

# Zoom Tutorial

What, where & how to access it



oikos  
community  
presentation

# Let's start with why

## Why

- Help you get the right tools to keep having an impact, online
- Be in touch with the oikos community & International team

## How ?

- Through learning how to use ZOOM provided by oikos

# What is zoom?

- Formal language : Zoom is a remote conferencing service
- oikos Community language : It's like a skype, but for professionals.

# What does oikos provide me with ?



## 2 zoom accounts

- A virtual office : *open 24/7*  
for internal chapter work (team meetings, project meetings, ....)

[zoom.us/j/2032030203](https://zoom.us/j/2032030203)

And attend other chapter's events  
Managed for break-out rooms

- A community account : register your slot 48h before with Gform  
for your chapter's scheduled external events + chapter's LM

[Check out our policy](#) - Gform link

- 
- Assistance to make your  
online event successful

- Constant support  
[it@management.oikos-international.org](mailto:it@management.oikos-international.org)

# How how to access it ?

## Virtual office

1. Directly go to [zoom.us/j/2032030203](https://zoom.us/j/2032030203), download the program and you're in.
2. Tell in chat which meeting you're going to.
3. The virtual facilitator will send you to a room.
4. Just accept the invitation you'll receive.

Pop-up window

# How to access it?

## Community account (booked)

1. Register your slot in the [google form](#)  
*Pay attention only slots visible are available.*
2. Wait the confirmation with the login details to access it for your slot.
3. Join 15 min before the event starts. You receive 15 min extra at the end before the meeting automatically closes.

We recommend you to book a slot to be familiar with zoom and try it out beforehand with 3-4 people.

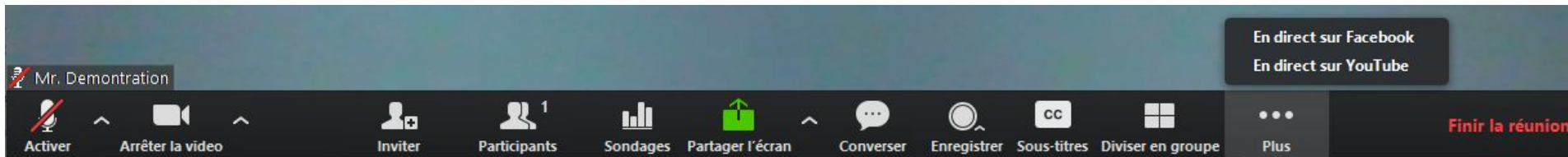
# How does Zoom work? (1)

- Write your “name + (chapter)”

Right click on your face and change your name

- Recording (locally)

