



TSMC 2020

Tri-Service Microbiome Consortium

Zoom Quick Guide



ZOOM WEBINAR / MEETING

This guide is to help navigate the Zoom platform.
But if you have further questions please reach out
to the TSMC + UES Support Team

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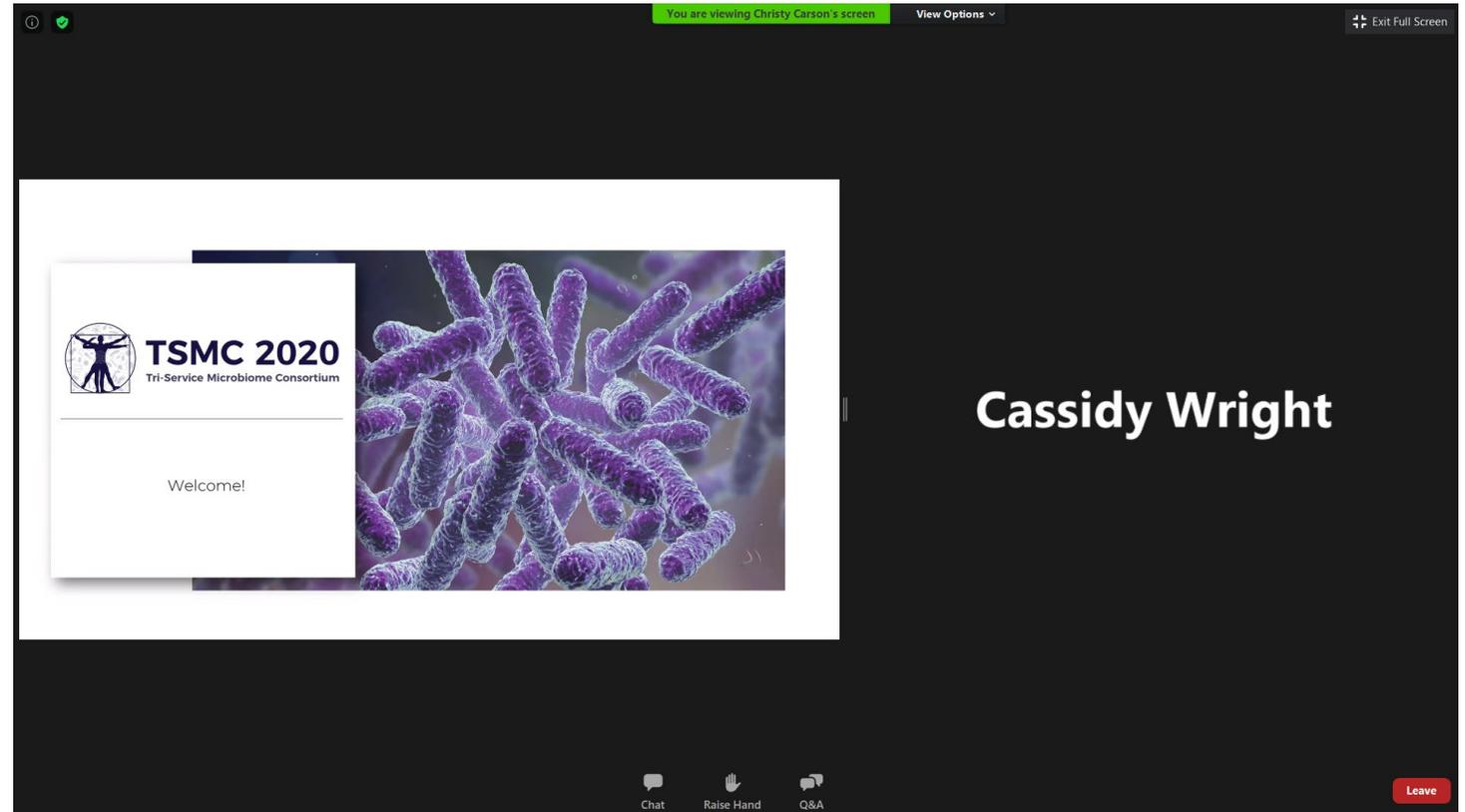


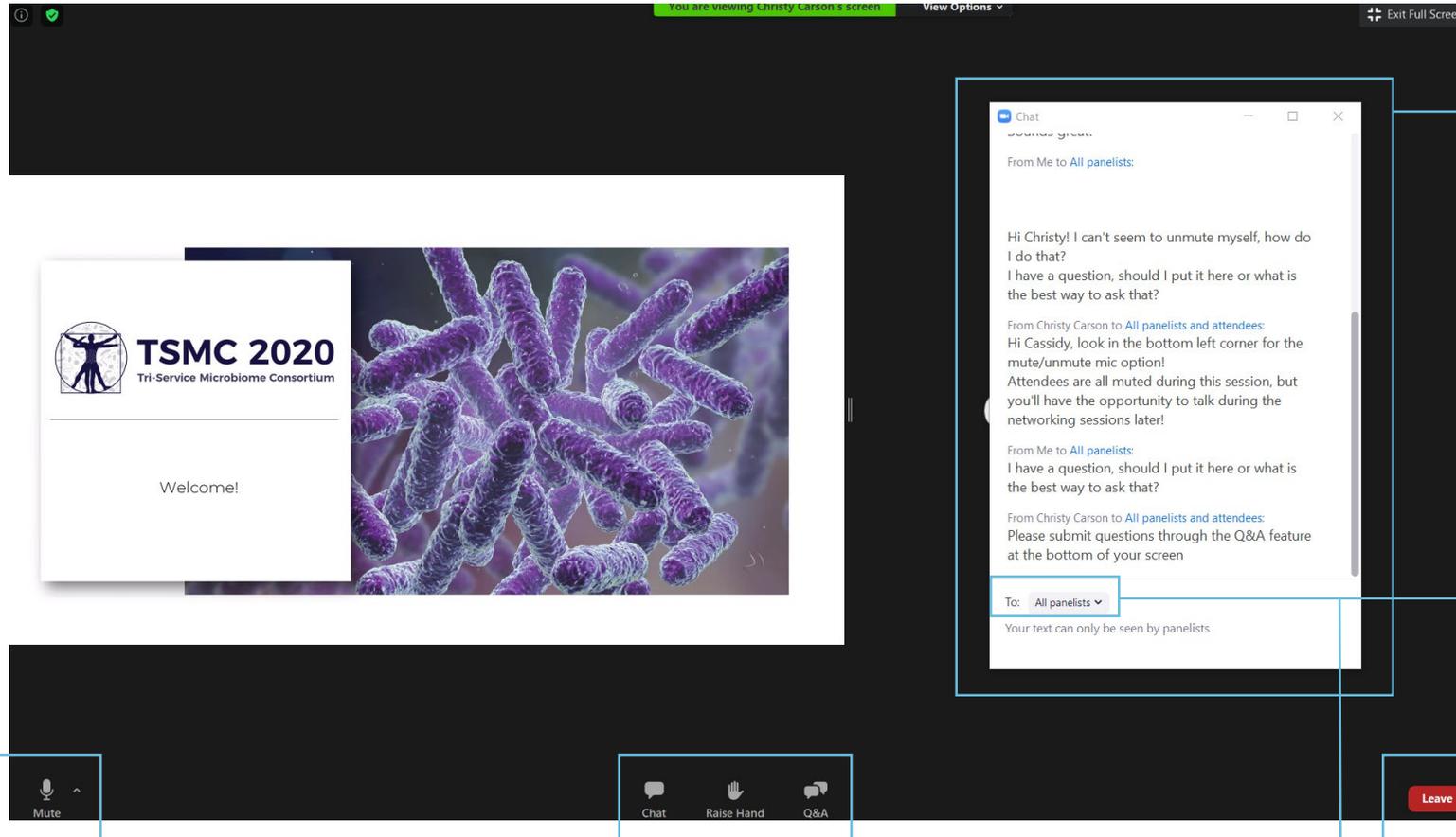
ZOOM - WEBINAR - USED FOR PRESENTATIONS

The image to the right is what you will see once you log onto [Zoom Webinar](#).

By default everyone is [muted](#) and you have [no video options](#). The host of the webinar can unmute you but for presentation purposes we will only have the presenters speaking.

