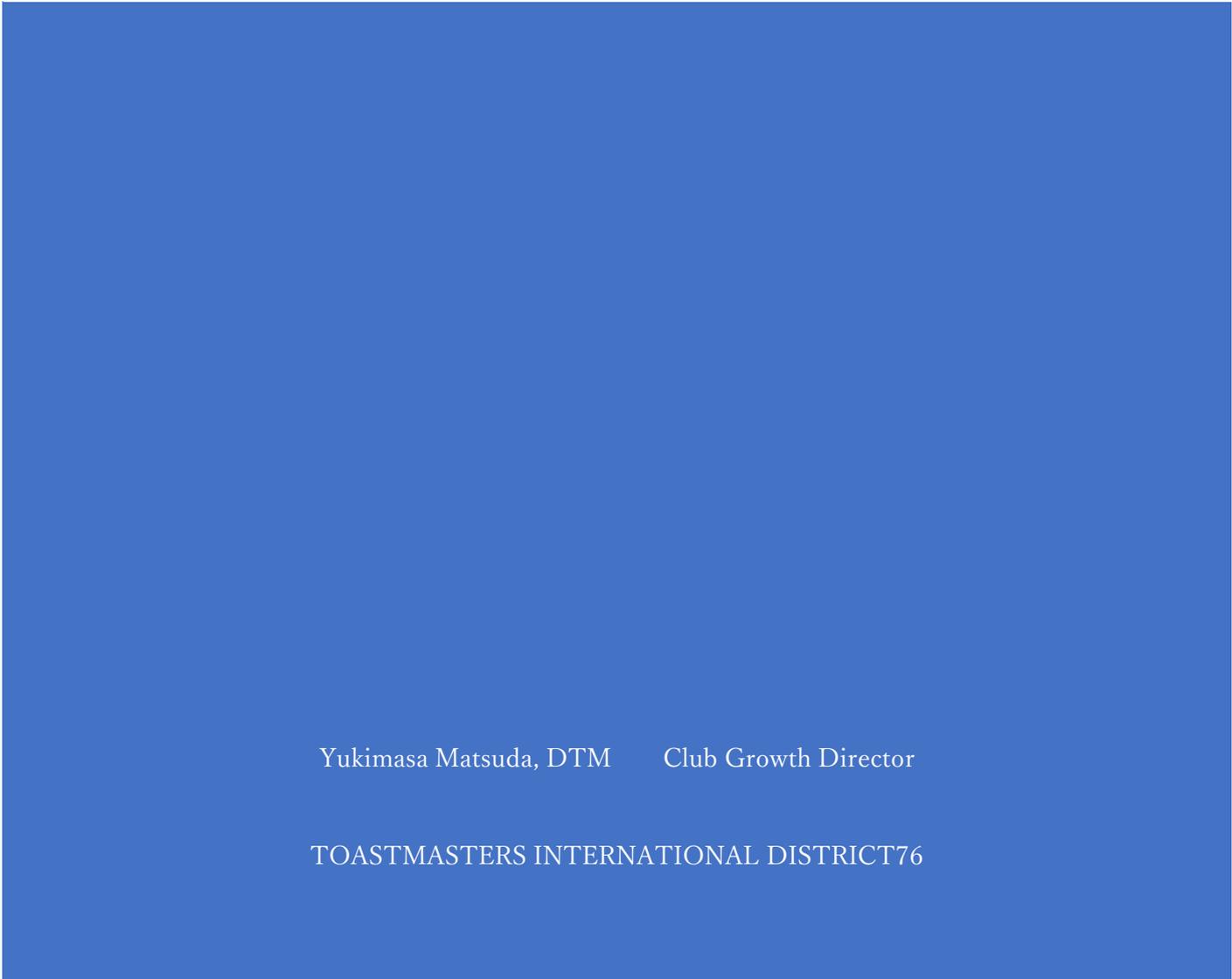




ZOOM MEETING OPERATION MANUAL ENGLISH

Yukimasa Matsuda, DTM Club Growth Director

TOASTMASTERS INTERNATIONAL DISTRICT76



1 ZOOM Meeting Operation Manual

1.1 To cope with expanding COVID-19

District 76 provides the practical operation manual in conducting online meeting as an alternative plan in case of not holding meeting in person due to the COVID-19 expansion in Japan in 2020.

