

*Austin Bid For ICYPAA Presents*

# **ZOOM BEST PRACTICES & 3RD LEGACY VOTING IN ZOOM ONLINE WORKSHOP**



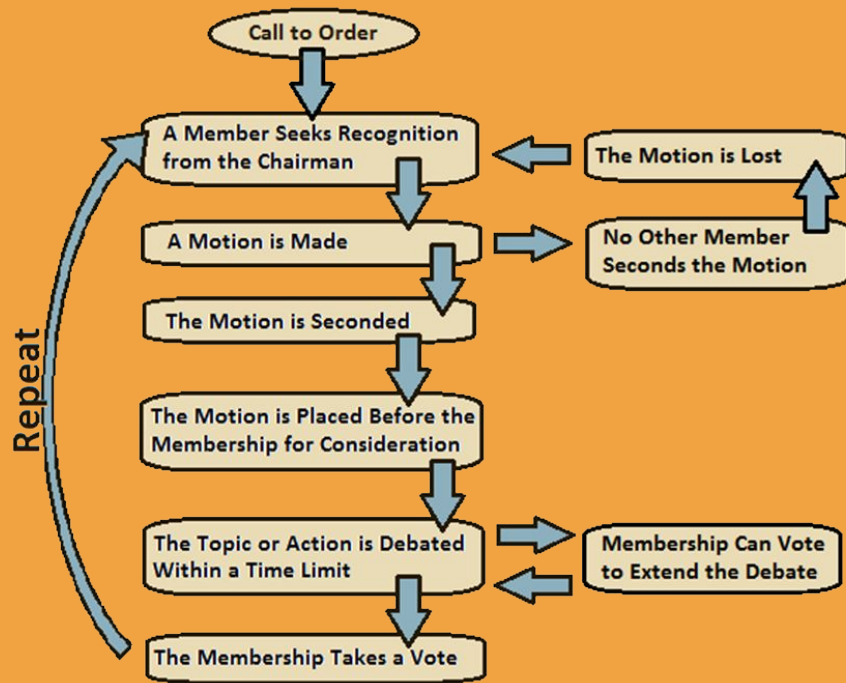
# **KEY OBJECTIVES:**

- **SHOW BASIC FUNCTIONS AND CONTROLS IN ZOOM**
- **SHOW HOW TO ENABLE 3RD LEGACY VOTING IN ZOOM**
- **SHARE BEST PRACTICES OF HOW TO RUN A BUSINESS MEETING IN ZOOM**
- **SHARE DIFFERENCES IN MOBILE AND DESKTOP VERSION OF ZOOM**
- **QUESTIONS AND ANSWERS**

# **PURPOSE**

**TO HELP SHOW OTHER COMMITTEES HOW TO UTILIZE TECHNOLOGY TO  
BECOME EFFECTIVE SERVANTS AND TO ENABLE THE SERVICE WORK  
WHICH ALLOWS US TO CARRY THE MESSAGE OF ALCOHOLICS  
ANONYMOUS.**

# ROBERTS RULES



**CONTROLS**

# DESKTOP VIEW



Invite



Manage Participants



Polling



Share



Chat



Record

# MOBILE VIEW



Mute



Start Video



Share Content



Participants



More

# MAIN MEETING VIEW


Talking:

Meeting Topic: Austin Bid For ICYPAA's Personal Meeting Room

Host Name: Austin Bid For ICYPAA


Invitation URL: <https://zoom.us/j/8862693034>

Participant ID: 28




Join Audio

Computer Audio Connected





Share



Invite Others

Participants (2)


 Austin Bid For ICYPAA (Host, me)

