need both! Human faces help convey important non-verbal communication, and keep us present and accountable to one another. Slides or other static visuals shared across screens can help us connect with key concepts. It's best to use a mix of both. Also, if there are many attendees, encourage them to view everyone in “gallery” mode if possible.

Do use visuals to encourage participation. During the meeting you can use virtual graphic recording, whiteboard tools, shared documents, or online sticky-note apps so that they are welcome to share and view ideas verbally *and* visually. (Some of my favorite virtual tools and platforms are MURAL, Zoom, MaestroConference, Ziteboard and DirectPoll.)

Don't overestimate attention spans on devices. Keep meetings shorter than you usually would (no longer than 60 minutes), and make them more frequent if you need to. Remind participants that viewing other windows, screens, or devices during the meeting will diminish their comprehension and contribution, and invite them to close or put them away. Chat boxes are where “side conversations” generally happen so think about whether you can use that space constructively (for example, to elicit information from introverts or to



have an easily-savable document with whatever is most important to capture) or if a large group is present whether you will need to assign someone to act as a moderator.

Do base visuals on what makes the best sense for the meeting objectives and agenda. For example, it's probably best to have faces be the primary visuals when there is important dialogue or question-and-answer taking place. If a large group breaks out into smaller ones, be sure everyone in the small group will be able to see each other's faces. If individuals are asked to pause, take a break, or reflect, perhaps it would be best to display an appropriate full-screen photograph.

Don't forget to prototype and test. It's not just technology that can be imperfect. Be sure to test any web cameras, online tools, software features, meeting links, etc. well ahead of time so you can identify potential hiccups and solutions. Check the lighting in the room and the best distance from the camera so your face is not too dark or cropped off. Make a checklist of the things you may need to do at the start, during, and at the end of meetings and make sure you have assigned these tasks to someone (I recommend at least one facilitator and one notetaker). If you want to try a new format or feature with participants, for example asking them to type into a discussion/chat any questions they have at the start of the meeting, consider testing it with a smaller group before rolling it out to a larger one. Also, plan to properly prepare others for the meeting in case they are not familiar with the technology, expectations, etc.

Do record and share visuals both before and after the meeting. Sharing documents and/or recordings will help keep everyone's memory fresh, prevent repetitive discussions, and include those who for any reason may not be able to make a virtual meeting.

Don't wait to find out what works and what doesn't. It's never too early to start experimenting with options because you never know when you might need them. The more practice you get and the more tools you explore, the better able you will be to maximize virtual meetings and overcome any obstacles that may arise. Visuals can either distract participants away from the meeting or they can help them stay connected and engaged, so start working on a plan to ensure it's the latter!

Lydia Hooper is a creative professional who collaborates with experts to communicate about complex topics and foster positive social change. Over the past ten years she has worked with more than 50 organizations in the social sector, supporting them in growing their reach, deepening their relationships with audiences, and meaningfully engaging with their partners. You can read and download her free content at lydiahooper.com. Photo credit: [Flickr](#)

3 Ways To Use Polls In Meetings

SEPTEMBER 20, 2016 BY JANELLE RANEY

Have you ever needed an icebreaker or wanted to take the pulse of your meeting audience? Polling is a popular Zoom Webinar feature that has now made its way to Zoom Video Meetings!

Poll questions are a great way to get an audience engaged. Set aside a couple minutes for each poll in your meeting. These little breaks keep the content dynamic while giving everyone a chance to participate, and refocus. Just remember the golden rule – make this about them, not you. You should be able to say “By answering this question, you will benefit in the following way...”



Before we get into suggested uses, head over to this support article to learn how to turn on this amazing feature: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>

3 Examples of Useful Poll Questions

1. **Create an icebreaker and get the interaction started**, ask a fun question about what's for lunch, how's the weather where they are, or what is their favorite sport. This may seem silly, but it's a great way to break the ice and get people interacting. It also helps to get everyone to turn on their video.
2. **Let your audience pick the content** if you're giving a presentation, try letting your audience choose which content you'll present. You'll have to be ready to tweak your content to meet their needs – but your audience will be much more engaged. This can be a great idea for a quarterly update or all-hands meeting where you have a lot of information and a limited amount of time.

Or if you're a sales person presenting to a group of influencers and decision makers, you can tailor your presentation to their needs and top concerns. (Tip – build a “poll” slide into your presentation deck so you don't forget to launch the poll.)
3. **Get input on the meeting want to know what they thought about the meeting?** Put up a quick poll with a scale that lets them rate the content and presentation. You'll have instant feedback and know if you need to step up your game next time, or if you're doing a great job. And your participants don't need to worry as their responses are anonymous.