2 How to prepare ZOOM account

2.1 Application for Licensed account

It is safe and convenient to use Licensed account in holding online meetings as it allows us to use for 24 hours at maximum. And it is recommended to use it in holding online meetings due to its designated functions. District 76 have 22 accounts as Licensed one and share 15 accounts as of March 14, 2020. TM Masakazu Chindo, Logistic Manager, is managing all account allocations based on the requested date and time by following the meeting room reservation manner. So, please **request two days before your meetings.**

2.1.1 Please request as follows by each request

To: Masakazu Chindo harrier.z505@gmail.com

Body:

- Name of your club
- Name of either Club President or VPE
- Email address of either Club President or VPE
- Meeting date – **Only acceptable by request two days before the meeting**
- Meeting time – Please have 30 minutes allowance before and after your meetings.

Once you received email from Chindo san, your requested account, which is the registered email address in ZOOM, will be upgraded to Licensed status by the date you requested. Once you could confirm the account is upgraded to Licensed one, you can set up a meeting and receive 9 digit meeting ID.

2.1.2 After finishing your meeting and use of Licensed account, Chindo san will quickly downgrade the account status to basic and use Licensed one for other clubs. Please reserve your account each time you want to use.

2.2 Using Basic Account

Currently 310 Club presidents and VPEs are registered for 40-minute free Basic account.

You can run the meeting by taking breaks in each 30 minutes and logging in repeatedly with 40-minute free Basic account without requesting Licensed account.

You can conduct meetings with Basic account by having a couple of breaks within 1.5 hours to 2 hours as the regular meeting.

3 ZOOM Management UI

Access to <https://zoom.us/>



Click Sign In on top banner



Sign In

A screenshot of the Zoom Sign In form. It has a title 'Sign In' at the top. Below it are two input fields: 'Email address' containing 'd76divisonc@gmail.com' and 'Password' containing '*****'. Both fields are highlighted with red boxes. Below the password field is a blue 'Sign In' button. At the bottom left is a link 'Forgot password?' highlighted with a red box, and at the bottom right is a checkbox labeled 'Stay signed in'.

On the Sign In page,

Put your mail address and password in.

In case you do not know your password, click “Forgot password?” and resubmit.

Now you can enter the management UI.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

Be Our Guest at Zoomtopia 2020 Join us September 23-24th in San Jose, CA for Zoom's 4th annual user conference. Network with industry peers and Zoom experts to take full advantage of the power of Zoom. Register before March 18th and save \$300! [Register Now](#) ✕

PERSONAL

- Profile
- Meetings
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- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training
Video Tutorials
Knowledge Base

Yukimasa Matsuda [Edit](#)
Account No. 50820466

[Change](#) [Delete](#)

Personal Meeting ID: 517-033-2432 [Edit](#)
<https://zoom.us/j/5170332432>
 ✕ Use this ID for instant meetings

Sign-In Email: d76dvisenc@gmail.com [Edit](#)
 Linked accounts: [\[X\]](#)

User Type: Basic [Upgrade](#)

Capacity: Meeting 300 [\[X\]](#)

Language: English [Edit](#)

Date and Time: Time Zone (GMT+9:00) Osaka, Sapporo, Tokyo [Edit](#)
 Date Format mm/dd/yyyy Example: 08/15/2011
 Time Format ✕ Use 24-hour time

[Help](#)

In case you need any support regarding ZOOM itself, please refer to the FAQ from HELP menu or contact ZOOM support directly. ZOOM support can treat you in Japanese kindly. Please self-help in solving any issues in ZOOM.

4 How to set ZOOM meetings

Now you can set ZOOM meeting. Please click the meetings in the left bar in management UI.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

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[Help](#)

The screenshot shows the Zoom user interface. At the top, there are navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. A banner at the top promotes 'Zoomtopia 2020'. The left sidebar contains navigation options for 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management, Advanced). The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below this are input fields for 'Start Time', 'Topic', and 'Meeting ID'. A message indicates no upcoming meetings and provides a link to 'Schedule a Meeting'. At the bottom, there are links to download the 'Microsoft Outlook Plugin' and 'Chrome Extension', and a 'Help' button.