 Matthew Colonna


Mute All

Unmute All


More




Mute



Start Video




Invite




2


Manage Participants




Polling



Share



Chat

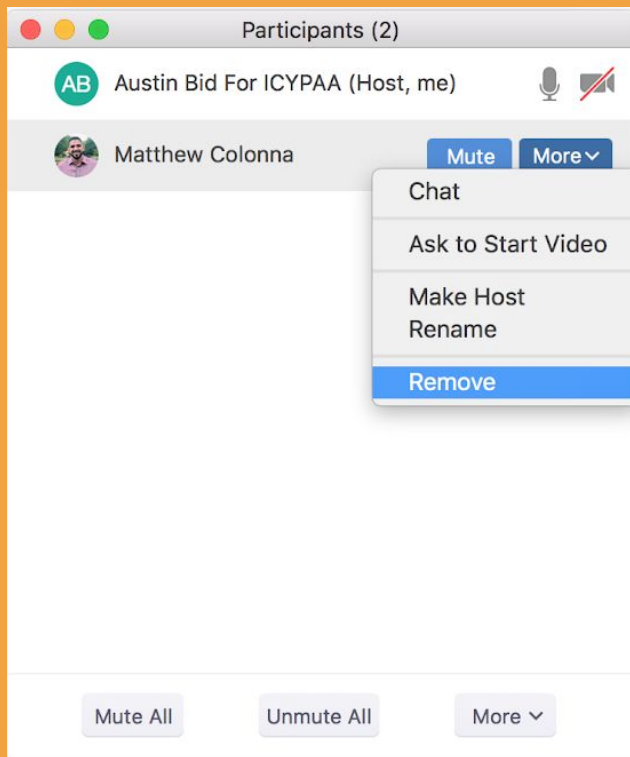


Record

End Meeting



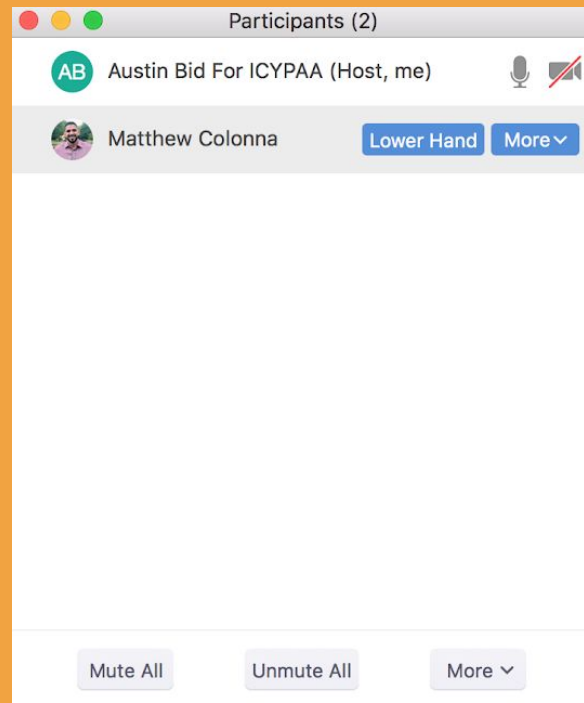
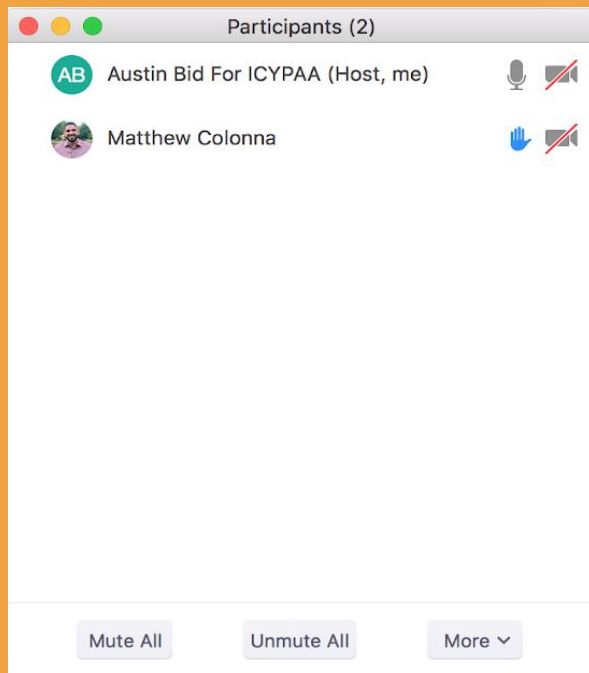
# OTHER CONTROLS



