

Building
BLUE



Zoom

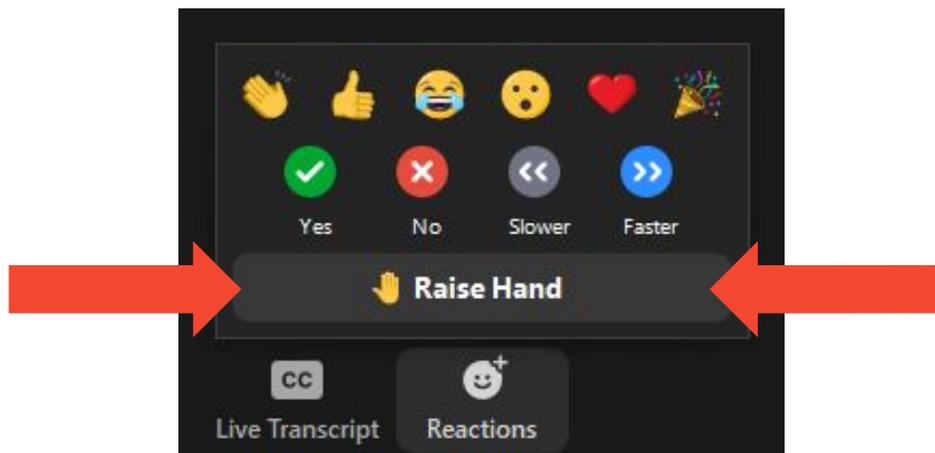
SATURDAY, JUNE 12, 2021

RAISING YOUR HAND ON COMPUTER

STEP ONE: Click on the **“Reactions”** button at the bottom of your Zoom screen.



STEP TWO: A menu that looks like this will appear. Click **“Raise hand”**

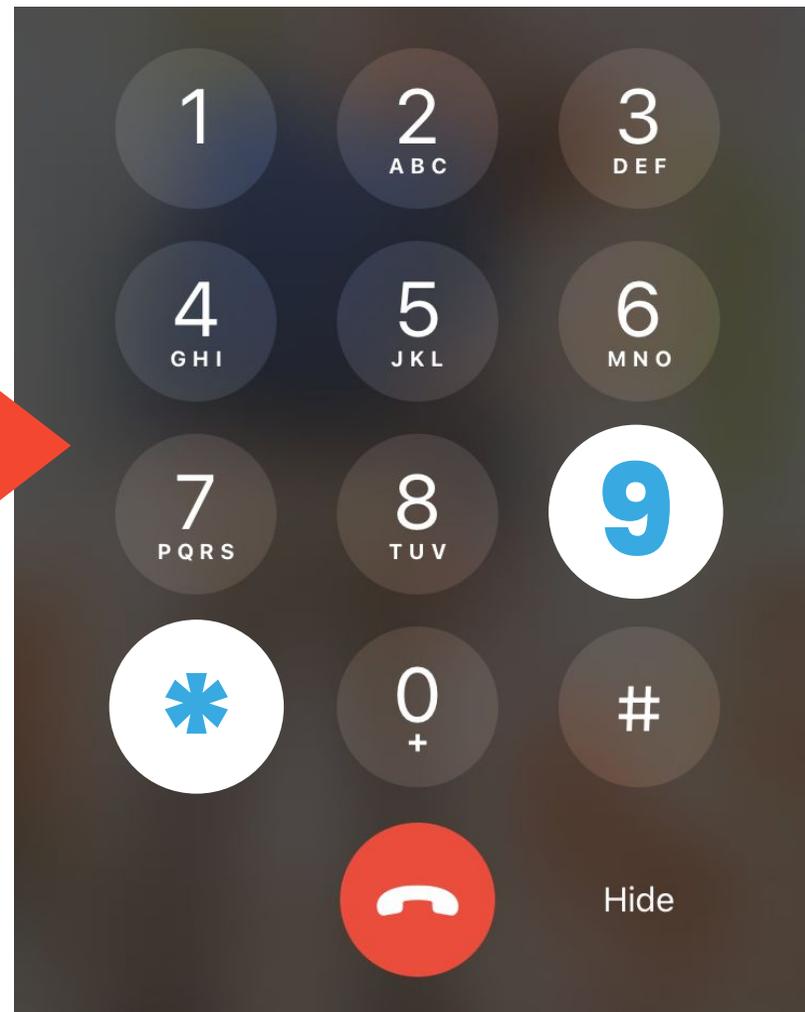
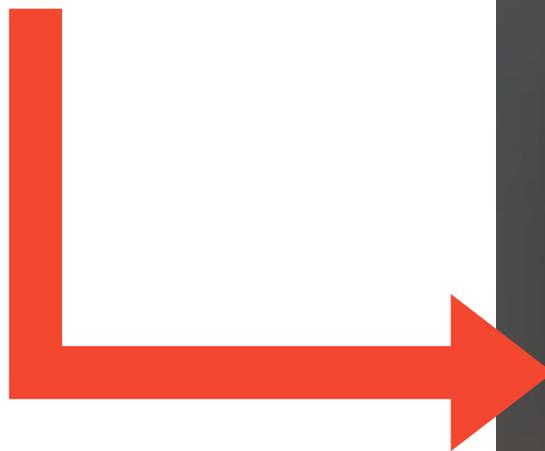