Presenters: You will enter as an attendee to the webinar even though it is your presentation. Christy Carson, the host of the event will then [promote](#) you to a [panelist](#) which will have you leave the webinar but then you will automatically join back in the webinar and have audio / video permissions. Be sure to [unmute yourself](#) and have your presentation ready in [presentation mode](#). After your presentation, please promptly mute yourself again until the Q&A.





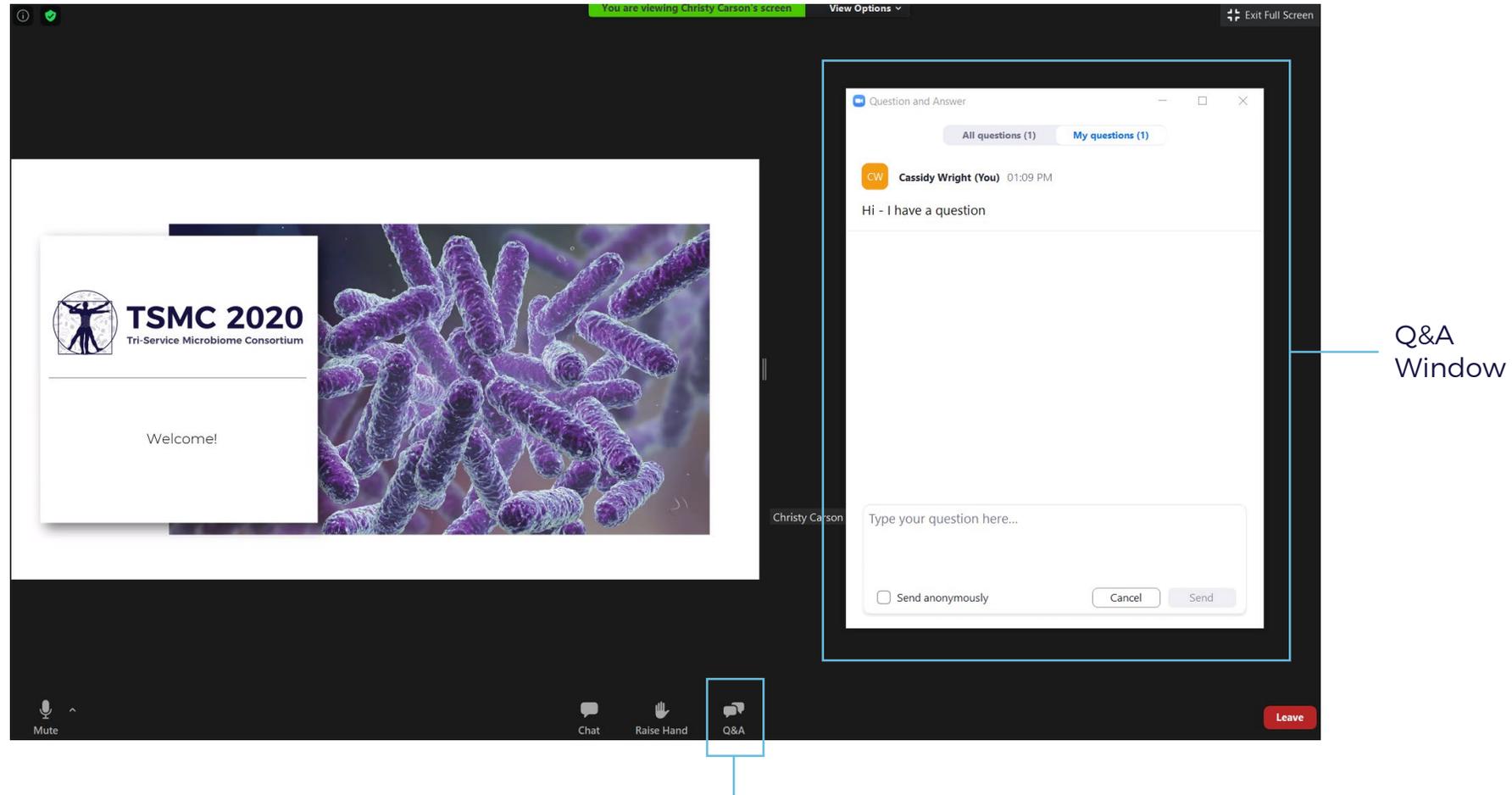
Chat Window

Drop down menu to choose who to send chat message to

Will end webinar for you / leave webinar

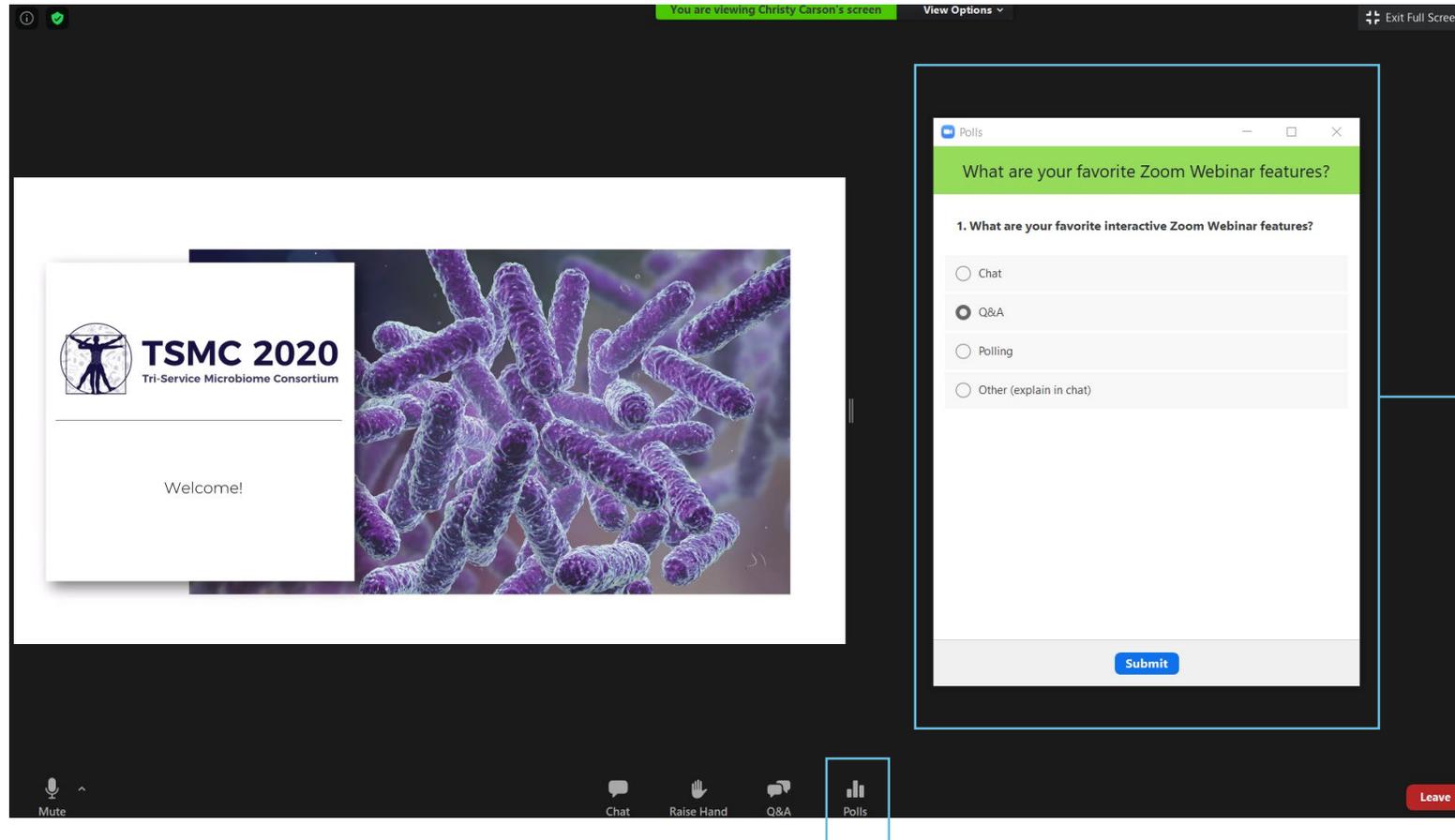
Mute / Unmute (if host gives you permissions)

- Chat: Will open window so you can chat with Panelists, Panelists / Attendees (select who you want to send your message to before you send it)
- Q&A: Use this function to ask a question about the presentation



