



# Easy Peasy Technology Guide to Zoom & Google Docs

*for  
Stress-free Online Participation*

## What's in this Easy Peasy Tech Guide?

1) Overview

2) Basics for Zoom & Google Docs:

- How to access them
- What they look like
- & How to use them

PLUS

Tips & Tricks

To Help Make Things Just a Little Easier...

# The Easy Peasy Guide to Technology for Online Engagement

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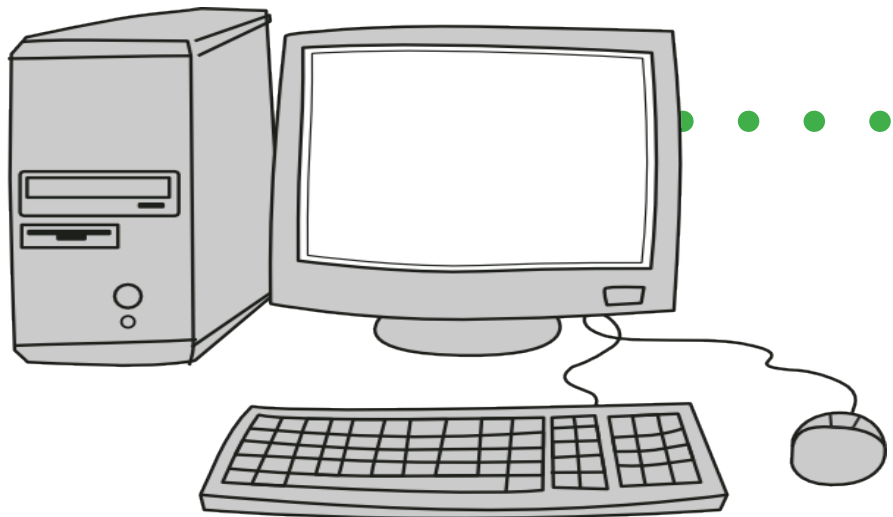
# Overview

The tools we use for online engagement are not complicated, but if you are unfamiliar with them they can appear daunting.

That's why we've created this guide.

We use a few primary tools (aka applications) for our online sessions - this guide focuses on two of them - "Zoom" & "Google Docs".

Both programs are accessed through a browser like Safari or Explorer (or FireFox or Chrome) on your computer, so you will need a computer and a stable Internet connection.



## Tip

If you do not have a computer with an Internet connection handy, you can download an app for both Zoom & Google Docs on your tablet or smart phone.

**Note:** It's easier on a computer

## Trick

Restart your computer 1/2 hour or so before you come into the session & make sure you close any applications (e.g. email, Word, etc.) you don't need.



# Zoom

## What is it & What Does it Do?

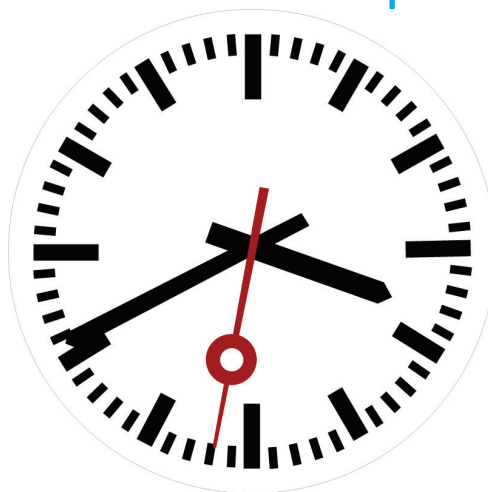
Zoom is web-based video technology that lets us see each other via web camera & share our screens for visual enhancements like slides or videos.

We can also use it to “chat” - publically with the whole group or privately with any individual.

Finally, it lets us move into small groups for intimate, in-depth conversation & shared work.

### TIP

Come in early to give yourself plenty of time to set up & get comfortable with the environment.



# Zoom

## Easy Peasy Access:

In a new browser window or tab, click the link that your host will have provided.

(the link will be in your registration confirmation and/or any overview documents, & you'll get a reminder email with it for each session - check your spam folder if you don't see the emails)



### TIP

The first time you use Zoom it will download the application to your computer - but the process is so quick & easy you might not even notice it. After that, clicking the link will automatically open it for you.

### TIP

You don't have to create a Zoom account to download Zoom, but it's a useful tool & they offer a great free version.