RAISING YOUR HAND ON YOUR PHONE

STEP ONE: Press *9 on your phone's keypad

**TOGGLE
MUTE/UNMUTE**

Press *6 on your
phone's keypad



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A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

- **Be Present**
- **Ask Questions**
- **Use the Chat**

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**MEET YOUR
DEMOCRATIC FAMILY**

*Who has **never** used
Zoom before today?*

NCDemocrats

Everyone here is using Zoom

Do you have any specific questions?

OUR AGENDA:

1. Pro Tip: Music
2. How to schedule a Zoom meeting
3. Record meetings
4. How to stream your meeting live
5. How to see whos speaking (and mute them!)
6. How to vote on zoom
7. How to lower all hands
8. Annotate feature
9. Breakout Rooms
10. Resources
11. Questions

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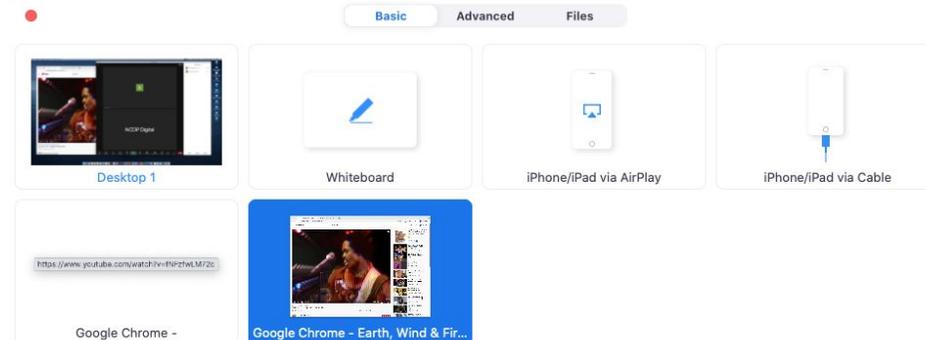
**PRO TIP:
PLAY MUSIC AT THE
START OF YOUR
MEETING!**

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HOW TO PLAY MUSIC

1. It's best to set the music up before you allow people to join the meeting.
2. Open Youtube (or whatever you use to play music) and select a song.
3. In Zoom, select **Share Screen**.
4. Select the window you would like to share and make sure **Share Sound** is checked.



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**HOW TO SCHEDULE
A ZOOM MEETING**

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HOW TO SCHEDULE A ZOOM MEETING

1. Open Zoom and select Schedule

Schedule Meeting

Topic
Democratic Meeting

Date & Time
6/ 7/ 2021 11:30 AM to 12:00 PM 6/ 7/ 2021
 Recurring meeting Time Zone: Eastern Time (US and Canada)

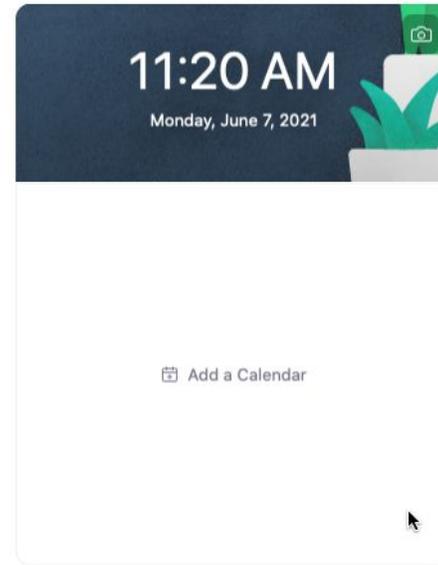
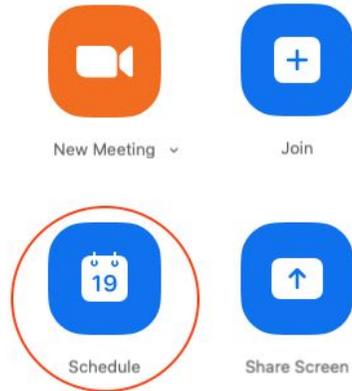
Meeting ID
 Generate Automatically Personal Meeting ID 977 723 2412

Security
 Passcode 312816
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join: Sign in to Zoom

Video
Host On Off Participants On Off

Audio
 Telephone Computer audio Telephone and computer audio
Dial in from United States [Edit](#)

[Cancel](#) [Save](#)