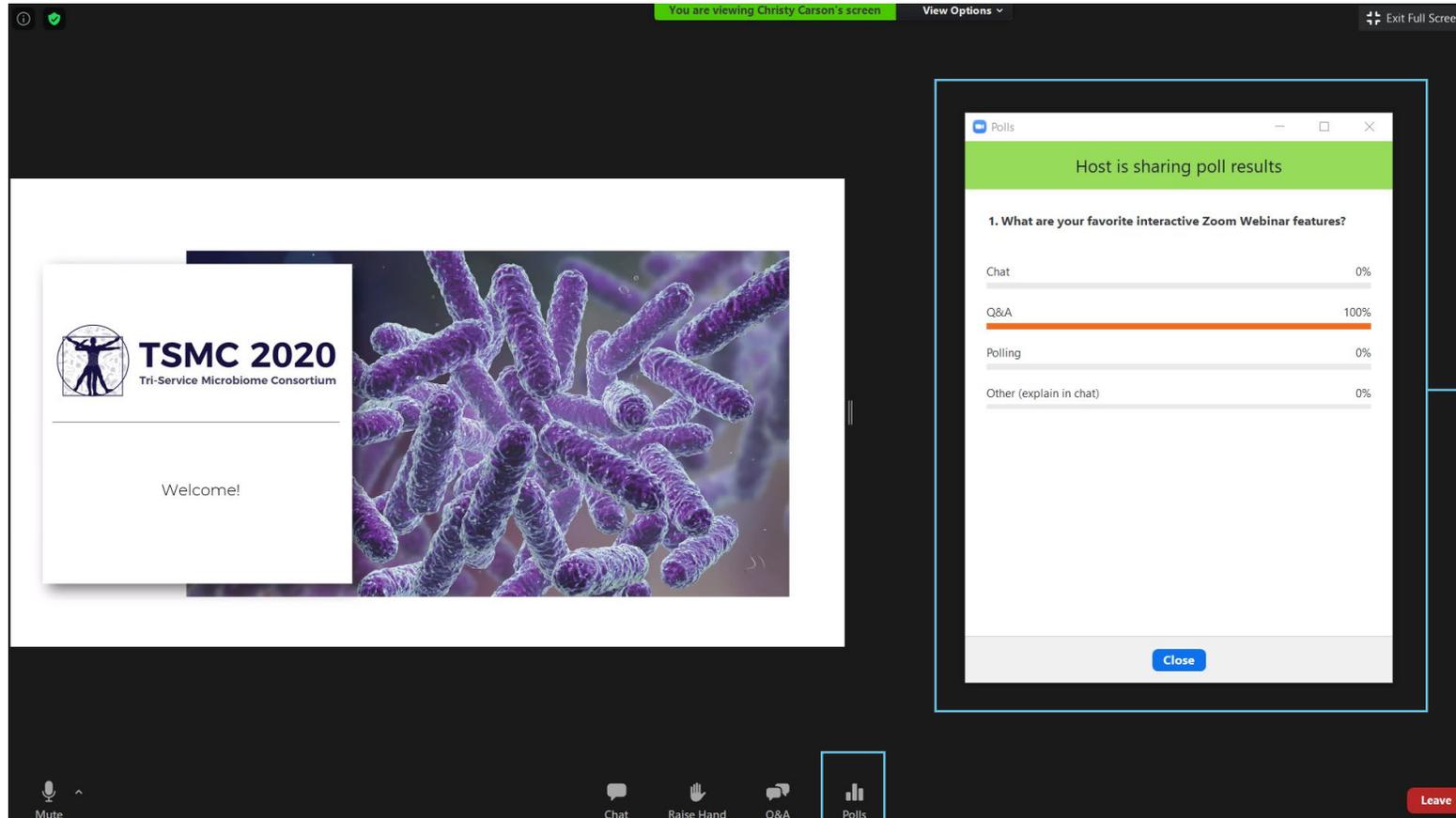
Q&A: Use this function to ask a question about the presentation. **Note: Please specify name of person you are asking the question to.**

Example: **Christy:** When is the TSMC event?



Polls Window

Polls: The host can pop up a poll during / after the presentation



Polls Window: results (this will only pop up if host displays results).

Polls: The host can pop up a poll during / after the presentation. Once you close out polls window you can pull up the results by clicking on this icon.



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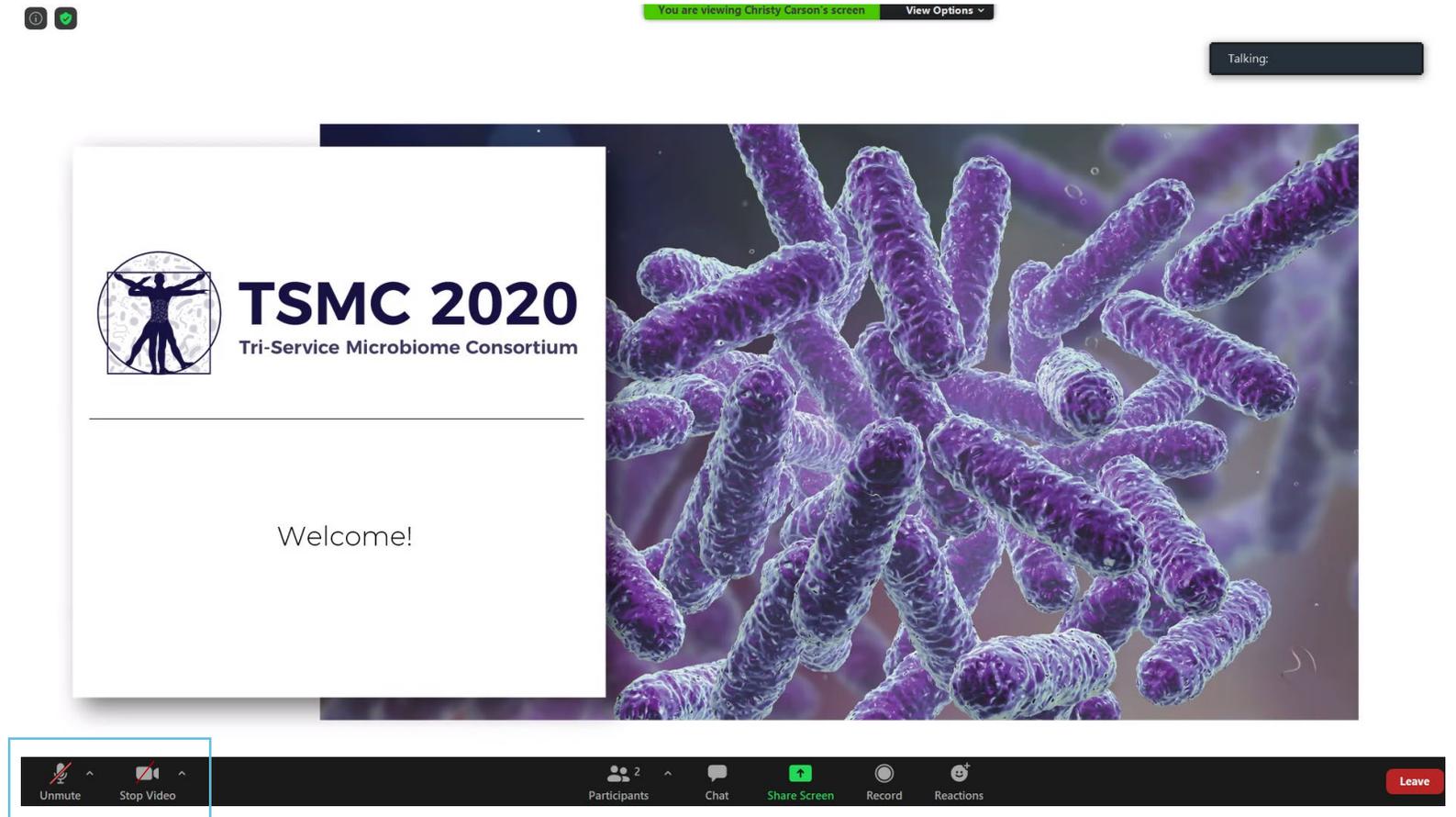
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Zoom Meeting



ZOOM - MEETING - USED FOR SOCIAL / NETWORKING

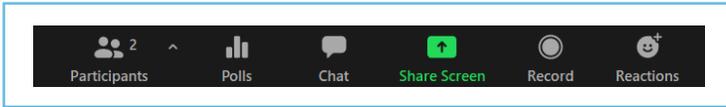
Just as Zoom Webinar, you are by **default muted / no video**. But with Zoom Meeting you do not need permissions to unmute / turn on video. Just simply click on the mute / video on the lower left side of your zoom screen. Please keep yourself muted when you are not actively speaking to reduce background noise.