You can set up a new meeting from Schedule a new meeting.

In case you use MS Outlook or Google Calendar, it is convenient to use Plug In by downloading. Once you download PlugIn, you can set up ZOOM meetings in your calendar in Outlook or Google Calendar just by clicking ZOOM button.

In case you cannot figure out, please refer to Help menu.

Now, let's set up a new meeting from Schedule a new meeting.

Setting up a meeting is intuitive and so easy.

Enter a title for the meeting in Topic.

Description is not mandatory.

When is the place to set the starting time and you usually set 30 to 15 minutes before the meeting.

Duration is the length of the meeting and it is up to 40 minutes for Basic Account and 24 hours for Licensed Account. With Licensed Account, you can set as you like.

Select Japan time in Time Zone as Default setting.

You may not check Recurring meeting as you set meetings occasionally.

Meeting ID is fine with Generate Automatically. 9 digit number will be allocated.

Zoom SOLUTIONS PLANS & PRICING CONTACT SALES SIGN OUT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Meetings

Webinars

Recordings

Settings

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Chrome Plugin for Zoom
Schedule your Zoom meetings directly from Google Calendar with the Chrome plugin. [Click here to download.](#)

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Contact [Yukinasa Matsuda](#)

Do not show this message again

Time Zone

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 517-033-2432

[Help](#)

It is good not having Meeting Password.

Video can be OFF for both Host and Participant as attendees can turn ON their screens.

Audio should be Both just in case.

For Meeting Option,

Click Enable Join Before Host,

Click Mute participants upon entry,

Keep blank Enable Waiting room,

Keep blank Only authenticated user can join,

Click Record the meeting automatically in the cloud,

And save them all.

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States of America and other 1 country [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically on the local computer

[Help](#)

With this status, you can connect with your 9-digitID in time and start the meeting.

For example, the meeting ID will be set as below and scheduled in the Upcoming Meetings list.

The screenshot shows the Zoom web interface. At the top, there are navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. Below this is a banner for Zoomtopia 2020. The main content area is titled 'Upcoming Meetings' and includes a 'Schedule a New Meeting' button. A table lists several meetings with columns for Start Time, Topic, Meeting ID, and Start/Delete buttons. The 'Meeting ID' column is highlighted with a red box.

| Start Time | Topic | Meeting ID | Start | Delete |
|-------------------------------------|---|-------------|-------|--------|
| Recurring | 近況 SolCon週末MTG | 598-310-655 | Start | Delete |
| Recurring | David Yuki 1:1 | 671-216-297 | Start | Delete |
| Recurring | 1x1 - Yuki Zoom Meeting | 529-835-772 | Start | Delete |
| Recurring | 1x1 - BWWeekly | 349-693-514 | Start | Delete |
| Today (Recurring) 09:00 PM | Diversity Toastmasters Club Regular Meeting 3rd Wed | 804-464-970 | Start | Delete |
| Fri, Feb 21 08:30 AM | GAP Japan - RFI | 804-683-070 | Start | Delete |
| Wed, Mar 4 (Recurring) 09:00 PM | Diversity Toastmasters Club Regular Meeting 1st Wed | 777-463-233 | Start | Delete |
| Wed, Mar 18 (Recurring) 09:00 PM | Diversity Toastmasters Club Regular Meeting 3rd Wed | 804-464-970 | | Delete |

5 How to invite members to ZOOM meeting

In inviting members to ZOOM meeting, you can

Share meeting ID,

Share URL with meeting ID,

Use calendar invitation function, and so forth.

Please refer the link below.

<https://support.zoom.us/hc/ja/articles/201362183>

6 How to hold ZOOM meeting

Once the host will log in to the ID, the meeting will start.

The attendees can join the meeting by following the invitation. Please find the instruction below.

<https://support.zoom.us/hc/ja/categories/201146643>

And we recommend to use these devices in joining actual online meetings,

- Head phone with microphone (Headset)
- Ear phone with microphone

The microphone embedded in PC may pick up room noise and make your voice low and it will not be comfortable in using in online meetings. Please use some equipment you can set the microphone close to your mouth as much as you can.