North Florida  
Charter Chapter



## World Cafe Event

May 16, 2021

3:00 – 5:30 pm eastern time

### Join Zoom Meeting | Computer

<https://us02web.zoom.us/j/89464784264?pwd=T204ME83ZEVZjRSaGg4aGUzWG9pQT09>

**Meeting ID: 894 6478 4264**

**Passcode: 415529**

### Join by Phone | One tap mobile

+13126266799,,89464784264#,,,,\*415529# US (Chicago)

+19292056099,,89464784264#,,,,\*415529# US (New York)

### Join by Phone | Dial by Your Location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 894 6478 4264

Passcode: 415529

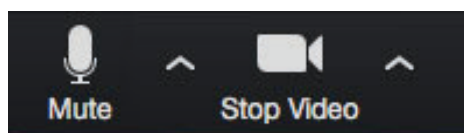
**Find your local number:** <https://us02web.zoom.us/j/89464784264?pwd=T204ME83ZEVZjRSaGg4aGUzWG9pQT09>



# Here's What **Zoom** Looks Like:



Notice the **tool bar** with various icons along the bottom of your Zoom screen ... if you don't see it, scroll or click towards the bottom of your Zoom screen & it will show up.



## Zoom Audio & Video Settings

(On the far left of your tool bar...)

Clicking the **upward arrows** to the right of your audio & video icons opens a list of your (in-built and external) audio and video options & lets you choose and test them.

**Toggle the icons** on & off to mute & unmute yourself or turn your video off or on.

### TIP

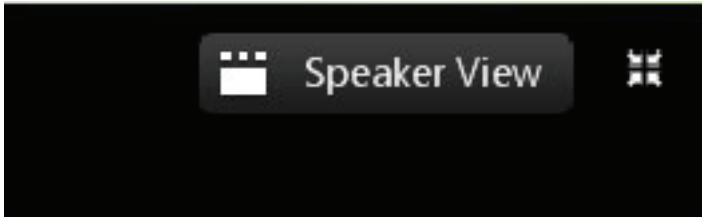
If you have a headset, use it!

(it will help with audio clarity for you & your course-mates)

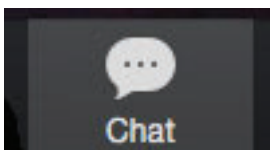


## Other Relevant Features on Zoom

**VIEW** - in the upper right corner of your screen:



You can toggle back & forth between "**Speaker View**", where the person speaking is large, and everyone else is visible as a strip of thumbnails above them, and "**Gallery View**", where you can see everyone in the course laid out in a grid of same-size images. The little icon to the right of the View buttons is for "full screen" (whatever view you choose will be for you alone, so choose the one you like best).



& **CHAT** - in the middle of your Zoom tool bar, under the video images

Clicking the Chat icon opens a window that attaches the right of your screen - (pictured right).



(tip: you can detach it to place it wherever is convenient by dragging it, or use the arrow at the top of the page to close it until you need it next)

Use this feature to write **public messages** to the whole group (aka "everyone") or **private messages** to a specific person. Click the downward arrow on the blue button at the bottom of the window to see a list of choices.



## More Relevant Features on Zoom ...

### Renaming Yourself

In order to identify yourself clearly, you may need to “rename” yourself so that the name that shows up on the screen is the name you want to be called.

Here's how - Click the icon on your Zoom tool bar that says “Participants”.