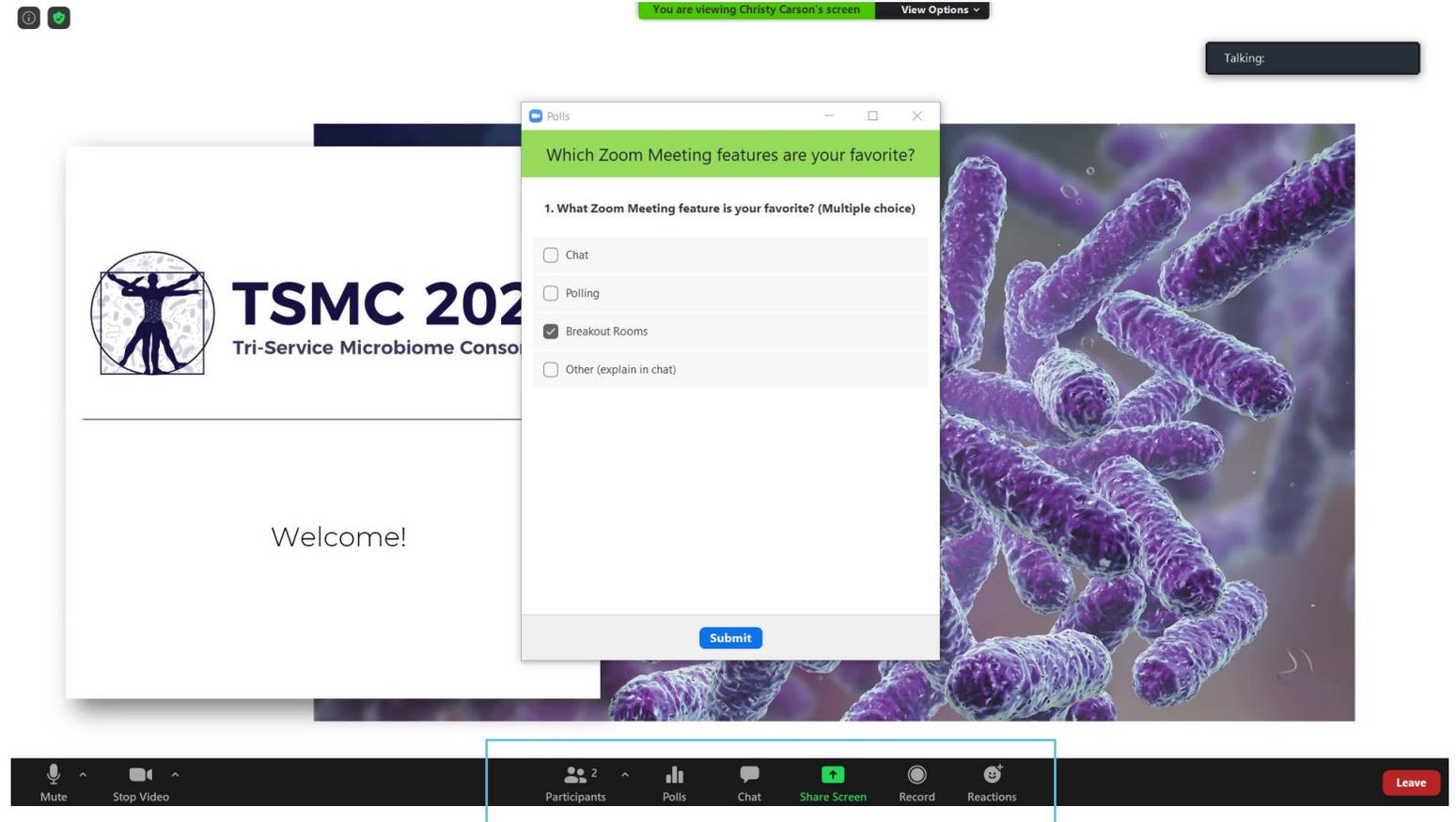
Mute / Video options

ZOOM - MEETING

General Features



- **Participants:** Show who all is in the meeting
- **Polls:** Results from polls
- **Chat:** talk to panelists, panelists / attendees
- **Share Screen:** You can share your screen, a pop up window will appear and you choose what to share. Once you are done sharing click the “stop share” button at top of screen.
- **Record:** Gives you an option to record the meeting.



Meeting options

ZOOM - MEETING

Polling Feature



You are viewing Christy Carson's screen View Options

Talking:

Which Zoom Meeting features are your favorite?

1. What Zoom Meeting feature is your favorite? (Multiple choice)

- Chat
- Polling
- Breakout Rooms
- Other (explain in chat)

Submit

Poll Window





You are viewing Christy Carson's screen View Options

Talking:



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Welcome!

Host is sharing poll results

1. What Zoom Meeting feature is your favorite? (Multiple choice)

Chat	0%
Polling	0%
Breakout Rooms	100%
Other (explain in chat)	0%

Close

Poll Window Results

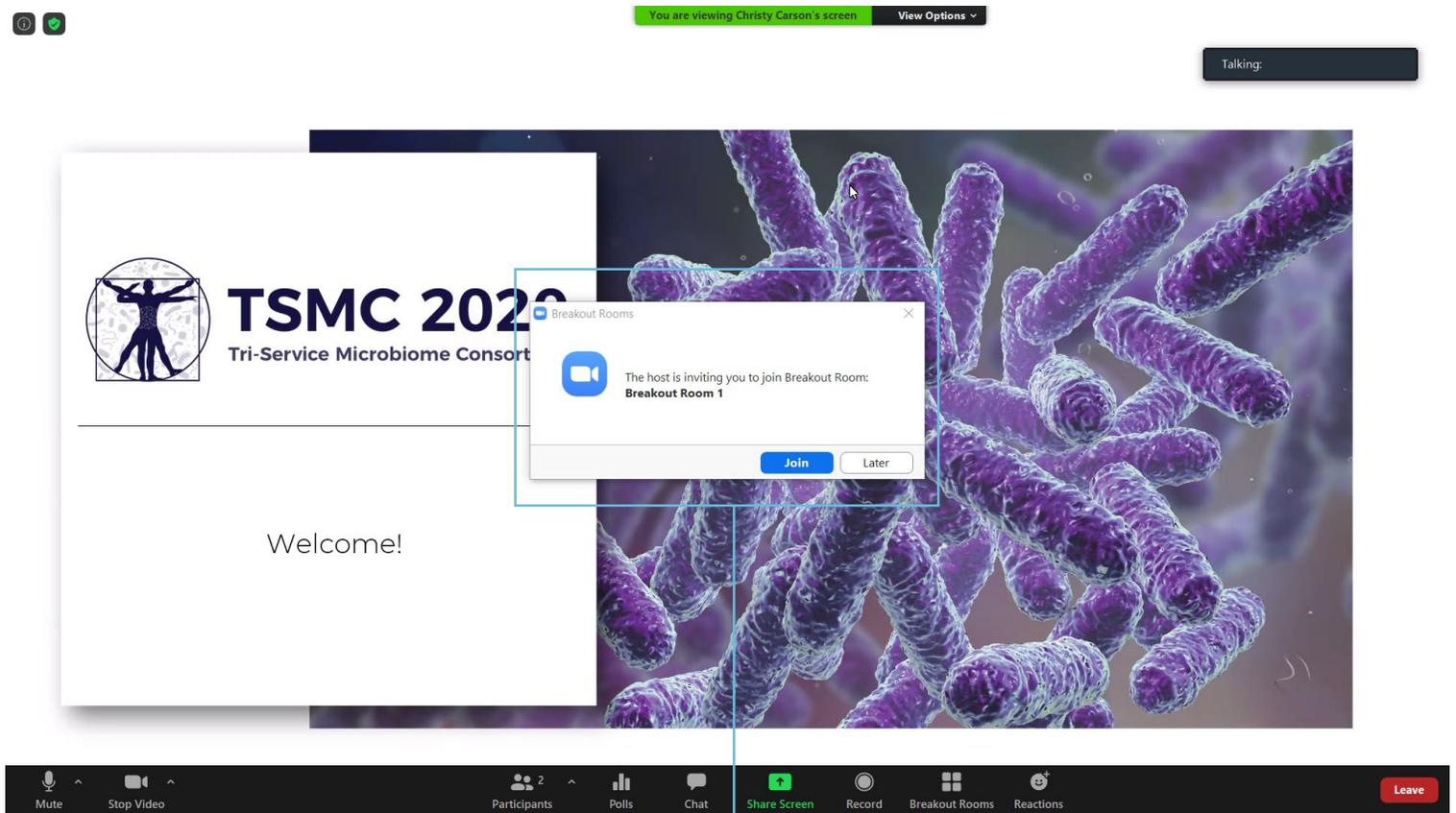
Mute Stop Video Participants Polls Chat Share Screen Record Reactions Leave

ZOOM - MEETING

Breakout Rooms

Breakout rooms are sessions that are split off from the main **Zoom meeting**. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session. **Breakout rooms** can be used for collaboration and discussion of the meeting.