HOW TO SCHEDULE A ZOOM MEETING

1. Enter meeting details (time/date)

Schedule Meeting

Topic
Democratic Meeting

Date & Time
6/ 7/ 2021 11:30 AM to 12:00 PM 6/ 7/ 2021
 Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 977 723 2412

Security
 Passcode 312816
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join: Sign in to Zoom

Video
Host On Off Participants On Off

Audio
 Telephone Computer audio Telephone and computer audio
Dial in from United States [Edit](#)

Passcodes explained

Meeting ID
 Generate Automatically 77 723 2412

Security
 Passcode 312816
Only users who have the invite link or passcode can join the meeting

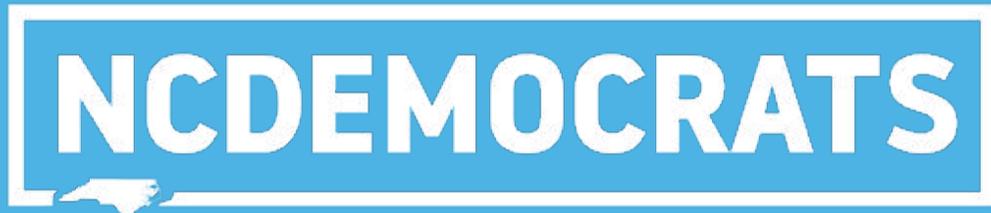
The passcode will be embedded in the invite link. Users joining with the invite link will not have to enter the passcode manually.

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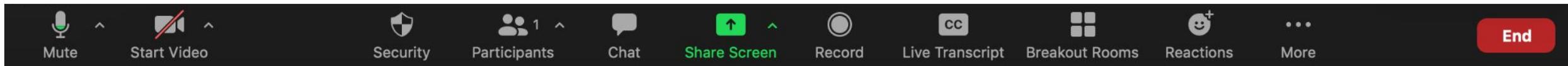
**RECORDING
MEETINGS**

A dark, blue-tinted background image showing a person's hand holding a white sign. The sign has some text on it, but it is mostly obscured by shadows and the overall dark tone of the image. The person is wearing a dark jacket and a watch on their wrist.

HOW TO RECORD MEETINGS

Recording meetings is an important way to ensure that people who missed the meeting can still receive information and participants can refresh their mind on what was discussed. Recordings should be started at the beginning of your meeting, otherwise playback will start whenever you press record.

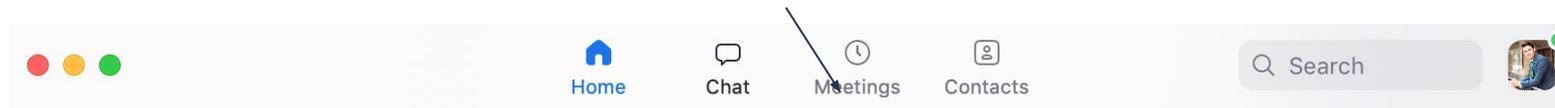
- 1. Click on the “more” tab on the bottom of the Zoom screen**



HOW TO RECORD MEETINGS

2. A menu will pop-up and you will see two options for recording the meeting. Recording it to your computer or the cloud.

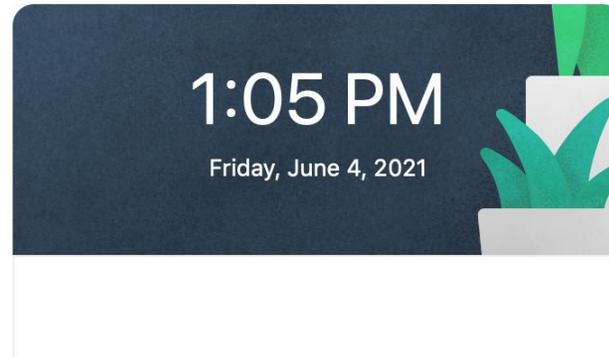
3. If you record to the computer a .mp4 file will be saved to your computer, if you record it to the cloud, select "meetings" on your Zoom home screen and select "Recorded" meetings.



New Meeting ▾



Join



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**HOW TO STREAM
YOUR ZOOM LIVE**

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ENABLE LIVE STREAMS ON YOUR ACCOUNT

1. Open Zoom and click the settings icon



New Meeting ▾



Join



Schedule



Share Screen



ENABLE LIVE STREAMS ON YOUR ACCOUNT

2. In settings click on “View more settings” under the general tab

The screenshot displays the Zoom settings interface. On the left, a sidebar lists various settings categories: General (selected), Video, Audio, Share Screen, Chat, Background & Filters, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main content area shows the 'General' settings, including options for dual monitors, full screen, meeting controls, invite links, confirmation prompts, meeting duration, macOS menu bar, display off settings, and meeting reminders. Below these are theme options (Light, Dark, Use System Setting) and reaction skin tone options. At the bottom, a blue link labeled 'View More Settings' with an external link icon is circled in blue.

