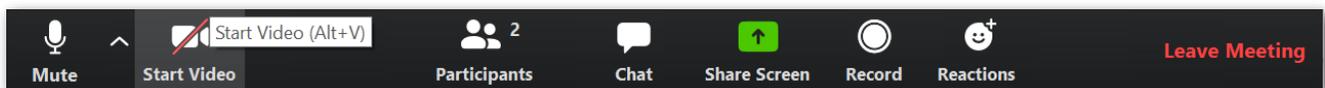


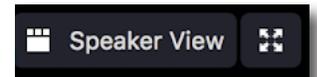
# OPEIU Local 8 Zoom Meeting Tips

## Joining the Meeting

If you are joining from a computer or through the app on a mobile device, you will need to download the Zoom client before joining the meeting. Otherwise, you may join by dialing the phone number included in the invite and entering the meeting ID and password when prompted. When you first join the meeting, you will enter the Waiting Room. The host will admit you into the meeting by 10am. If you are joining the Zoom meeting via the Zoom client, you will see the main window appear when you are admitted to the meeting. At the bottom of the window, you will see the menu (if the menu isn't showing up, try moving your mouse near the bottom of the screen to cause the menu to appear.)



In order to ensure you that you can see who is speaking at all times, click the Speaker View button in the top right corner of the meeting window. This will make the video for the person speaking larger and centered on the screen.



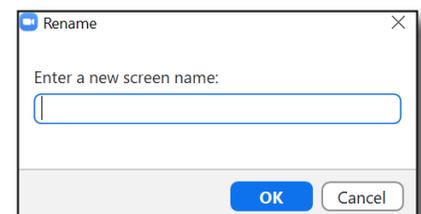
If your video is not turned on, click on the "Start Video" option located in the menu (see the above screenshot.) If you need to turn your video off momentarily, you can do so by clicking the same button (which will say "Stop Video" if your video is already turned on.) Once you have chosen Speaker View and ensured your video is on, you will need to rename yourself to include your pronouns and union on the Participant Screen.

## Participant Screen

The Participant Screen allows you to view all participants on the call, as well as allowing you to rename yourself and provide nonverbal feedback to other participants and the host. To open the Participant screen, click the "Participants" button on the menu at the bottom of the window.

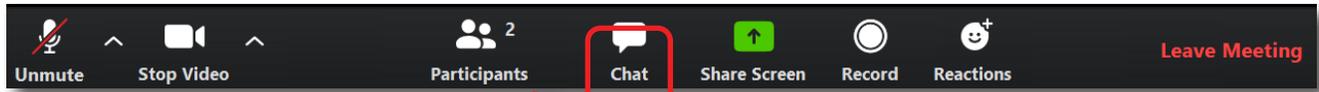


To rename yourself, hover your mouse over your name in the Participant screen. You will see a button that says "More>". Click on this button, and then click on the "Rename" option. A window will appear asking you to enter a new screen name. You will need to rename yourself using the following format: "Name - Pronoun - Union"

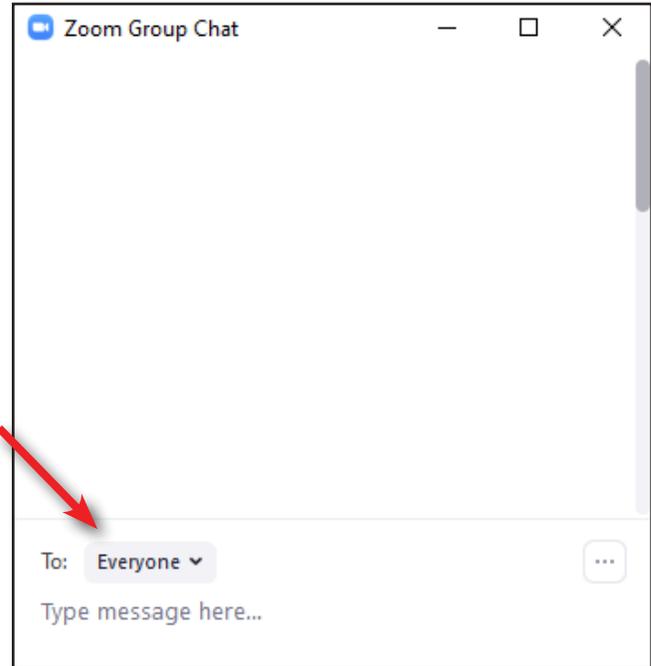


# OPEIU Local 8 Zoom Meeting Tips

## Chat Screen



In order to speak for or against a motion, you will indicate your preference to speak in the Chat. Click the "Chat" button (to the right of the "Participants" button on the menu at the bottom of the main window) to open up the Chat screen. Here, you can type your message indicating whether you wish to speak for or against the motion in the box, then click Enter to post your message to the Chat window. Those speaking about a motion will be called on to speak in the order in which they entered their messages in chat. Other participants are asked not to enter other text in the chat so that staff can easily identify those who wish to speak about a motion.



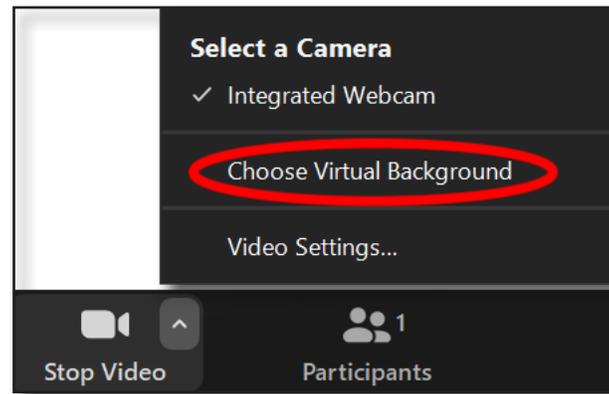
**If you are joining the Zoom meeting via phone dial-in, you will not have all of these options. You WILL be able to mute/unmute yourself by pressing "\*6". Pressing this button will both mute and unmute. Press "\*9" to use the "Raise Hand" feature. An audio message will confirm that you have alerted the host that you'd like to speak. You will also not be able to participate in the Chat feature.**

# OPEIU Local 8 Zoom Meeting Tips

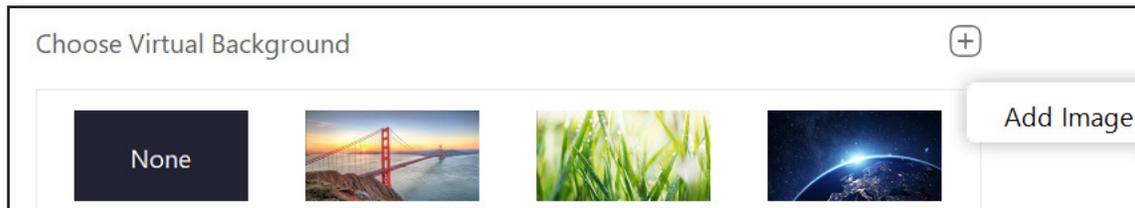
## Virtual Backgrounds

In lieu of traditional COPE buttons, this year all delegates will get a special COPE Virtual Background to use during today's meeting, as well as during any other Zoom meetings they may participate in.

To set up your virtual background, you will need to click the “^” symbol next to the button you used to turn your video on or off.



This will bring up a menu with your video options. Click “Choose Virtual Background” to bring up the Virtual Background settings window.



On the Virtual Background settings window, you will see the default background options. Click the “+” button to the upper right of the list of backgrounds, then click “Add Image”. Find the virtual background image file that you downloaded, click the image file, then click the “Open” button. Your virtual background should now show up behind you in the preview box. You can now close the Settings window.