If you'd like to have a side conversation with a smaller group of people, send a chat to the meeting host (Christy) requesting that.

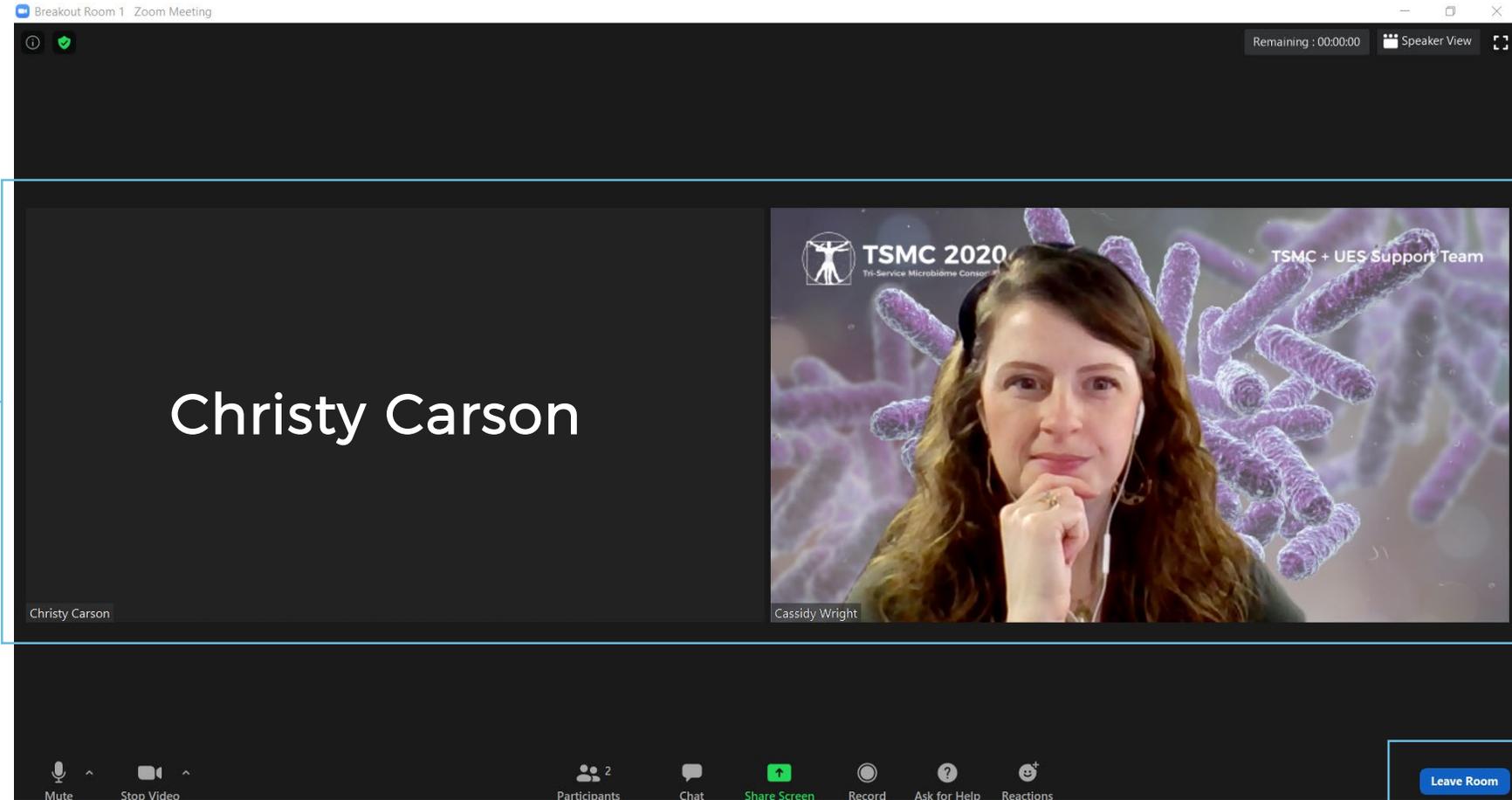


Breakout
Rooms

ZOOM - MEETING

Breakout Rooms

Your view of the people in your breakout room



Leave Room:
You can leave the breakout room at any time



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How to Set Up Zoom Background

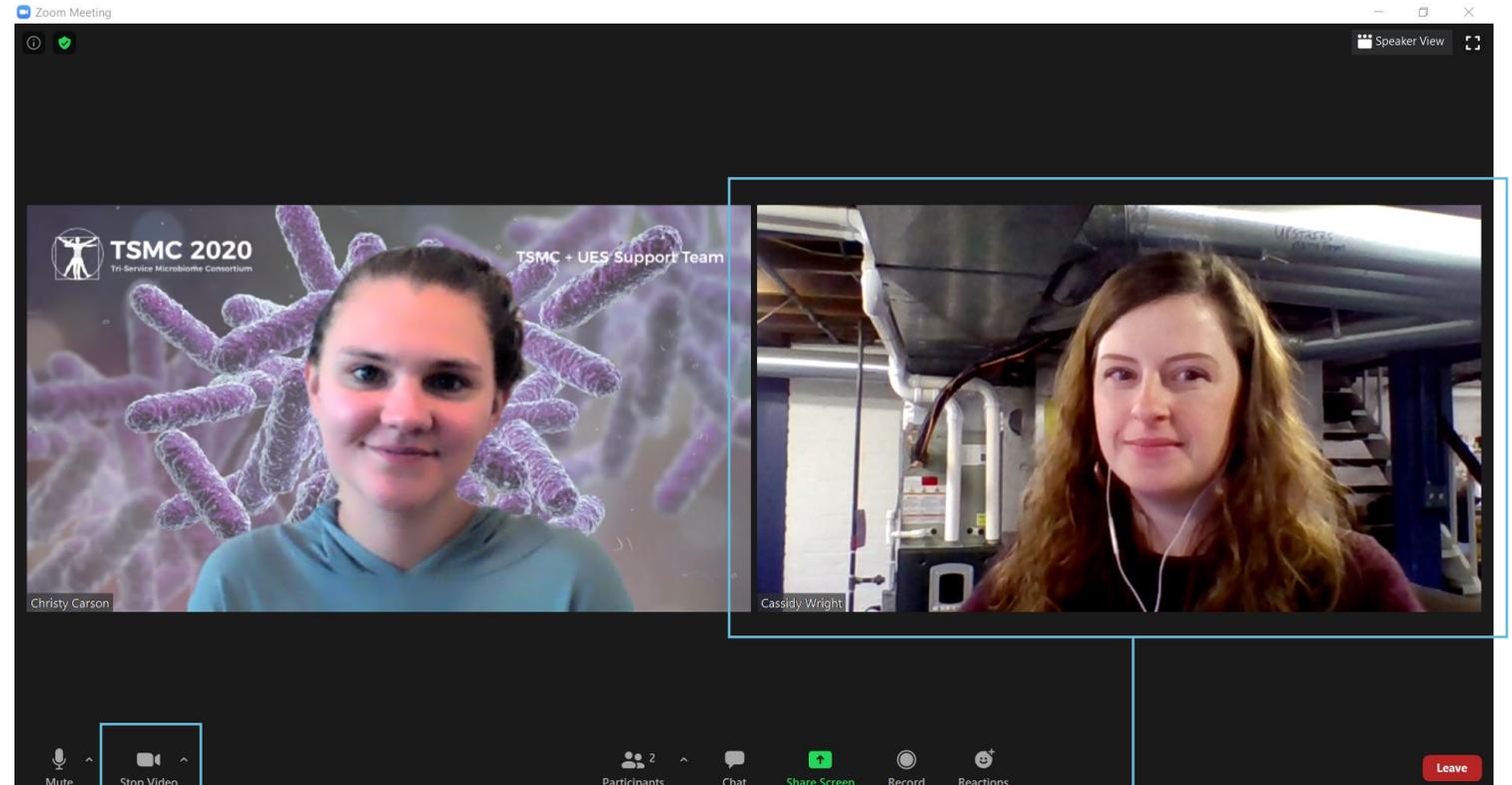


ZOOM - HOW TO SET VIRTUAL BACKGROUND

The image to the right, with no virtual background, is how you will appear when entering the Zoom Meeting.