7 How to use ZOOM features

7.1 Screen Sharing

Check this link

<https://support.zoom.us/hc/ja/categories/201137166>

7.2 Display the Role

You can input your role names by changing the name to display in joining.

Ex.) Tanaka Makoto-TMoE, Shiho Sato-Evaluation 2nd

Please find how to set below

<https://zoom-tatsujin.com/participant-plus/>

or

<https://makehealthbeauty.com/web/zoomname/>

7.3 Chat function

You can share your feedback to the speakers and make any notices to the attendees by using Chat function.

<https://support.zoom.us/hc/ja/articles/203650445-%E3%83%9F%E3%83%BC%E3%83%86%E3%82%A3%E3%83%B3%E3%82%B0%E5%86%85%E3%83%81%E3%83%A3%E3%83%83%E3%83%88>

Please find how to do it.

7.4 Poll function

You can use Poll function = Voting function in selecting the Best Speaker.

It is a convenient function with some tips such as not opening the poll result, only host can make the lists with Licensed account, not available to poll for the host and add his/her vote later.

You can refer to this video.

<https://www.youtube.com/watch?v=HDHRmvpUVXw>

And you can use chat function for poll purpose. Vote counter may take time in counting the ballots, still you can use it.

7.5 Mute function & Video Mute function

You can mute your voice and you can mute your image from the screen. Both attendees and the host can mute, and the host can mute the specific members who causes some noises or makes howling sound. You can refer this video.

<https://support.zoom.us/hc/ja/articles/200941109-%E3%83%9F%E3%83%BC%E3%83%86%E3%82%A3%E3%83%B3%E3%82%B0%E4%B8%AD%E3%81%A%E5%87%BA%E5%B8%AD%E8%80%85%E7%AE%A1%E7%90%86>

8 ZOOM Admin function

This can be helpful information for admin function during the meeting. Please take a look.

<https://support.zoom.us/hc/ja/articles/201362603-%E3%83%9F%E3%83%BC%E3%83%86%E3%82%A3%E3%83%B3%E3%82%B0%E4%B8%AD%E3%81%AE%E3%83%9B%E3%82%B9%E3%83%88%E7%AE%A1%E7%90%86>

9 Live ZOOM meeting

These are the examples who have adopted Online meetings actually. You can join as a guest and experience Live ZOOM meeting.

One World Toastmasters

<https://www.facebook.com/oneworldtmc/>

東京論評 TMC

<https://sites.google.com/site/tokyoronpyou/>

Diversity TMC

<https://briocheslaboulange.wixsite.com/diversity>

10 ZOOM Q&A

This help center is so helpful.

<https://support.zoom.us/hc/ja>

Other than this, you can search by such as “ZOOM Meeting” and you will find many sites elaborating how to use ZOOM. Please refer to them.

11 An example of tips — by One World Toastmasters

This is used in One World Toastmasters to be shared for guests for your reference.

Before going on to the education session,
let me show you a bit about how to use the zoom functions.