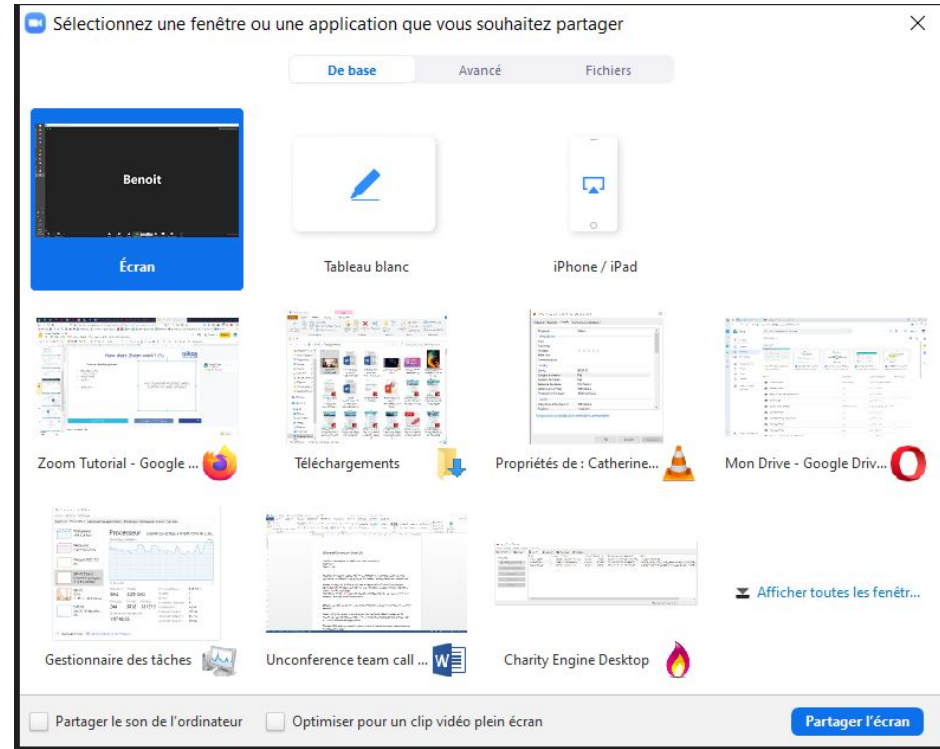
- Livestream on  



# How does Zoom work? (2)

## Screen sharing options

- Sharing screen  
Always click on “screen 1”
- white board  
See “tableau blanc”
- Audio
- Animation





# How does Zoom work? (3)

## Screen sharing options

### - Break out room

Select set the number of rooms you wish  
Select the third option

Créer une séance de groupe

Créer  salles de discussio

- Attribuer automatiquement
- Attribuer manuellement
- Laisser les participants à choisir la salle

Créer

Salle	Participants	Action
Salle 1	1	
Salle 2		Affecter
Salle 3		Affecter
Salle 4		Affecter
Salle 5		Affecter

# Zoom "Cheat Sheet"

We will be recording the session

Messages might pop up during Break Outs

Switch between "Gallery View" and "Speaker View"

View participants

See who is joining!

Raise hand to ask question

Other things to discover

"Chat" window for questions and saying hello

Chat with "Everyone" or with specific people

Unmute to speak, "Mute" at all other times to help with sound quality

If you need a break, or don't want to be seen (bad hair day?) you can "Stop Video"

Click to view the "Chat" window

Only hosts can record

During Break Outs this message will let you know your time is ending soon. You will automatically be moved back into the main room. (No need to click the blue button unless you really need to leave)

This is a private session, please do not invite others in - tx!

Open "Participant" window

Participants (2)

Reilly Dow

Kelvy Bird

Michelle Sampaio (Host)

From Michelle Sampaio to everyone: "You don't need to click the button, you have 90 seconds to finish your conversation."

All Breakout Rooms will close in 36 seconds. You will be returned to the main session automatically.

Return to Main Session

Unmute All Unmute All More

raise hand yes no go slower go faster more

Chat

From Michelle Sampaio to Everyone: ok!

From Michelle Sampaio to Me: (Privately) privately

From Me to Everyone: Here is an area for chatting to all or 1-to-1

To: Everyone

Type message here...

Unmute Stop Video Invite Participants Share Chat Record Leave Meeting

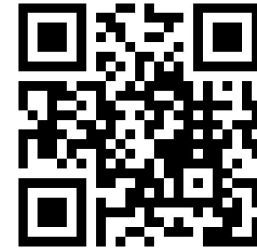
Credit To [Kelvy Bird](#)

# Let's interact !

Go to [menti.com](https://menti.com)

Code : 36 89 38 2

Or scan me



## Mentimeter

# Let's interact !

Go to [wooclap.com/PGXTBO](https://wooclap.com/PGXTBO)

Code : 23 33 28

**wooclap**

# Thank you

**Do you wish to host a Zoom tutorial ?**

 **it@management.oikos-international.org**

 Podio **Luisa Pütz**

# Which kind of other great tools exist for online events ?

- [Mentimeter](#) (for polls)



- [Miro](#) (online whiteboard)



- [Podio](#) (Project management & communication)



- [Trello](#) (project management)



- [Slack](#) (communications)



## Additional resources

- [Webinar planning kit](#)
- Spring Meeting team (Baku)
- Jakob Eberhagen (organised a 200+ ppl hackathon)
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# Join our Team!



Interested in shaping & implementing the future ?

Joining a powerful global network that mirrors our on-site interactions, enabling exchange and co-creation on a new level?

Then join our team for the upcoming months!

More information [here](#) or through contacting us with your questions!

**Email : .....**