- Use dual monitors ⓘ
- Enter full screen when starting or joining a meeting
- Always show meeting controls ⓘ
- Copy invite link when starting a meeting
- Ask me to confirm when I leave a meeting
- Show my meeting duration
- Add Zoom to macOS menu bar
- Stop my video and audio when my display is off or screen saver begins
- Remind me 5 minutes before my upcoming meetings

Theme

Light Dark Use System Setting

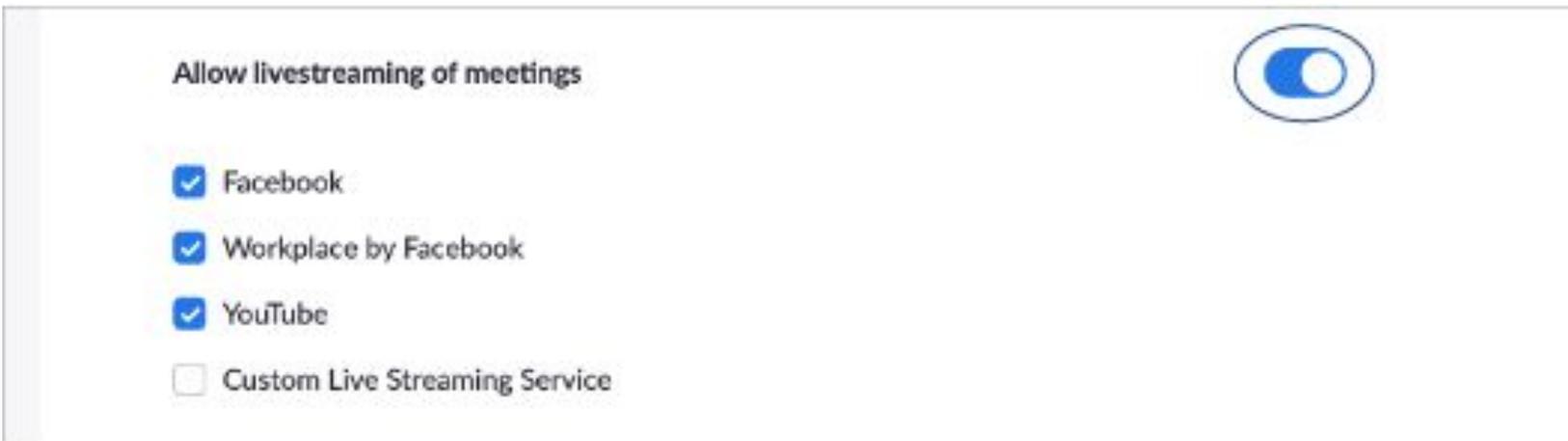
Reaction Skin Tone

[View More Settings](#)

ENABLE LIVE STREAMS ON YOUR ACCOUNT

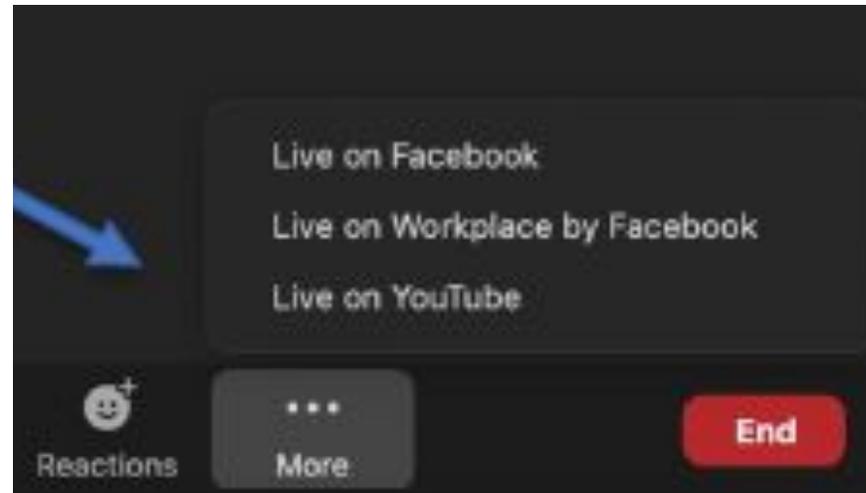
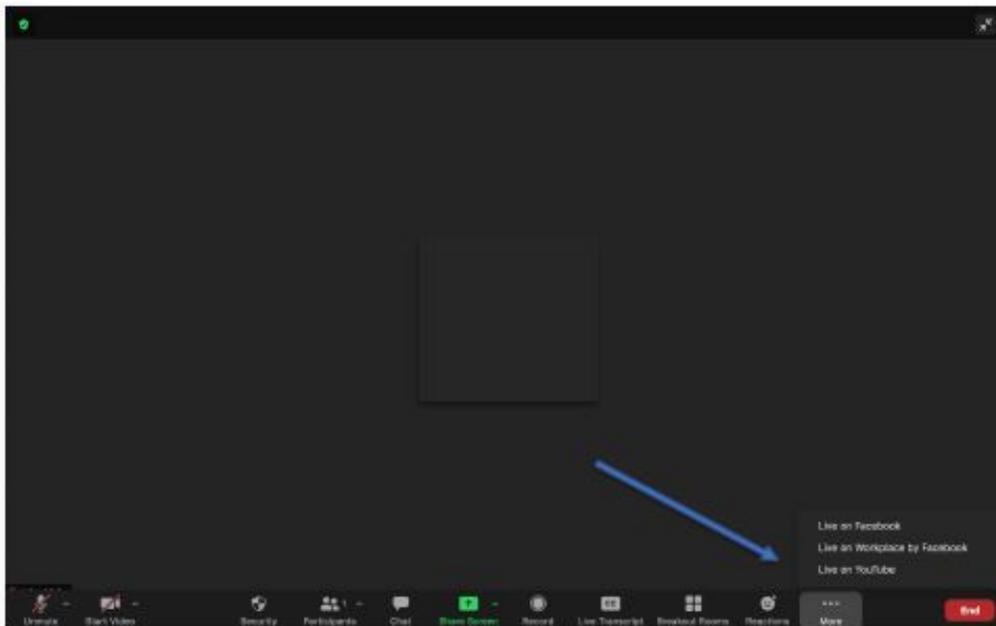
3. You will be taken to a tab in your internet browser that contains more settings