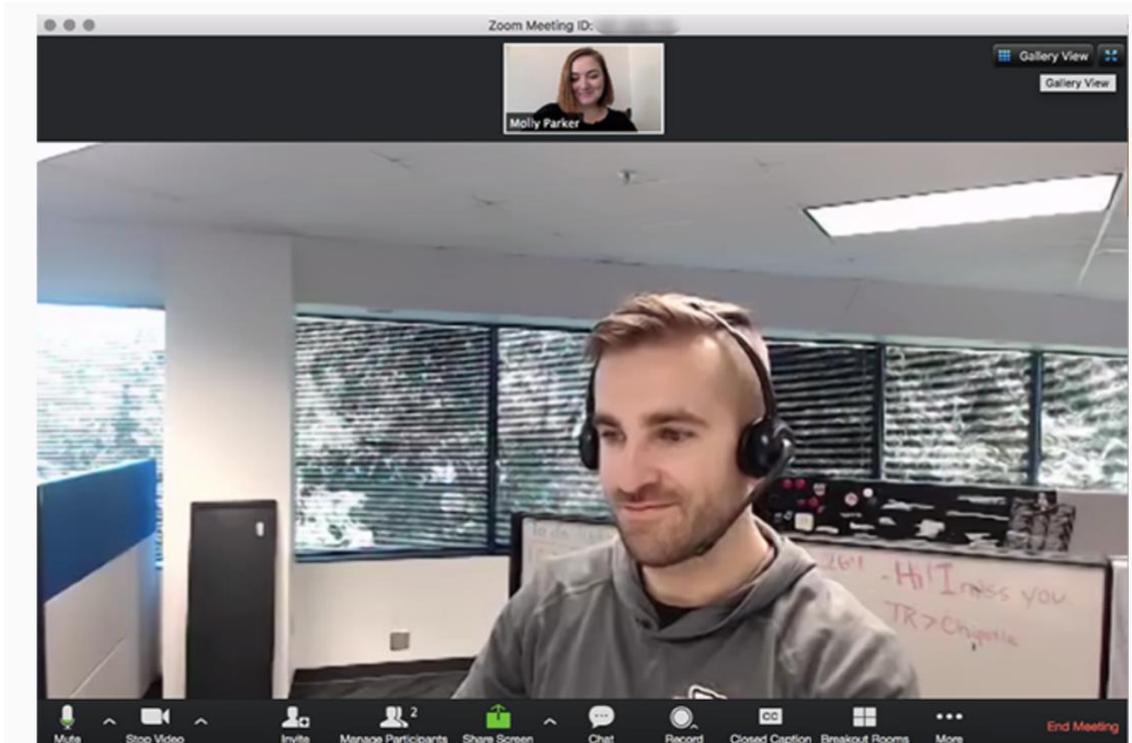
1, Please mute the zoom microphone when you are not speaking.

2, There are mainly 2 types of layout on Zoom: Active Speaker and Gallery.

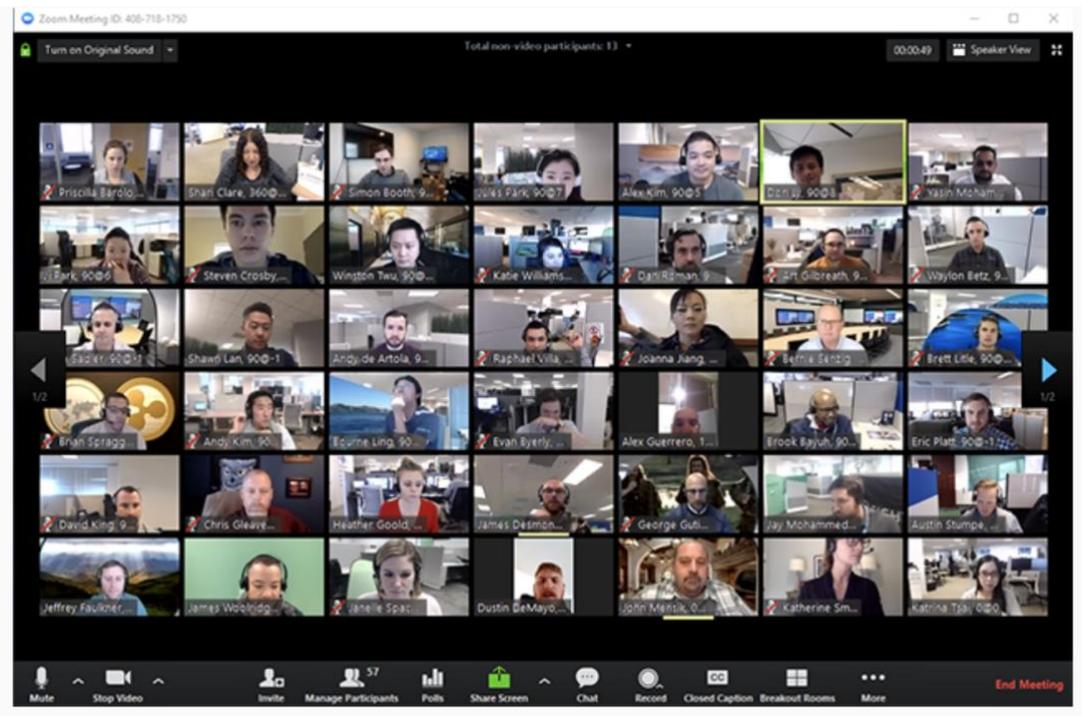
Active Speaker is the default layout, where the speaker comes to the large view window.