# RAISING HAND AND RENAMING YOURSELF





# ACKNOWLEDGING SOMEONE TO GET THE FLOOR



# **SCHEDULING A MEETING**

# SCHEDULING A MEETING

 [SOLUTIONS](#) [PLANS & PRICING](#) [CONTACT SALES](#) [SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING](#)  [SIGN OUT](#)

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Personal Meeting ID



886-269-3034

[Edit](#)

https://zoom.us/j/8862693034


✕ Use this ID for instant meetings

Sign-In Email


Linked accounts:  

[Edit](#)

User Type

Licensed 

Capacity

Meeting 100 

Language

English

[Edit](#)

Date and Time

Time Zone

(GMT-6:00) Central Time (US and Canada)

[Edit](#)

Date Format

mm/dd/yyyy



Example: 08/15/2011

Time Format

✕ Use 24-hour time

[Help](#)

# SCHEDULING A MEETING

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Knowledge Base

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Previous Meetings

Personal Meeting Room


Meeting Templates


 Get Training


Schedule a New Meeting

Start Time	Topic	Meeting ID	
Recurring	<a href="#">Austin Bid For ICYPAA Business Meeting</a>	886-269-3034	<div>Start</div> <div>Delete</div>
Recurring	<a href="#">Spiritual Crosswalk Online Meeting</a>	886-269-3034	<div>Start</div> <div>Delete</div>
Sun, Mar 15 06:00 PM	<a href="#">Austin Bid For ICYPAA Presents Zoom Best Practices and 3rd Legacy Voting</a>	273-339-098	<div>Start</div> <div>Delete</div>

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin  
[Add Zoom](#)

 Chrome Extension  
[Download](#)

 Help

# SCHEDULING A MEETING

zoom

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING

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Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

Enter your meeting description

When

02/05/2020

11:00 ▾

PM ▾

Duration

1 ▾

hr

0 ▾

min

Time Zone


(GMT-6:00) Central Time (US and Canada) ▾

☐ Recurring meeting

Registration

☐ Required

# SCHEDULING A MEETING

SOLUTIONS ▾PLANS & PRICINGCONTACT SALES

SCHEDULE A MEETING


Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio ☐ 3rd Party Audio

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

Save

Cancel



# SCHEDULING A MEETING

zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES


Schedule

Austin Bid For ICYPAA Business Meeting

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾

SIGN OUT

Profile

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Recordings

Settings

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> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Start this Meeting


Topic


Austin Bid For ICYPAA Business Meeting


Time

Recurring meeting

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

Meeting ID


886-269-3034

Meeting Password

× Require meeting password

Join URL:

https://zoom.us/j/8862693034

Copy the invitation

Video

Host

Off

Participant

Off


Audio

Telephone and Computer Audio

Dial from United States of America


Meeting Options


✓ Enable join before host

× Mute participants upon entry 

× Enable waiting room

# SCHEDULING A MEETING

SOLUTIONS ▾PLANS & PRICINGCONTACT SALES

SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾SIGN OUT

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Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

My Meetings > Manage "Topic"

Topic

Time

Meeting ID

Meeting Password

Join URL:

Video

Audio

Start this Meeting

Copy Meeting Invitation

Meeting Invitation

Austin Bid For ICYPAA is inviting you to a scheduled Zoom meeting.