4. Scroll down until you see “Allow live streaming of meetings” Make sure that the slider next to the text is blue and and the systems you want to live steam on are selected



GOING LIVE ONCE IN YOUR MEETING

1. **Launch your meeting in the normal way and get to the point you are ready to live stream**
2. **In the bottom right corner of your screen click “more” and choose which platform(s) you are ready to livestream on**



GOING LIVE ON YOUTUBE

- 1. After clicking “Live on YouTube” you will be taken to a tab to sign in to a google account, select whichever account you would like to livestream on**
- 2. If you have a YouTube channel set up, it may ask you to select the channel, if not continue to the next step**
- 3. Allow Zoom permissions in any pop-up boxes that appear and confirm your choices in the following menu**

GOING LIVE ON YOUTUBE

4. Fill in the information in the following menu. Items include things such as your event title. Make sure the privacy setting is “public” then click “Go Live!”

Broadcast Zoom Meeting to YouTube Live

 Connected | [Not me](#)

Zoom meeting title on YouTube

NC 00 District Democratic Convention

Privacy

Public ▼

Go Live! 

The live stream service is provided by YouTube and the [Google Privacy Policy](#) and [Terms of Service](#) apply.

To revoke the access to your data via the [Google security settings](#) page.

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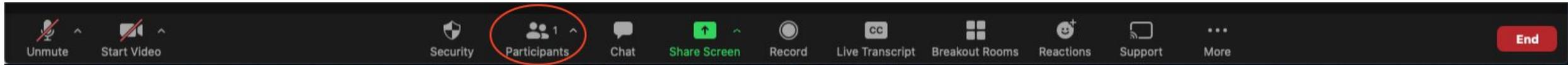
A circular logo with an orange top half and a blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white, and the bottom half contains the word "TRAINING" in white above the word "series" in a smaller, lowercase font. The entire circle is surrounded by a ring of small white stars.

**HOW TO SEE
WHO'S SPEAKING
(AND MUTE THEM!)**

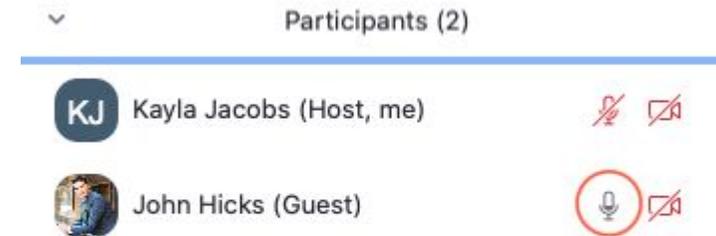
NCDEMOCRATS

HOW TO SEE WHO IS SPEAKING/MAKING NOISE

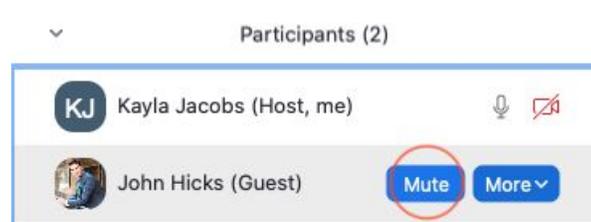
1. During a meeting, click Participants



2. You can see microphone levels moving



3. Select Mute



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**HOW TO VOTE ON
ZOOM**

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HOW TO VOTE ON ZOOM

- 1. It is up to you how you'd like to collect the votes.**
- 2. The “raised hand” feature is commonly used. Hosts and co-hosts can see how many hands are raised. Make your Secretary a co-host to see and record votes.**