You can see all the participants in the small Gallery view at the top of your screen.

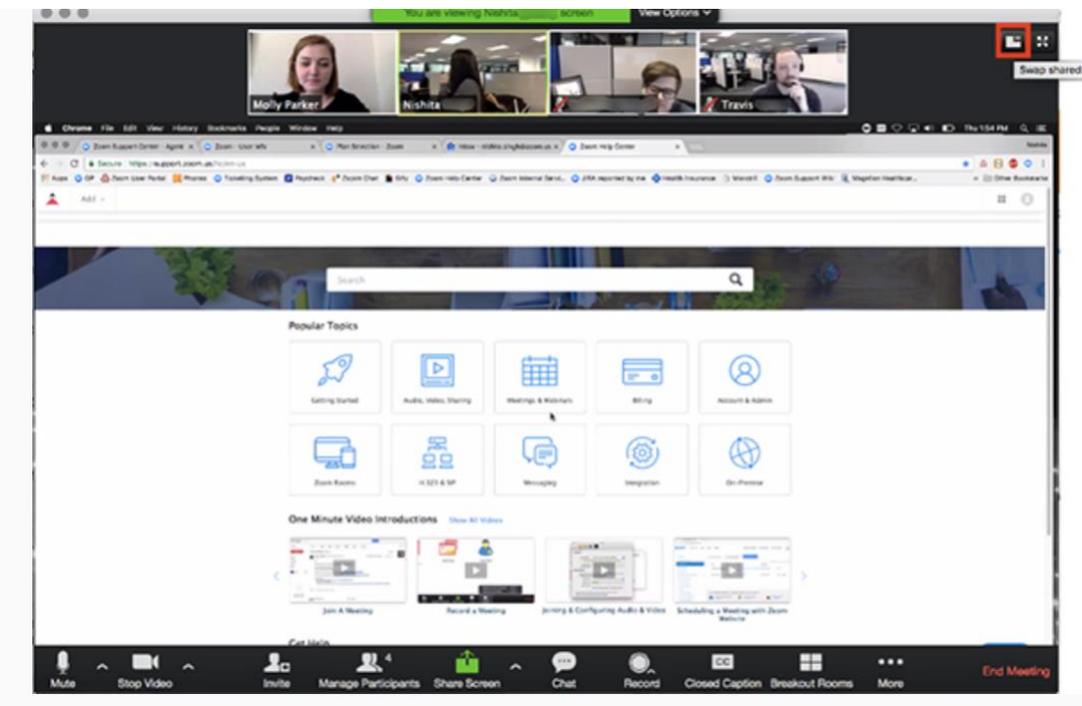
If you are a speaker in Active Speaker view, you can get Timer to the center of the gallery view so that you can see the Timer's time cards.



In Gallery view, you can see up to 49 participants at a time.



3, You can share your screen with other participants by clicking the green icon at the bottom of the screen. While you are sharing your screen, you can also see all the participants in a small Gallery view at the top of your screen.



more information at

<https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->

FAQ :

Q : Can we progress Pathways programs in online meetings?

A: Yes, you can.

In case of the Addendum of Standard Club Options determines not allowing the club to hold online meetings, online meeting itself will be regarded as the activities outside of the club.

In Pathways program completion, it is allowed to progress and complete the projects in unofficial club activities outside of the club as long as

- 1 . VPE (or the base camp manager) approved in advance and
- 2 . Having the chance to receive verbal evaluation.

Pathways allows us to complete projects based on above procedure for the activities outside of the club and does not have any limitation in numbers of the projects.

If you can regard online meetings as the activities outside of the club due to the manner not in person, you can progress projects without any issues.

In case of the Addendum of Standard Club Options allows the club to hold online meetings, you can progress your projects without any concerns.

Q : How to share the timer signals in online environment?

Regarding timer signals, all clubs are taking efforts. Some examples are

- Voice out the signals
- Typing in Chat window as Green, Yellow and Red on time

In case you are not sharing the slides on screen, you can share the green, yellow and red slides for a couple of seconds on screen, which was the attendee's favorite.