In this guide we will explain step by step how to set up your custom TSMC virtual background.

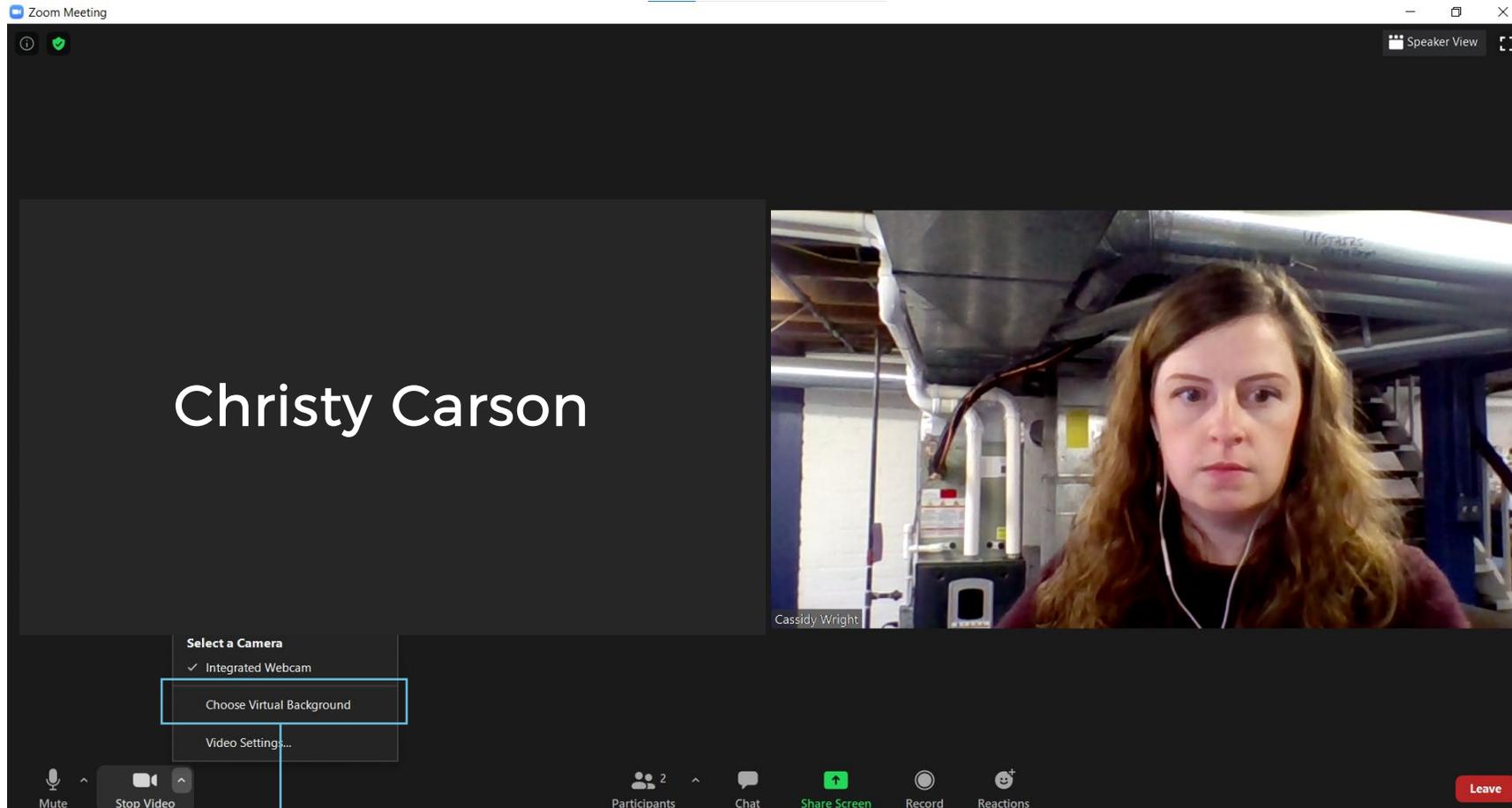
Step 1: Select drop down menu on your video icon.