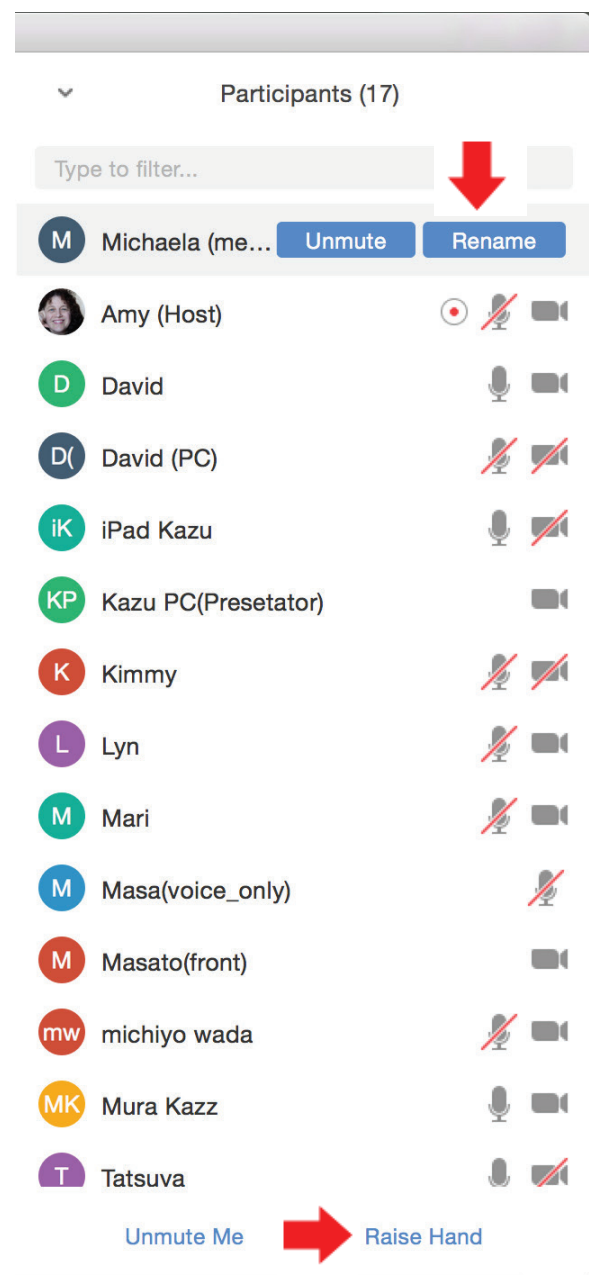
A “Participants” window will then open and attach to the right side of the Zoom screen - it will look something like this:

(tip: Click the tiny downward-pointing arrow at the top left to close or detach this list)

Find yourself in the Participants list, click the blue button that says “Rename” (as shown, right) and type in whatever name best identifies you to the host & other participants.

### Raising Your Hand

At the bottom of the participants list there are two options written in blue - one is to mute or unmute yourself and one is to raise your hand or lower it. If your host asks you to raise your hand, or you have a question you want to ask out loud, use this feature.



## Relevant Features on Zoom, Continued ...

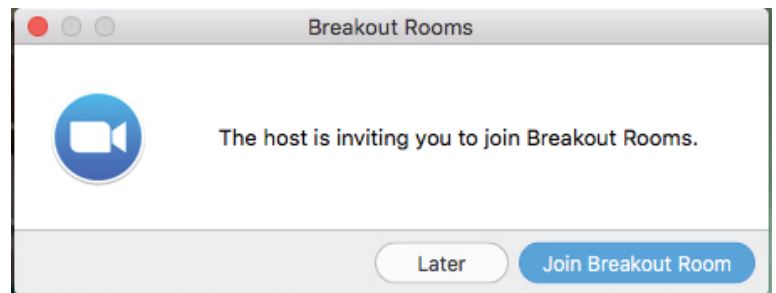
### Small Group Breakouts

In our events, we often move into small breakout groups where we can have more intimate focused conversations. The mechanics of this process will be taken care of by your host, but this will help you be familiar with what will happen.

#### To Join

When the group is opened, you will see a small window open with an invitation to join the small group (see right).

You must click the blue “join breakout groups” button to move into your small group.

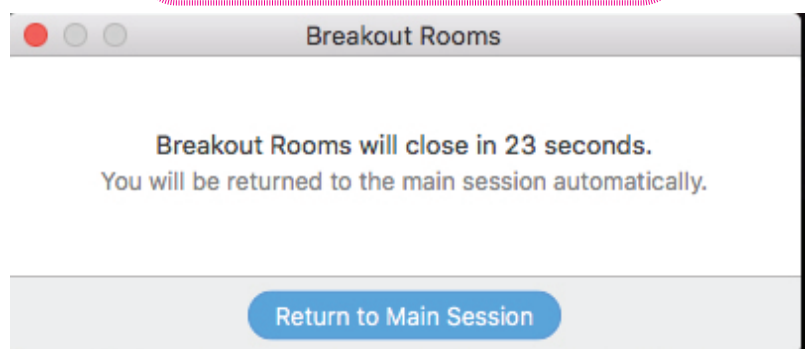


#### TIP

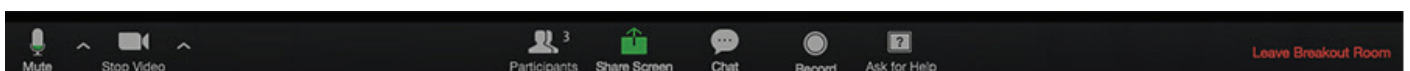
If you don't see the “join” or “leave” window, it may be hidden behind your Zoom screen, or another screen open on your computer.

