

## Zoom Guide – JACMUN 2021

### **Getting the Latest Version of Zoom**

We recommend updating to the latest version. Zoom provides a pop-up notification when there is a new mandatory or optional update within 24 hours of logging in. To update you may:

1. Sign into the Zoom desktop client.
2. Click your profile picture then click **Check for Updates**.

Install the new update if it is available.

### **Basics of using Zoom**

The Delegate controls appear at the bottom of your screen.

Attendees have access to these features:

- **Mute / Unmute:** Mute and unmute your microphone.
- Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
- **Start Video / Stop Video:** Turns your camera on or off.
- Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background, or access your full video settings.
- **Participants:** See who's currently in the meeting and invite others. You can also access to these options:
  - **Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants. Use your character or country's name.
  - **Icons:** Places an icon beside your name to quickly notify the Dais.

### **Icons used during the meeting.**

Icons will be used when delegates wish to be added to the speakers' list, rise to a point or motion, or when voting on motions and resolutions.

To use icons in meetings:

1. Join a Zoom meeting as a participant.

2. Click the **Participants** button.
3. Click one of the icons to provide feedback to the Dais. Click the icon again to remove it.

The following icons will be used:

- **Raise Hand / Lower Hand:** Add to the speakers' list or rise to a point or motion.
- **Yes**
- **No**

## **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 will be used for unmoderated caucuses.

Participants can self-select and join breakout rooms of their choosing. Thus, delegates will be able to view and select from a list of breakout rooms the Dais has created. They will be able to enter and leave breakout rooms freely.

1. Click the **Breakout Rooms** option to join a breakout room in your meeting controls.
2. Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.

You can leave the breakout room and return to the main meeting session at any time.

1. Click **Leave Breakout Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the Chair will close the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

If you click **Ask for Help**, it will notify the Chair that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.