Video icon

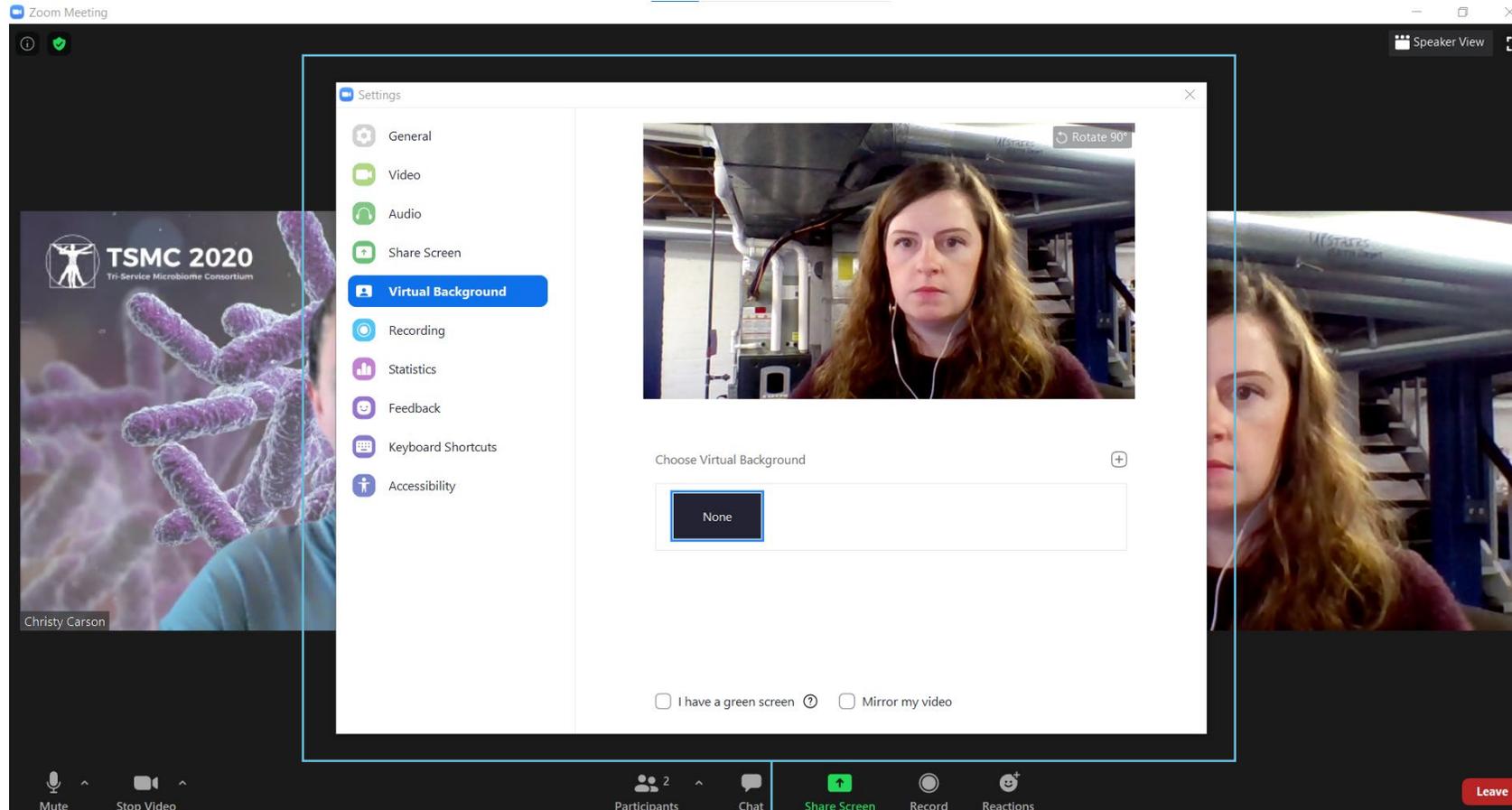
Video with no virtual background

ZOOM - HOW TO SET VIRTUAL BACKGROUND



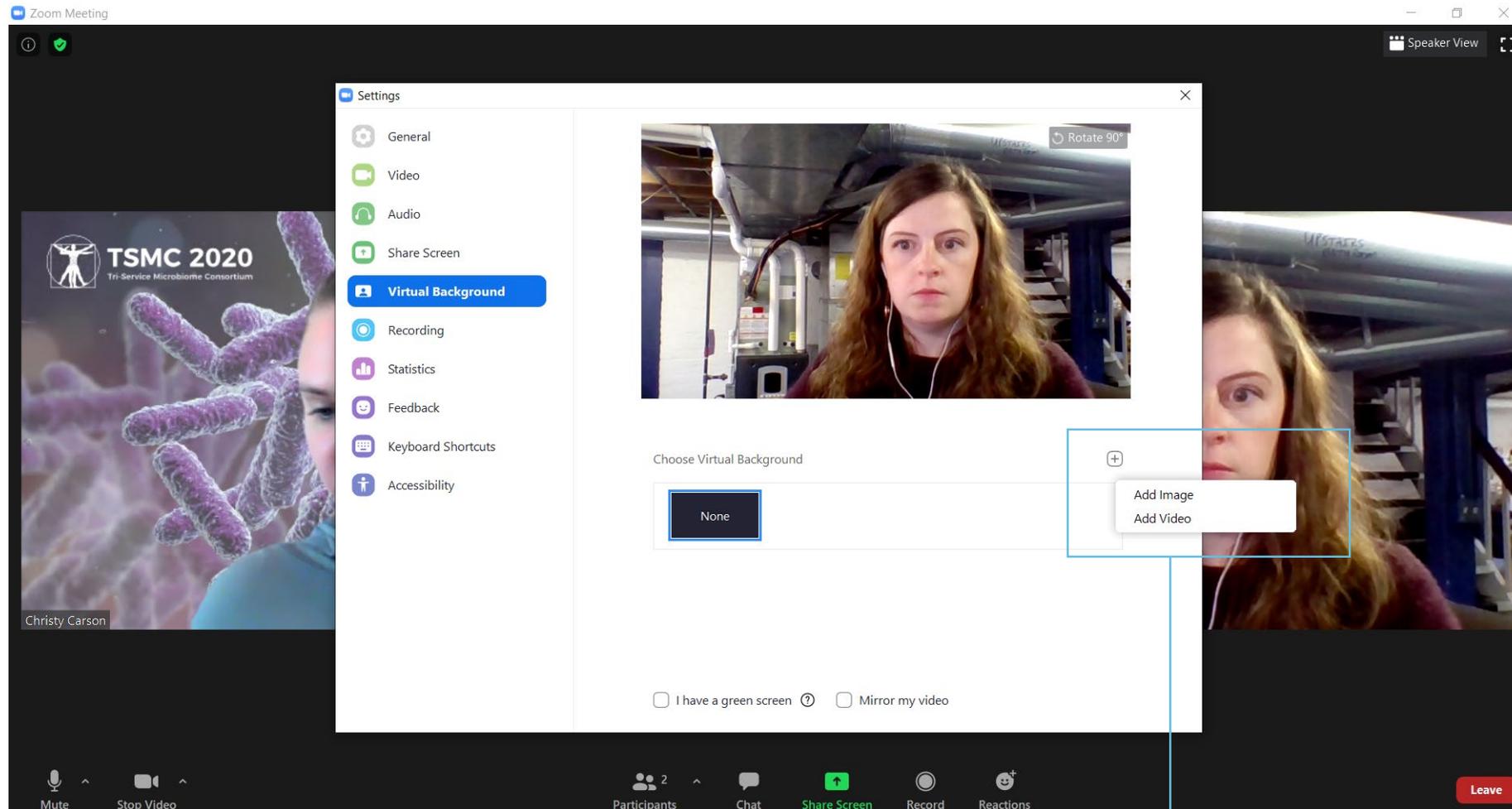
2. Choose Virtual Background

ZOOM - HOW TO SET VIRTUAL BACKGROUND



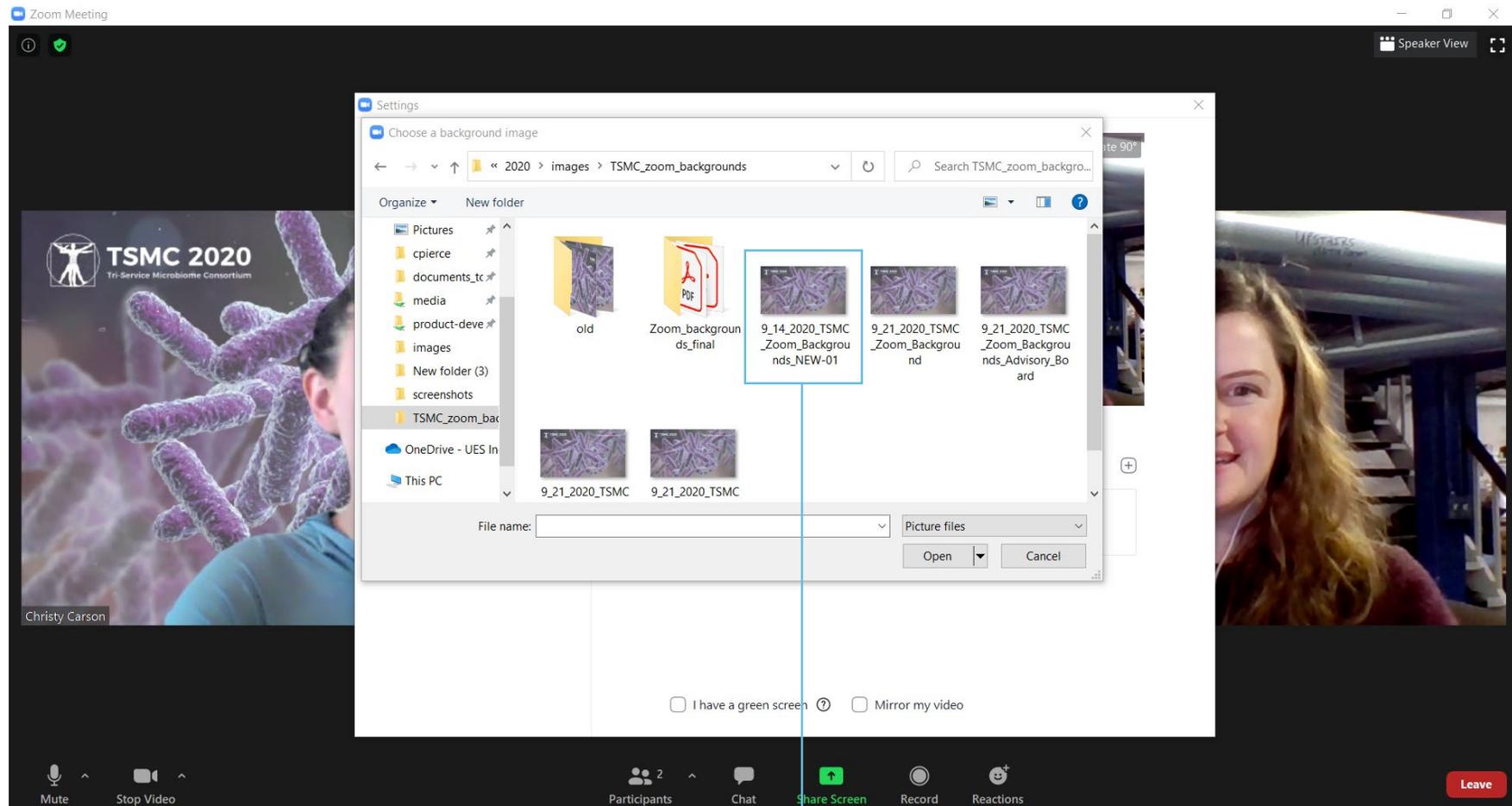
3. After you select "Choose Virtual Background" this pop up screen will appear.