Topic: Austin Bid For ICYPAA Business Meeting  
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting  
<https://zoom.us/j/8862693034>

Meeting ID: 886 269 3034

One tap mobile  
+16699006833,,8862693034# US (San Jose)  
+19292056099,,8862693034# US (New York)

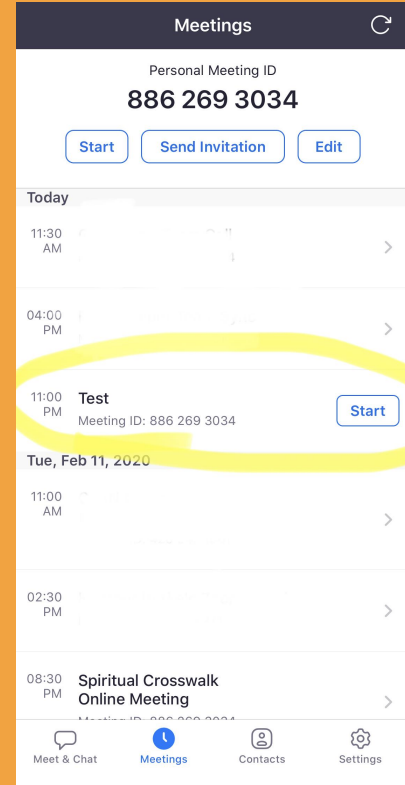
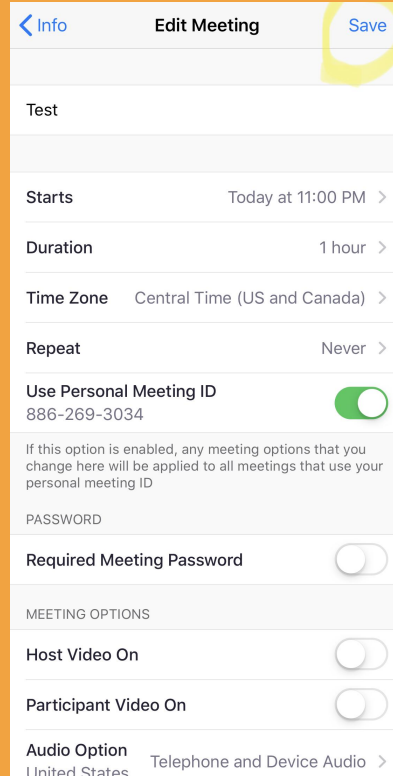
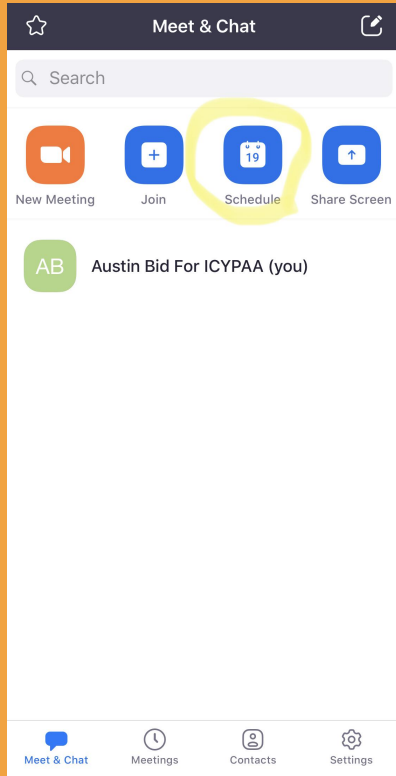
Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 929 205 6099 US (New York)  
Meeting ID: 886 269 3034  
Find your local number: <https://zoom.us/u/adXcbEgAgW>

Copy the invitation

Copy Meeting InvitationCancel

Dial from United States of America

# SCHEDULING A MEETING ON THE APP



# SCHEDULING A MEETING ON THE APP

[Cancel](#)[Info](#)[Edit](#)

When	Today at 11:00 PM
Topic	Test
Meeting ID	886 269 3034
Duration	1 hour

Start

Add invitees

Delete

[Cancel](#)[Info](#)[Edit](#)

When	Today at 11:00 PM
Topic	Test
Meeting ID	886 269 3034
Duration	1 hour

Start

Add invitees

Delete


Send Email

Send Message

Copy to Clipboard

Cancel

[Cancel](#)

**Zoom meeting invitation - Test** 

To:

Cc/Bcc, From: Matthewpaulcolonna@gmail.com

Subject: Zoom meeting invitation - Test

Austin Bid For ICYPAA is inviting you to a scheduled Zoom meeting.