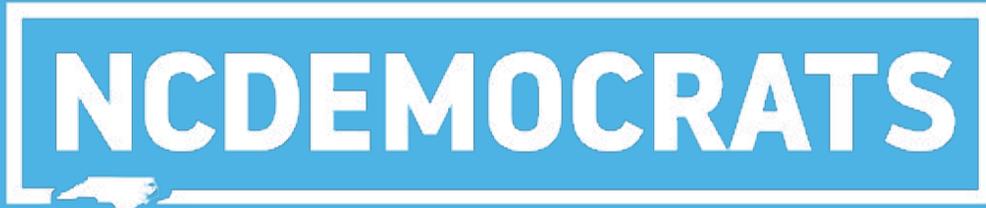
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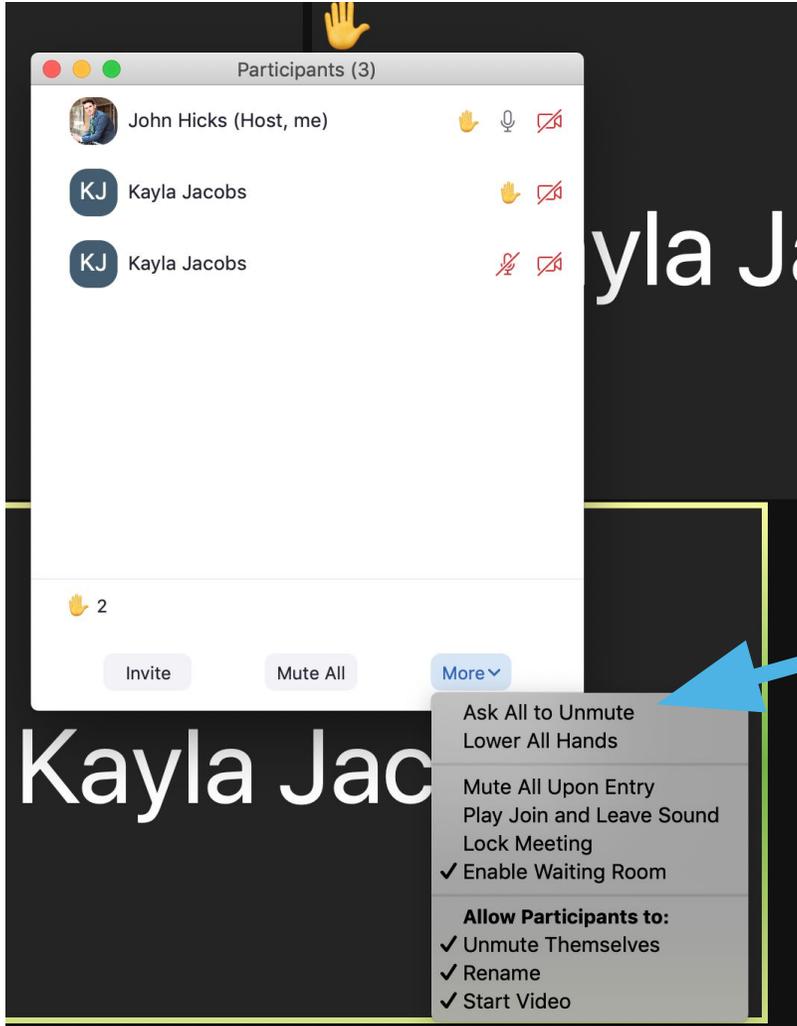
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**HOW TO LOWER ALL
HANDS**

NCDEMOCRATS

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HOW TO LOWER ALL HANDS



1. As meeting host click on the participants button at the bottom of your screen, this should make a pop-up box appear with all participants listed

2. At the bottom of the box there should be a "More" button, click on this and "Lower all Hands" should be an option

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ANNOTATE FEATURE

NCDEMOCRATS

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ENABLE ANNOTATE FEATURE ON YOUR ACCOUNT