#### To Leave

When it's time for the breakout session to end, a window will appear like the one on the right, telling you how long you have until the breakout room will close. At that point, you will automatically be put back in the large group (or, you can choose to go back sooner by clicking the “return to the main session” button).



**If You Have Any Problems** when you're in your breakout session, click the “Ask for Help” icon on your Zoom tool bar, and someone will come into your room to see if they can help you.

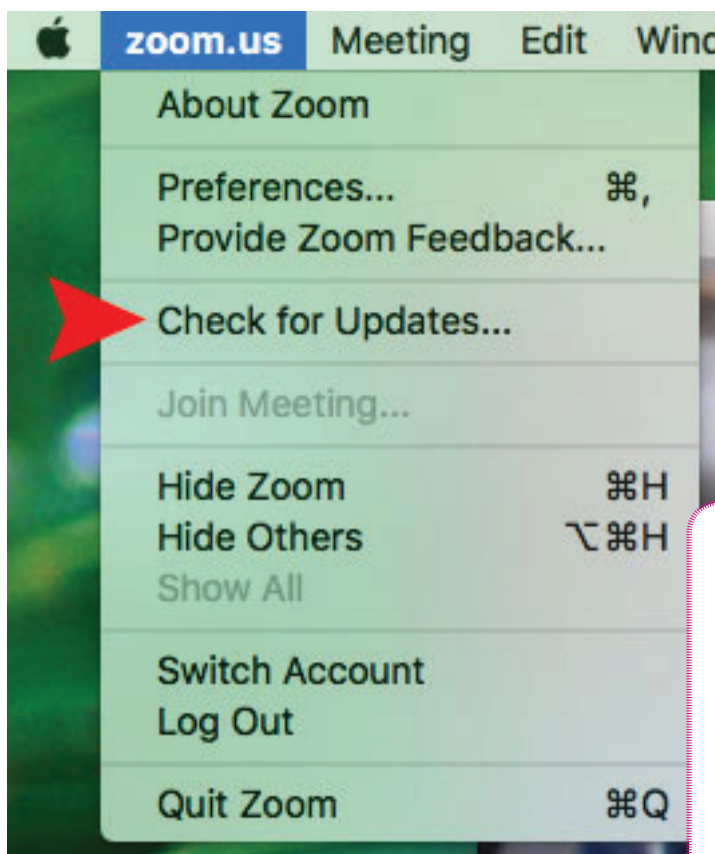




## a little-known but **IMPORTANT** fact

Make sure your Zoom application is always updated to the latest version.

(Zoom has a quirk that doesn't allow us to put you in small groups if you aren't using the latest version)



### **TIP**

To update on an phone or tablet app, check "updates" in the App Store -

If there are any updates currently available they will show up there.

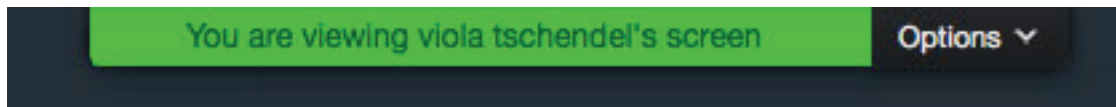


## Relevant Features, Continued ...

### Managing Your View When Someone is Screen-Sharing

When someone shares their screen with the group, it may show up **full screen** for you, filling all the available real estate on your computer screen.

If that happens, and you prefer more control over the size of your Zoom window, look at the top of your screen for this “**Options**” link (to the right of the green bar):



If you click the downward arrow next to it, you will see a drop-down menu, with three options:

Fit to Window

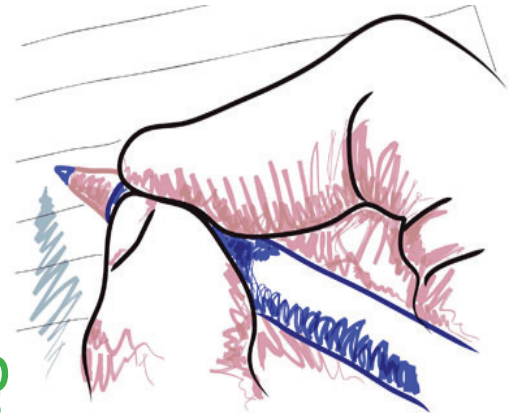
**Exit Full Screen**

Annotate

Click **Exit Full Screen**, and your window will return to a normal size. You can drag the lower right corner to make it whatever size you like.