Topic: Test  
Time: Feb 10, 2020 11:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/8862693034>



Meeting ID: 886 269 3034


One tap mobile  
+16699006833,,8862693034# US (San Jose)  
+19292056099,,8862693034# US (New York)

Dial by your location  
+1 669 900 6833 US (San Jose)

# SHARING YOUR SCREEN

# SHARING SCREEN






Meeting Topic: Austin Bid For ICYPAA's Personal Meeting Room

Host Name: Austin Bid For ICYPAA

Invitation URL: <https://zoom.us/j/8862693034>


[Copy URL](#)

Participant ID: 48




Join Audio

Computer Audio Connected



Share



Invite Others

Unmute

Start Video

Invite

Manage Participants

Polling

Share

Share (0)

Chat

Record

End Meeting

# SHARING SCREEN

Exit Full Screen

BasicAdvancedFiles

Desktop 1

Whiteboard

iPhone/iPad via AirPlay

iPhone/iPad via Cable

Google Chrome - 2/9 Agend...

Finder - Downloads

Notes - Notes

☐ Share computer sound

☐ Optimize for full-screen video clip

Share

Unmute

Start Video

Invite

Manage Participants

1

Polling

Share

Chat

Record

End Meeting

# SHARING SCREEN

The screenshot shows a Zoom meeting interface. The top toolbar includes buttons for Unmute, Stop Video, Manage Participants, Polling, New Share, Pause Share, Annotate, and More. The browser address bar shows the Google Docs URL: [docs.google.com/document/d/1YJHICyRNEtRj2ZqtnXmB43Tb161SY3vIEusdgKuCY/edit](https://docs.google.com/document/d/1YJHICyRNEtRj2ZqtnXmB43Tb161SY3vIEusdgKuCY/edit). The document title is "2/9 Agenda Austin Bid For ICYPAA". The document content includes a city skyline graphic with the text "AUSTIN BID FOR ICYPAA" and a list of agenda items.