ZOOM - HOW TO SET VIRTUAL BACKGROUND



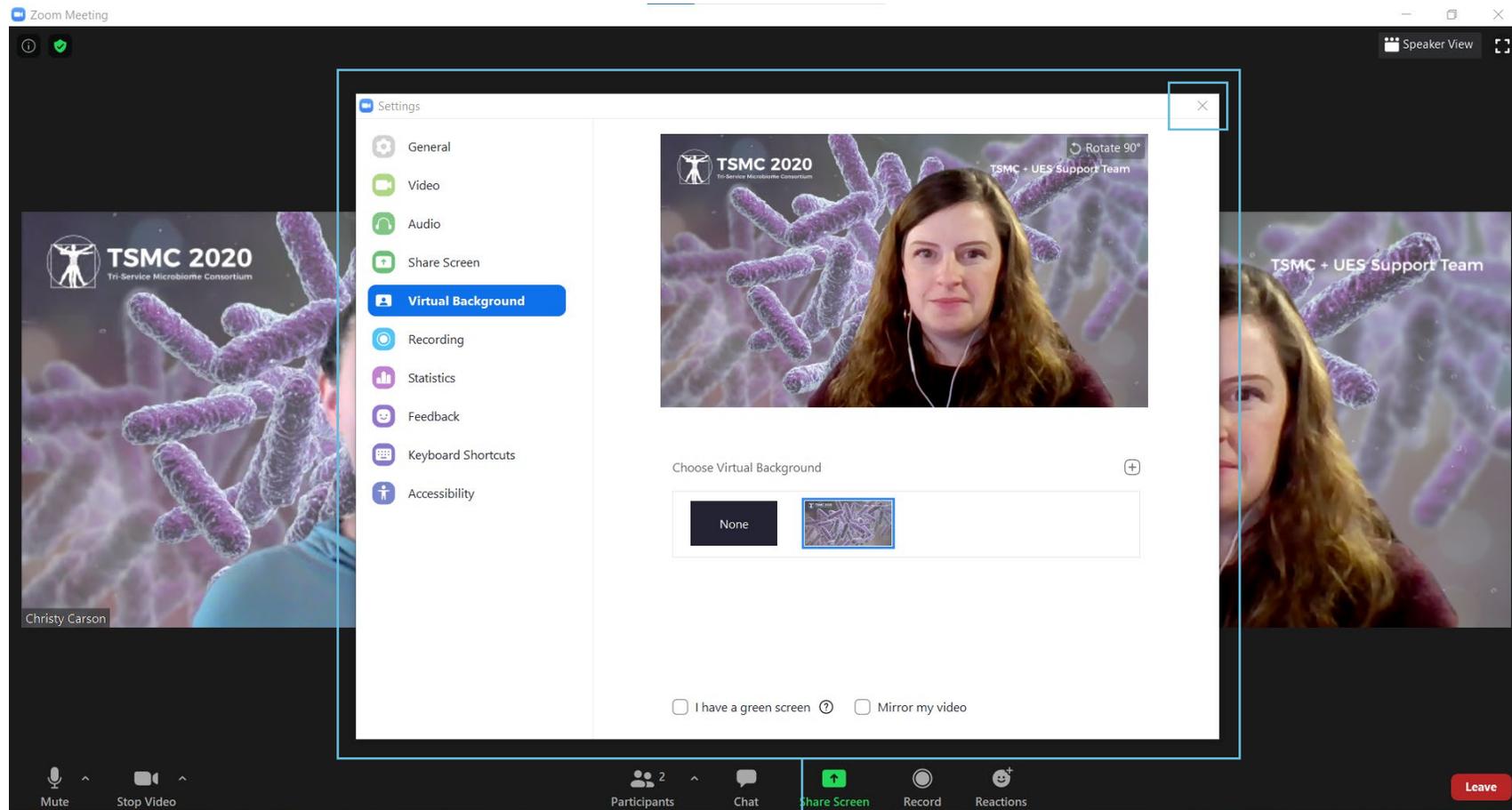
4. Click on plus (+) button, and then select Add Image

ZOOM - HOW TO SET VIRTUAL BACKGROUND



5. Select image you would like to use as your background. TSMC background has been provided via email.
Note: You will need to download .jpg TSMC background and save to your computer before selecting as your virtual background.

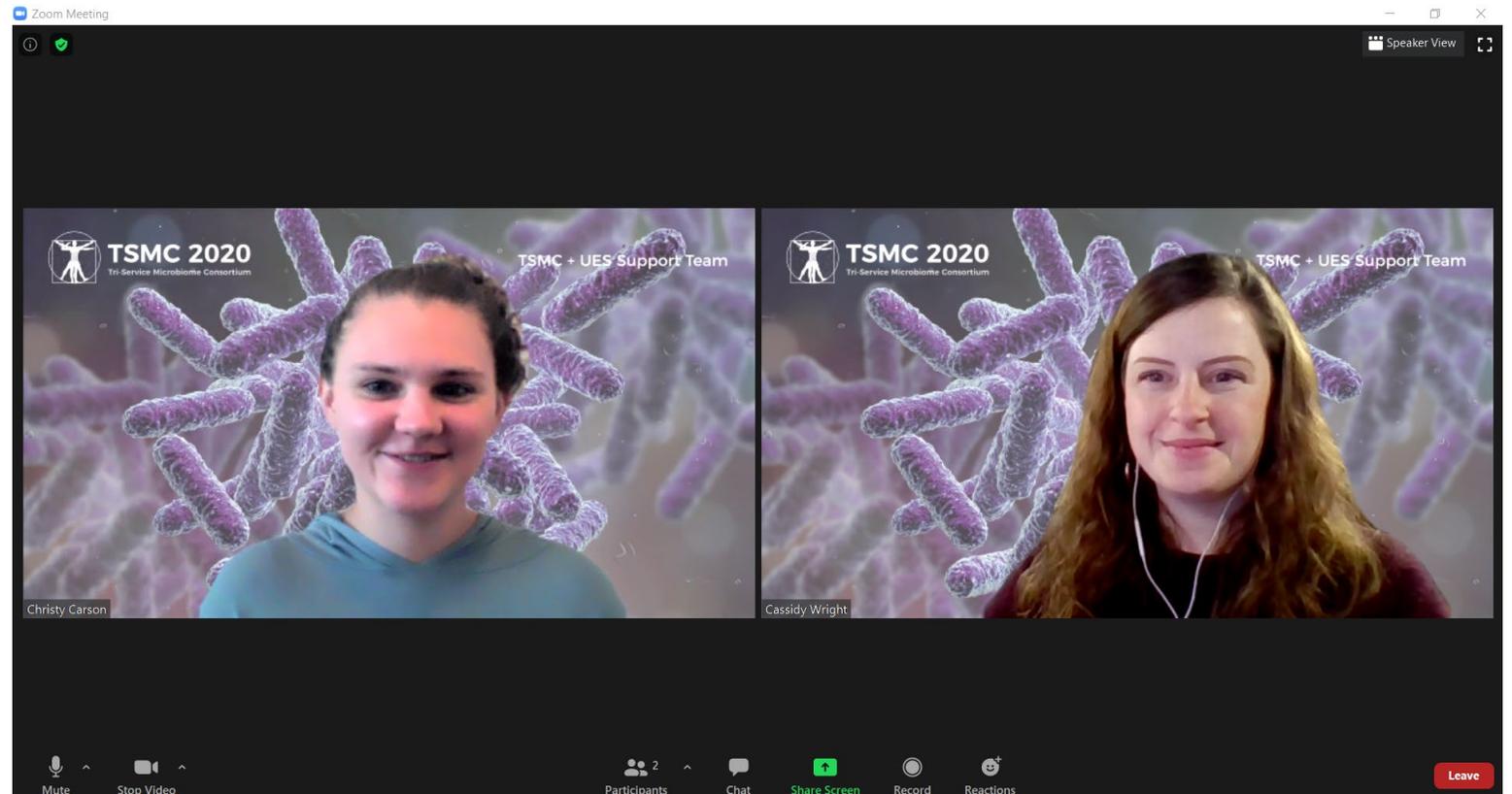
ZOOM - HOW TO SET VIRTUAL BACKGROUND



6. After selecting your image for the virtual background this window will pop up. Simply click the X at the top right to close out the window and to apply your virtual background.

ZOOM - HOW TO SET VIRTUAL BACKGROUND

Now your virtual background is all set. But please note, this background is not compatible with all platforms but should work for most.





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Questions?

Please don't hesitate to contact
your TSMC + UES Support Team