# Google Docs

## What is it & What Does it Do?



A Google Doc is a wiki, or web page for shared note-taking. It will be an important part of the harvesting process throughout our course.

You can use it like a written version of the tablecloths in face-to-face World Cafés to scribe or take notes & more!

Just like a tablecloth, any number of people can work on it at the same time...

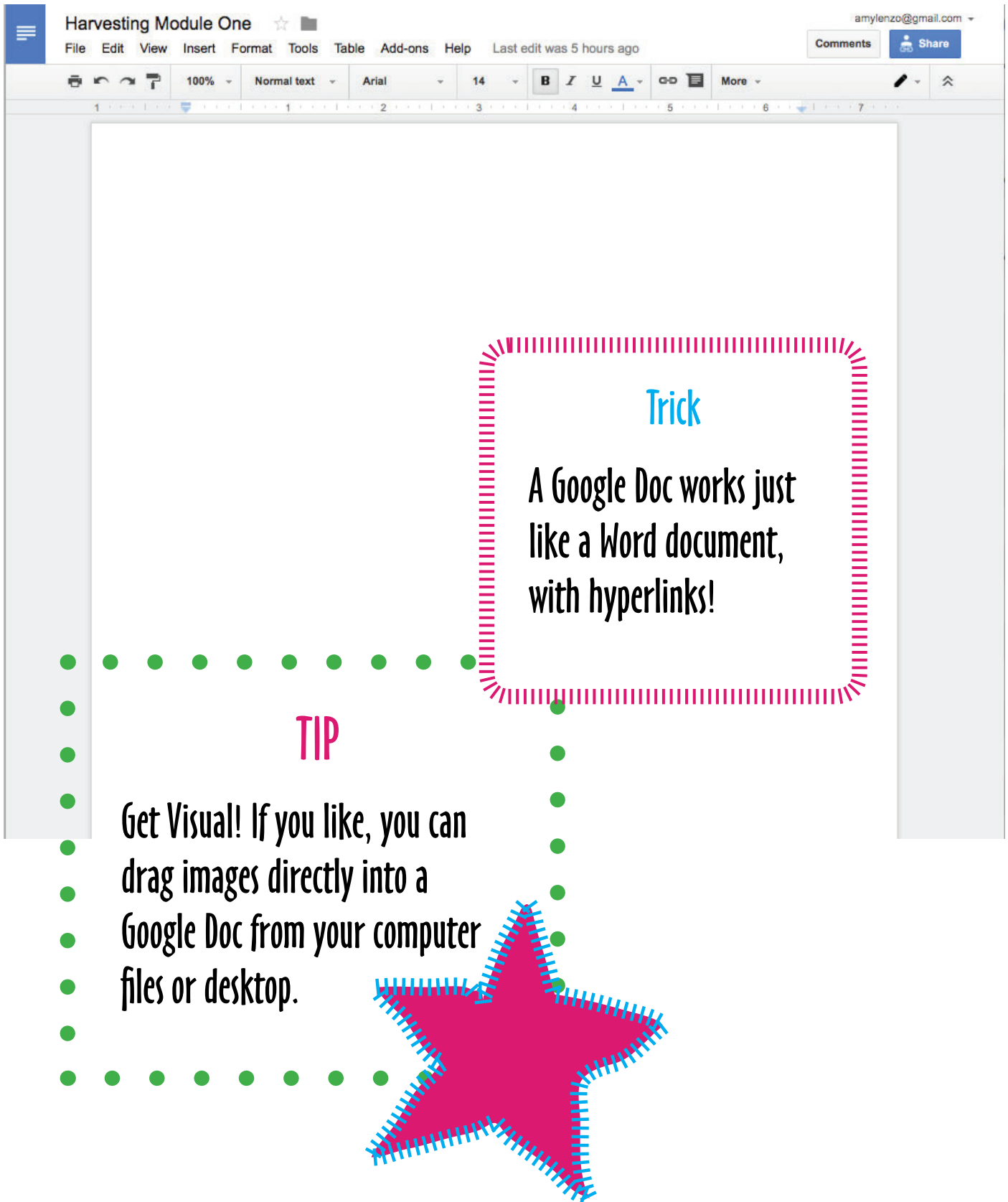
## Easy Peasy Access:

Open a new browser window or tab,  
& click the link provided for your session.

### TIP

You don't have to have a Google account to use Google docs through a link!