**2/9 Agenda Austin Bid For ICYPAA**

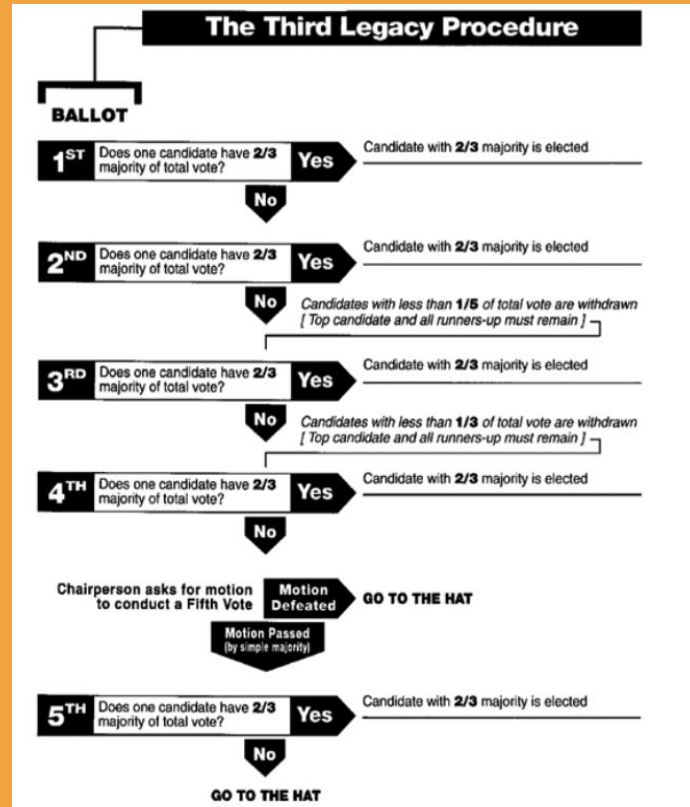
**2/9 Agenda**

1. Opening Prayer
2. What's The Austin Bid For ICYPAA
3. ICYPAA Facts Aims and Purpose
4. IT Announcement
5. Reports
  - Steering (Matt C)
    - Meet at Bylaws sub co, New meeting sub co, and Outreach sub co. Got with a few people on their positions and we should be having some new sub committees soon.
  - Alt Chair (Matt G)
  - Secretary (Joe)
    - No Report - business as usual
  - Treasurer (Omri)
    - Brought in \$487.18 from the event. Balance is \$679.18. Looks like a check ya not cleared. Have to make a cash deposit and square / Venmo needs to post.
  - Hotel report (Jaffar)

The participants list on the right shows two participants: HOST VIDEO (Host, me) and HOST AUDIO.





# THIRD LEGACY VOTING



# POLLING SETTINGS

# POLLING SETTINGS

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[Register Now](#) ✕

PERSONAL

Profile

Meetings

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Recordings

Settings

ADMIN

> User Management

> Room Management


> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base



Change

Personal Meeting ID

886-269-3034

<https://zoom.us/j/8862693034>

✕ Use this ID for instant meetings

Sign-In Email

Edit

User Type

Licensed ⓘ

Capacity

Meeting

100 ⓘ

Language

English

Edit

Date and Time

Time Zone

(GMT-6:00) Central Time (US and Canada)

Edit


Date Format

mm/dd/yyyy


Example: 08/15/2011


Time Format


✕ Use 24-hour time

 Help

# POLLING SETTINGS

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Settings

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> User Management

> Room Management

> Account Management

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Account Settings

Billing

Recording Management

IM Management

Reports

> Advanced

MeetingRecordingTelephone

Groups and members will use the following settings by default. If you don't want the settings below to be changed, you can lock the settings here. [Learn More](#)

Schedule Meeting

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Admin Options

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.


☒ Telephone and Computer Audio

☐ Telephone


☐ Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

 Help

# POLLING SETTINGS

SOLUTIONS ▾PLANS & PRICINGCONTACT SALES

Feedback to Zoom  
[Add feedback to the Zoom interface for pollsters to use and also receive feedback.](#)

SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Admin Options

feedback to Zoom at the end of the meeting

**Display end-of-meeting experience feedback survey**

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. [?](#)

**Co-host**

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

**Polling**

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [?](#)

**Allow host to put attendee on hold**

Allow hosts to temporarily remove an attendee from the meeting.

**Always show meeting control toolbar**

Always show meeting controls during a meeting [?](#)

**Show Zoom windows during screen share** [?](#)

**Screen sharing**

Allow host and participants to share their screen or content during meetings

**Who can share?**

# POLLING SETTINGS

PRICING CONTACT SALES

Telephone and Computer Audio

SCHEDULE A MEETING

JOIN A MEETING


HOST A MEETING ▾



SIGN OUT

Dial from United States of America

## Meeting Options

- ✓ Enable join before host
- × Mute participants upon entry 
- × Enable waiting room
- × Only authenticated users can join
- ✓ Record the meeting automatically in the cloud

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting

You have not created any poll yet.