1. Open Zoom and click the settings icon



New Meeting ▾



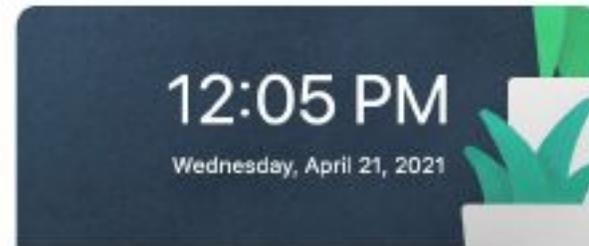
Join



Schedule



Share Screen

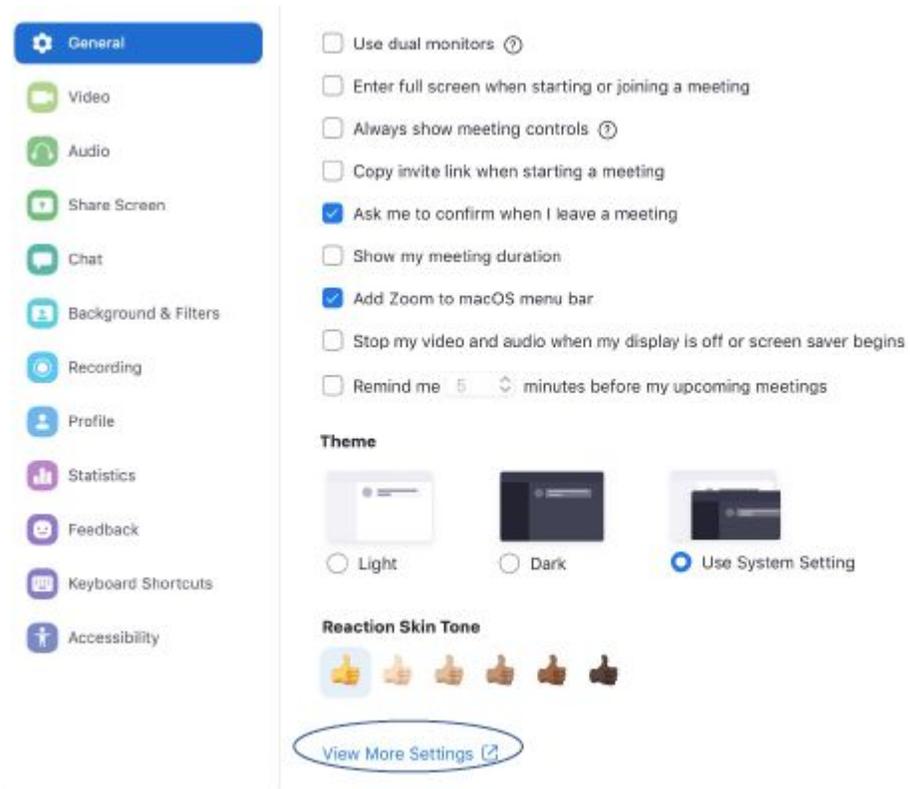


No upcoming meetings today



ENABLE ANNOTATE FEATURE ON YOUR ACCOUNT

2. In settings click on “View more settings” under the general tab



ENABLE ANNOTATE FEATURE ON YOUR ACCOUNT

3. You will be taken to a tab in your internet browser that contains more settings

4. Scroll down until you see “Annotation” Make sure that the slider under to the text is blue

Annotation

Allow host and participants to use annotation tools to add information to shared screens 

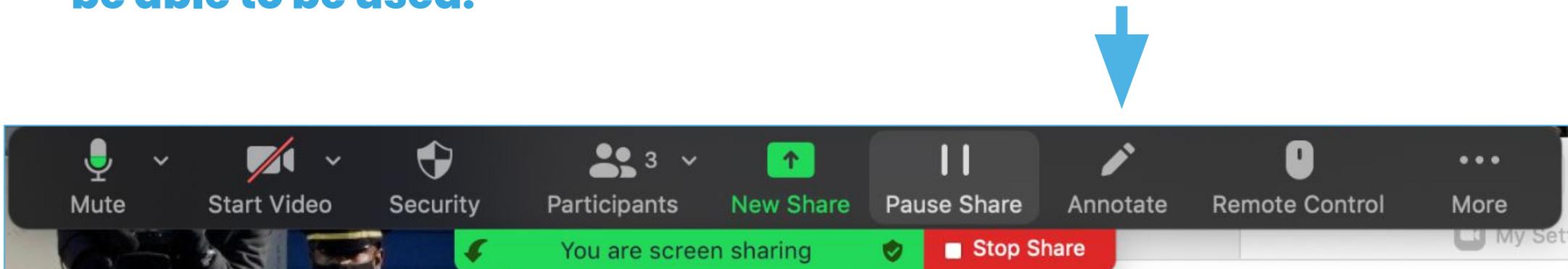


Allow saving of shared screens with annotations 

Only the user who is sharing can annotate 

USING THE ANNOTATE FEATURE

1. In a meeting select “Share Screen” at the bottom, select how you would like to share your screen
2. Once your screen is shared a control bar will pop up. This bar will contain the annotate option.
3. Once you select annotate options such as drawing, typing, etc. will be able to be used.



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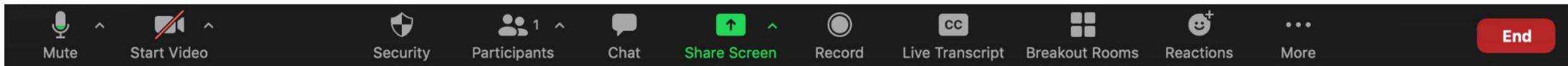
**BREAKOUT
ROOMS**

A dark, blue-tinted background image showing a person's hand holding a white sign. The sign has some text on it, including the words "I will" and "work". The background is slightly out of focus, showing other people and signs in a crowd.