# What Does a Google Doc Look Like?

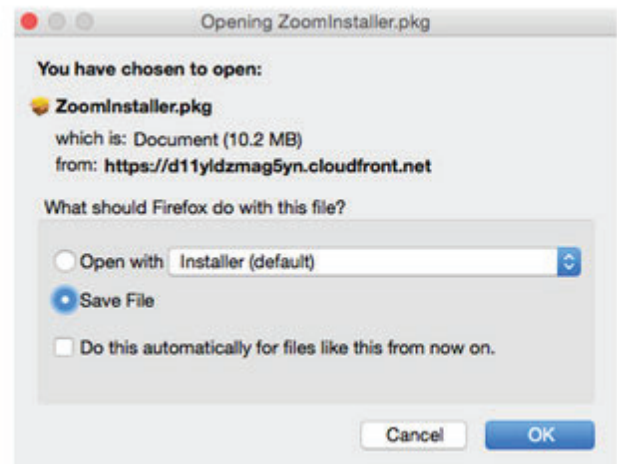




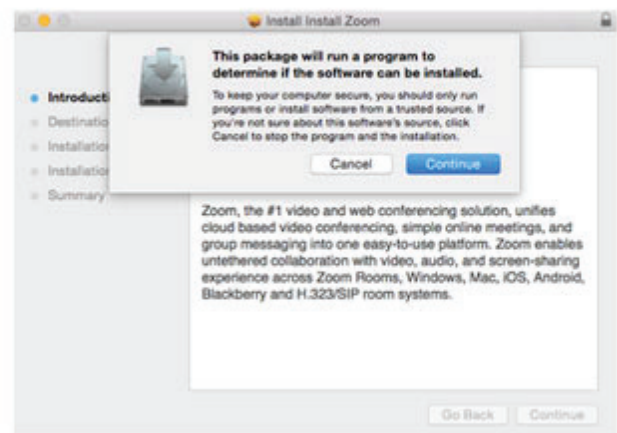
# Addendum One: Installing Zoom

Typically the process of installing Zoom is very fast and painless, but if you are having any trouble, particularly if you are using a PC, this series of screenshots may be of help.

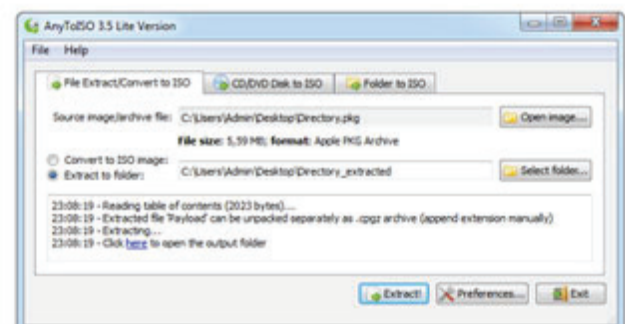
For first time users of ZOOM, once you click on the link, your default browser will open and launch a download for the ZOOM app.



Then continue the installation.

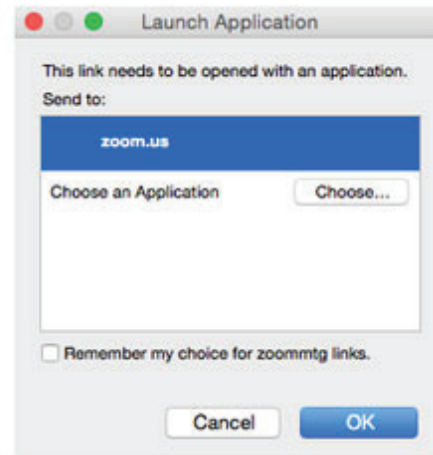


Windows users may need to extract/convert the .PKG download file to an .ISO file. Here's a handy link to do so: <http://www.crystalidea.com/download>