Add

# POLLING SETTINGS

The image shows the Zoom web interface with a modal for adding a poll. The modal is titled 'Add a Poll' and contains the following elements:

- A text input field with the placeholder 'Enter a title for this poll.'
- A checkbox labeled 'Anonymous?' with a help icon, which is highlighted with a yellow circle.
- A numbered list starting with '1.' followed by a text area labeled 'Type your question here.'
- Two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'.
- A list of ten answer fields, labeled 'Answer 1' through 'Answer 10 (Optional)'.

The background interface includes the Zoom logo, navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES), a user profile icon, and a 'SIGN OUT' button. The main content area shows 'Meeting Options' with a toggle for 'Enable join before host' and buttons for 'Delete this Meeting', 'Edit this Meeting', and 'Start this Meeting'.

# POLLING SETTINGS

The screenshot shows a Google Docs document titled "2/9 Agenda Austin Bid For ICYPAA" with a list of agenda items. A Zoom meeting window is overlaid on the right, showing a video feed of a person and a green "HOST AUDIO" button. A "Polls" window is also overlaid, displaying "Poll 1" and a "Launch Poll" button. The document content is partially obscured by these overlays.

2/9 Agenda Austin Bid For ICYPAA

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

100% Normal text Arial 11 B I U A

1. Opening Pra

2. What's The

3. ICYPAA Fac

4. IT Announce

5. Reports

- Steering (Matt C)
  - Meet at Bylaws sub co, New meeting sub co, and Outreach sub co. Got with a few people on their positions and we should be having some new sub committees soon.
- Alt Chair (Matt G)
- Secretary (Joe)
  - No Report - business as usual
- Treasurer (Omri)
  - Brought in \$487.18 from the event. Balance is \$679.18. Looks like a check ya not cleared. Have to make a cash deposit and square / Venmo needs to post.
- Hotel report (Jaffar)

2/9 Agenda Austin Bid For ICYPAA - Google Docs

Unmute Stop Video Manage Participants Polling New Share Pause Share Annotate More

ID: 886-269-3034 Stop Share

Participants (2)

HOST VIDEO (Host, me)

HOST AUDIO

Mute All Unmute All More

Poll 1 Edit

Add a Question

Launch Poll



# POLLING SETTINGS

The screenshot displays the Zoom web interface for a meeting titled "zoom.us/meeting/8862693034#managePoll". The main content area shows the "Add a Poll" dialog box, which is currently in the "Test" stage. The poll is titled "Test" and is set to be "Anonymous?". The poll options are listed as follows:

- 1. Answer A or B.
- Single Choice (selected) / Multiple Choice
- A
- B | 254
- Answer 3 (Optional)
- Answer 4 (Optional)
- Answer 5 (Optional)
- Answer 6 (Optional)
- Answer 7 (Optional)
- Answer 8 (Optional)
- Answer 9 (Optional)
- Answer 10 (Optional)

The "Launch Poll" button is visible at the bottom of the poll settings. To the right, the "Participants (2)" window shows two participants: "HOST VIDEO (Host, me)" and "HOST AUDIO". The "Mute All" and "Unmute All" buttons are visible at the bottom of the participants window. The background shows the Zoom meeting interface with a video feed of a person in a blue shirt.

# POLLING SETTINGS

Meeting Information - Zoom x Account Settings - Zoom x ATX ICYPAA BID LEDGER - Google x My Drive - Google Drive x 2/9 Agenda Austin Bid For ICY x Meeting Information - Zoom x Meeting Information - Zoom x +

zoom.us/meeting/273339098

Apps Tweepi :: manage... Imported From IE INSTA PROXY Dashboard < UGS... Soundign (My Ac... Dashboard < Masa... ThemeFuse Cloudkillers :: Bundle Few AEScripts Pre... ULL Career Servic... Amplify OneStop Web Por...

zoom

EDIT M  
You have create  
Title  
Poll 1: Test

1. Please pick an option

☒ Single Choice ☐ Multiple Choice

A

B

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Save Cancel

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Media Kit  
How to Videos  
Security

