

T·A·S·F·A·A 2021

THE ONE WHERE WE WENT
VIRTUAL

BE A PRO WITH ZOOM!

Since Zoom is being used as the virtual meeting client for this year's Conference, we wanted to provide you with some helpful information!

Getting Started with Zoom

To download the newest version of the Zoom Desktop Client, please go to [Download Center - Zoom](#)

A zoom account is not required; however, highly recommended. By creating a Zoom Account, you can set a Profile Picture once and have it available during all sessions/have your name correctly displayed, etc.

To create a free Zoom account (if you do not have one), go to <https://zoom.us/signup>

Setting up Audio/Video Settings (Best to do BEFORE the conference)

For Audio/Video Settings and instructions, please visit <https://support.zoom.us/hc/en-us/articles/201362623-Changing-settings-in-the-desktop-client-or-mobile-app>.

How to use the Raise Hand function (for Q&A/Voting on Annual Business Meeting Minutes/etc.)

- While in the meeting, open the Participants window
- If the presenter is sharing screen, the "Raise Hand" button will be on the far-right bottom of the participants window
- If the presenter is not sharing screen, the raise hand is the blue hand icon on the far-left bottom of the participants pane
- After "Raise Hand" is used, click the button again to lower hand

Set up Profile Picture to display when Video is Off:

- Launch the Zoom Application and click on the icon with your initials in the top right
- Click “Change my Picture”; this will now redirect you to the Zoom web portal to view your profile settings
- Under the avatar, click the “Change” and upload your picture
- Crop and save; now when your video is off, your profile picture will display with your name beneath it, instead of just your name

For further profile customization options, please visit <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile>

Change Your Display Name While in Meeting:

This is important so attendance can be taken – be sure to have your display name set to the same name as your registration.

- After entering the zoom meeting, click on “Participants”
- Hover your mouse over your name in the “participants” list on the right side of the Zoom window
- Click on “Rename”
- Enter the name you would like to appear in the Zoom meeting and click “OK”

Change your Virtual Background:

If you are at home, or just want to show your school or TASFAA Spirit, here is how you add a Virtual background:

- Sign into the Zoom desktop client
- Click on your profile picture (or initials) in the top right corner and click **Settings**
- Select **Virtual Background**
- Choose a virtual background, or click the + and add your own image (either institutional or please feel free to use our special TASFAA Backgrounds!)
 - TASFAA 2021 Conference Zoom Backgrounds are located here: <https://www.tasfaatn.com/zoom-backgrounds> - pick which one you want, click on it, right click to save!
- Close settings