USING BREAKOUT ROOMS

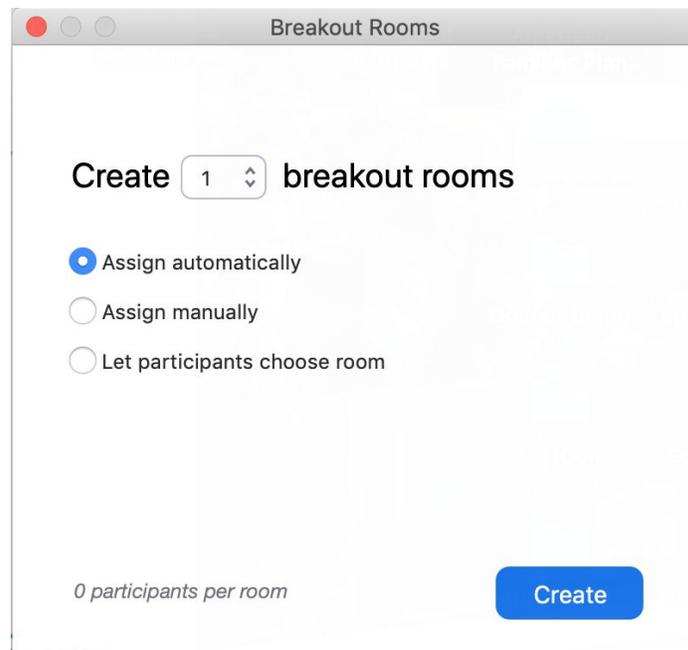
Breakout rooms allow you to separate your meeting into separate groups. To use this feature you must be a meeting host.

- 1. Click on the “more” tab on the bottom of the Zoom screen**



USING BREAKOUT ROOMS

2. A menu will pop-up and you will see “Breakout Rooms” click on this to launch the creation menu.
3. In the menu, select the number of breakout rooms you want, and choose how to assign participants to rooms. Then open all rooms.



The screenshot shows a window titled "Breakout Rooms" with a light gray background. At the top, there are three window control buttons (red, yellow, and gray). Below them, the text "Create" is followed by a dropdown menu showing the number "1" and the text "breakout rooms". Underneath, there are three radio button options: "Assign automatically" (which is selected with a blue dot), "Assign manually", and "Let participants choose room". At the bottom left, it says "0 participants per room". At the bottom right, there is a blue button with the text "Create".

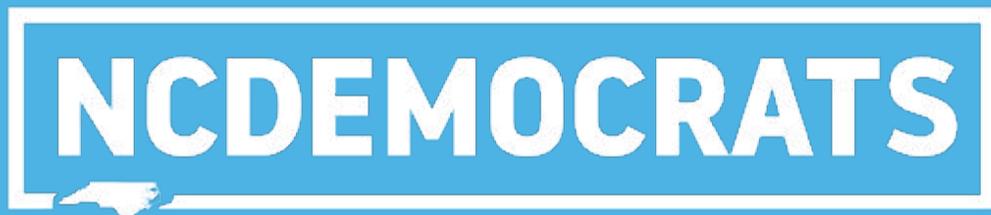
SHOW WHAT THE NEXT STEP OF BREAKOUT ROOMS LOOKS LIKE

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RESOURCES

RESOURCES

Zoom Help Guide: <https://support.zoom.us/hc/en-us>

Website to request all digital needs from NCDP:

<https://staclabs.atlassian.net/servicedesk/customer/portal/15/group/30>

All of our training events are found here: https://www.mobilize.us/ncdp/?tag_ids=2916

NOW I'LL WALK YOU THROUGH IT

All of this will be recorded and emailed to you

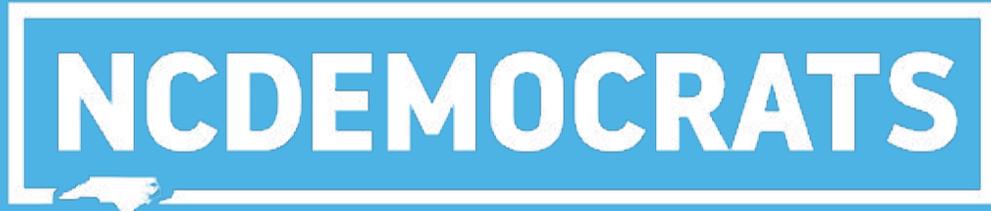
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QUESTIONS?

A dark, semi-transparent background image showing a person's hand holding a white sign. The sign has some text on it, including the words "I will vote" and "to". The background is a mix of dark blue and black tones.

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THANK YOU!

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