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# POLLING SETTINGS

Meeting Information - Zoom x Account Settings - Zoom x ATX ICYPAA BID LEDGER - Go... x My Drive - Google Drive x 2/3 Agenda Austin Bid For ICY... x Meeting Information - Zoom x +

zoom.us/meeting/8862693034

Apps Tweepi :: manage... Imported From IE INSTA PROXY Dashboard < UGS... Soundgine (My Ac... Dashboard < Masa... ThemeFuse Cloudkillers :: Bundle Few AEsScripts Pre... ULL Career Servic... Amplify OneStop Web Por...

zoom

### Edit Meeting Polls

You have created 1 poll for this meeting

Title

▼ Poll 1: Test

Add

Edit Delete

#### Polls

##### Poll 1: Test Edit

1. Answer A or B.

☐ A

☐ B

Launch Poll

#### Participants (3)

HOST VIDEO (Host, me)

HOST AUDIO

Participant

Mute All

Participant

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- Support Center
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- Feedback
- Contact Us
- Accessibility

Language

English

W in T Y f

# POLLING SETTINGS

The screenshot displays the Zoom web interface during a meeting. A modal window titled 'Polls' is open, showing the details of 'Poll 1: Test'. The poll is closed and has 1 vote. The question is '1. Answer A or B.' The results show Option A with 100% of the vote (1 vote) and Option B with 0% of the vote (0 votes). The modal includes buttons for 'Share Results' and 'Re-launch Poll 1'. In the background, the Zoom meeting interface is visible, showing the meeting title 'Zoom Meeting Polls', the Zoom logo, and a list of participants. The footer of the Zoom website is also visible, containing links to various resources and the copyright notice.

zoom

Zoom Meeting Polls

You have created 1 poll for this meeting.

Title

▼ Poll 1: Test

Poll 1: Test

Poll closed 1 voted

1. Answer A or B.

A (1) 100%

B (0) 0%

Share Results Re-launch Poll 1

Participants (2)

HOST VIDEO (Host, me)

Participant

Mute All Unmute All More

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iPhone/iPad App

Android App

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Webinars and Events

Live Training

Feedback

Contact Us

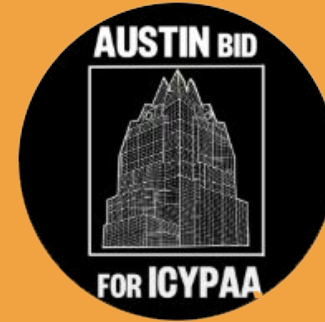
Accessibility

Language

English

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# 7th TRADITION



Austin Bid For ICYPAA  
[paypal.me/austinbidforicypaa](https://paypal.me/austinbidforicypaa)

**Q&A**

# HOW TO START AN ONLINE MEETING

# **HOW TO START AN ONLINE MEETING**

- **MEETING FORMAT**
- **GET A ZOOM ACCOUNT**
- **GET A PAYPAL & VENMO**
- **EDUCATE MEETING CHAIRS ON BEST PRACTICES**



# MEETING FORMAT

**GET A ZOOM ACCOUNT**

**GET A PAYPAL AND VENMO**

**EDUCATE MEETING CHAIRS ON BEST PRACTICES**

# DOCUMENTS

## ONLINE MEETING FORMAT TEMPLATE:

<https://docs.google.com/document/d/1LF8iimhhCKRCUZIkTXZZFPcKdX-Jk4HTiXDr2rEzbBc/edit?usp=sharing>

## MEETING READINGS:

<https://drive.google.com/drive/folders/12RYRxGngJUHRGI2zvCzldKWb0lOQYxj8?usp=sharing>

## HOW TO OPERATE A MEETING DOCUMENT:

<https://docs.google.com/document/d/1-l7rOzuvfMQZiJRZb1-HvfCLKcjeoHD-viljmTOZO3g/edit?usp=sharing>

**Q&A**