USAAS Virtual Convention - Helpful Zoom Tips

- **Using chat click** [HERE]: throughout the meetings we will do a lot of communication through chat. If you do not know how to use this please access the link shared for more instructional information.

- **Changing your name click** [HERE]: We have preset name and abbreviations we will use during meetings. Please update your name in accordance with those notes prior to the meeting or once you join the meeting.

- **Breakout rooms**: we may utilize the use of breakout rooms during an event. This will be set up by the event organizer but once you join the meeting and the breakout rooms are launched, you will see a box appear on your screen to join. Please click this box to make sure you are connected with your breakout room.

- **Gallery vs Speaker View**: Throughout the larger meetings we will be highlighting a speaker while they are presenting. Many times, once we stop highlighting this speaker you will want to switch back from “Speaker View” to “Gallery View”. In Gallery view you can see up to 49 participants (if you are on a desktop device). For more information on how to set up your Zoom account use this link [HERE]. Otherwise here is a quick helpful image:

  ![Zoom View Options](image)

  **Note**: If you’re displaying 49 participants per screen, you may need to change to full screen or adjust the size of your window to accommodate all 49 thumbnails.

For additional information in setting up alternative settings in your Zoom account you can visit [HERE]. Quick Start guide for new users visit [HERE].