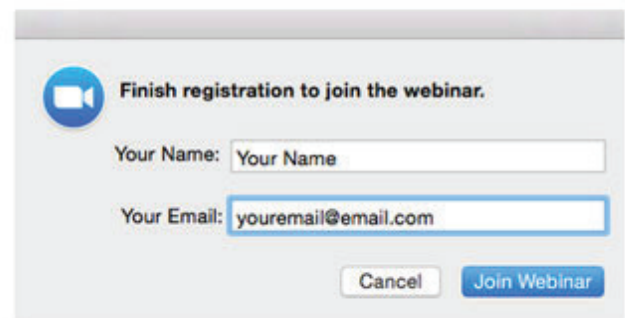


# Installing Zoom, continued

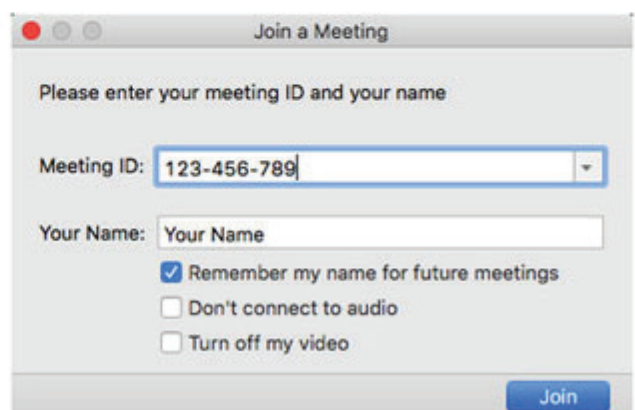
Once the installation is complete a window like this one will be available. Click OK to launch the ZOOM app and access the meeting.



A registration window like this one will appear if you have not signed up for a ZOOM account. It is not necessary to sign up for a ZOOM account and you may continue to access the meetings with a guest access like so. ➡



if you have already downloaded Zoom onto your computer or mobile device, you can Join a Meeting and use the Meeting ID provided in the Information sheet. Open Zoom and click on Join Meeting:  
Then enter the Meeting ID provided for the meetings.



# Addendum Two: Using Mobile Devices

It is possible to use both Zoom and Google Docs on a mobile phone or tablet, although we do not advise the use of a mobile phone as it is challenging to contribute to a Google Doc on a phone AND be part of a video-conference call.

Tablets are easier to use. If you use a tablet, please consider attaching a keyboard to make typing more convenient. If you have the choice to use a laptop or desktop computer, please do so, as it will make your experience so much easier.

In either case, please use a headset and microphone in order to reduce background noise and have your voice be as clear as possible.

## Google Docs on All Mobile Devices

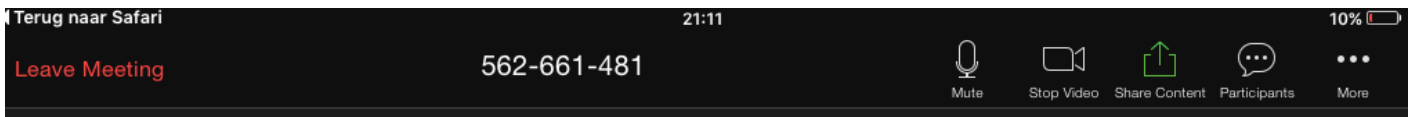
You will need to download the Google Docs App in order to access the shared harvesting document in all iOS or Android devices.

## First Steps ~ Zoom on All Mobile Devices

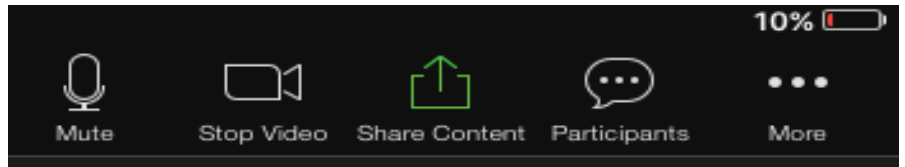
- 1) Install Zoom app on your mobile device.
- 2) Tap the zoom application icon on your device to open Zoom
- 3) Choose: "Join meeting"
- 4) Enter Meeting ID (the 9 or 10 digit number provided)

# Zoom on iPad / Tablet

The Zoom Toolbar is on top of the screen of your iPad / tablet:



Close-up View:



## Audio & Video

To mute & unmute, and turn your video camera on and off - toggle your microphone and your camera icons in the toolbar, as you would on a computer.

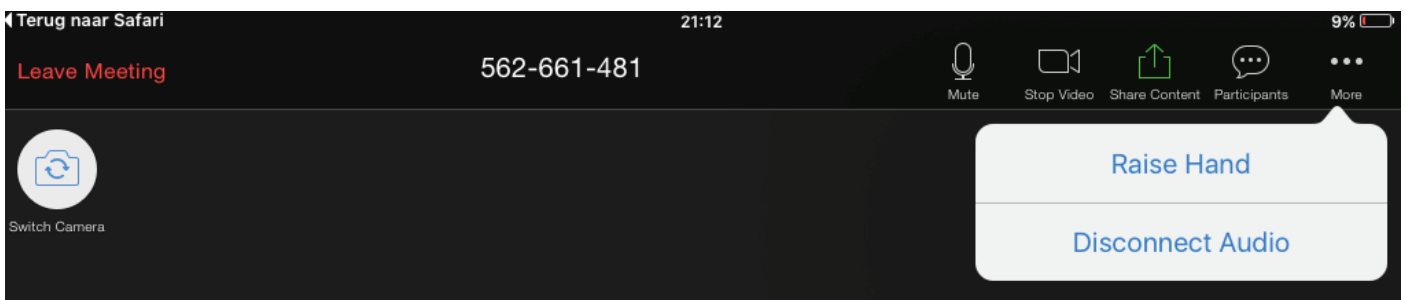
For audio & video options, explore the "Settings" tab on your app before joining the meeting.