Enhanced Productivity Via Shared Screen Annotation

JULY 22, 2016 BY [AARON LEWIS](#)

Attending an online meeting and watching a presentation. Yippy! Most of us have experienced these ad nauseum. Are we right? Over the last few years this has become the template for online meetings. Not always, but often times these can equal a great big YAWN if the content isn't engaging or if we feel a collective loss of productivity. Have you ever felt like something was missing? Something was, it was the ability to interact live and directly via annotation.



Consider what happens when the collaborative process is limited only to the audio feedback and visual gestures from the other meeting attendees. What if a greater degree of interactivity is required directly with the content in-order to actually be productive? Humm, actual online meeting productivity?? Let's all take a deep breath and ponder that.

Productivity Gets Lost In Translation: The Power of Shared Screen Annotation

The iterative process can be significantly impacted in a negative way whenever an idea has to be translated and transposed across media types. Add-in time for required post meeting document modifications, emailing updated copies, making further refinements based upon additional feedback, and perhaps another meeting to sync-up and well, you've likely got yourself a TOTAL MESS of lost productivity. It doesn't have to be this way!

We've taken an entirely different approach here at Zoom. Since day one, we've been interested in helping our customers skip all of that unproductive nonsense! How you ask? Zoom allows [content sharing](#) from anywhere, on any device, and at any time. Period. What's more? Zoom features annotation AND perhaps even more

interesting, co-annotation on shared content (not just a Whiteboard), even from mobile devices – something that is entirely exclusive to Zoom!

Once you've shared your screen, you and the other participants can co-annotate the shared content, you can give control over your screen to any given participant. You can use arrows, lines, pen, highlighter, eraser, and more with the annotation feature. For security purposes it is possible for the host to lock annotations to prevent any inappropriate drawings your team may make on your presentation ? Discover more on [co-annotations](#) and [remote control](#). Click these hyperlinks for full details and step-by-step directions.

Schedule Practice Meeting with Parents /Caregivers

We are suggesting that you contact parents/caregivers and ask if they would like either a practice meeting in Zoom or just a discussion (conference call). Some may be unfamiliar with the technology and like to experience the virtual meeting in Zoom before allowing their daughters. Others may be using it for work or other meetings and be fine with it. Either way, we suggest you go over the following points with parents /caregivers – via Zoom or a call, before beginning meetings with the girls.

1. Get permission for on-line meeting participation for their girl. Ask them to email you with an "OK/Approval".
2. Review the whys of a virtual troop meeting
3. Safety features, and
4. How to make it a great experience for their girl.
 - Check the lighting on the room
 - Choose a quiet and comfortable area for girl to focus on the activity and avoid distractions
 - Talk to your girl about online safety and proper online behavior
 - Practice with your girl the application features, such as video camera and audio controls.
 - Help your girl be prepared for the meeting with materials if needed
5. Recording meeting... get permission; recording is not recommended, but there may be circumstances where a girl in the troop cannot make the session, and there are important planning details that she would need. Therefore, get approval in advance from parents for meetings to be recorded. It is not necessary to get approval from council for recordings.

Lighting & Being on Camera

Here are some tips to make the experience of being on camera more comfortable for you, and allows girls to see you clearly.

- 1) Lap top camera and angles: Lap top camera at eye level. That's the top of your lap top at eye level. Looking up at you is not the best angle.
- 2) Reminder: Look into the light – making eye contact with the girls.
- 3) Lighting and shadows: Lighting soft and white, direction should be shining towards you but not too bright. Top down and behind you casts shadows.
- 4) Wear a Girl Scout shirt, if you have one.
- 5) Make-up & you – be you ; wear it if you feel comfortable; don't wear it if it's not you.
- 6) Relax and have fun!!! Try something new!!!

Additional Resources

Zoom & Other Videos

- [Meeting Controls](#): How to use basic features as a host/presenter, plus participant features.
- [Manage Participants](#): More details about Using gallery setting, and manage participant button.
- [7 Tips for Zoom Users](#): mute all, hide floating guide, virtual backgrounds, add-on for gmail/outlook,
- [Quick Zoom Tutorials](#) – Zoom webpage with quick tutorials on features
- [Screen Sharing With Zoom](#) – how to share and give control for participants and take it back
- [How to Look Good on Video calls for Zoom Facetime/Skype](#)