## View

You can change your view through toggling between the Speaker View and Gallery View buttons in the right upper corner of your tablet screen.

## To Raise Your Hand

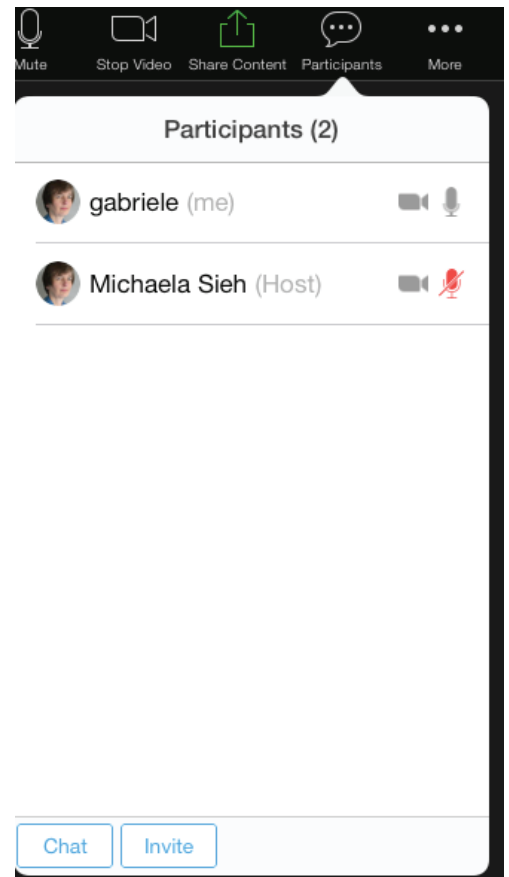
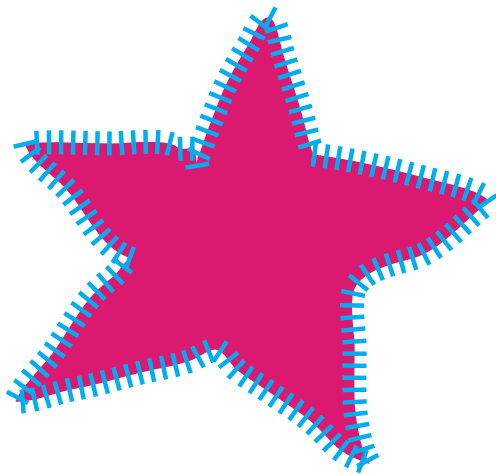
Click on the 3 dots (More) on the right of your Zoom toolbar - and then click on "Raise Hand"



# Zoom on iPad / Tablet, continued

## Chat on iPad/Tablet

- 1) Click on Participants (speech balloon with 3 dots)
- 2) Click on the Chat button on bottom left (which will send a chat message to everyone)
- 3) Click on a Participant's name (if you want to chat w/them privately)



## Zoom on iPhone / Android Phone

On a phone, the Zoom toolbar is on the bottom of your screen. To see it, you have to tap on the two dots you'll see in the middle of your screen.

Chatting & raising your hand works the same on your phone as explained above for the iPad /Android Tablet.

# Helpful Links

## For Zoom

**ZOOM APP for iOS** (iPhone and iPad)

<https://itunes.apple.com/be/app/zoom-cloud-meetings/id546505307?mt=8>

**iOS SUPPORT**

<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

**ANDROID SUPPORT**

<https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

## For Google Docs

**Google Docs App for iOS Devices** (iPhone or iPad)

<https://itunes.apple.com/us/app/google-docs/id842842640?mt=8>



**TIP**

**Have Fun!!!**

**[amy@wedialogue.com](mailto:amy@wedialogue.com)**

**[www.wedialogue.com](http://www.wedialogue.com)**

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