Using Zoom through MyDovetale

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Joining a Zoom meeting

Immediately after you attempt to join a Zoom meeting, you will be placed in a waiting room. A group facilitator must admit you in to the meeting from the waiting room.

1. When you first attempt to join a Zoom meeting from MyDovetale, you will be brought to the following screen in your browser. In the dialog box, click "Open zoom.us".
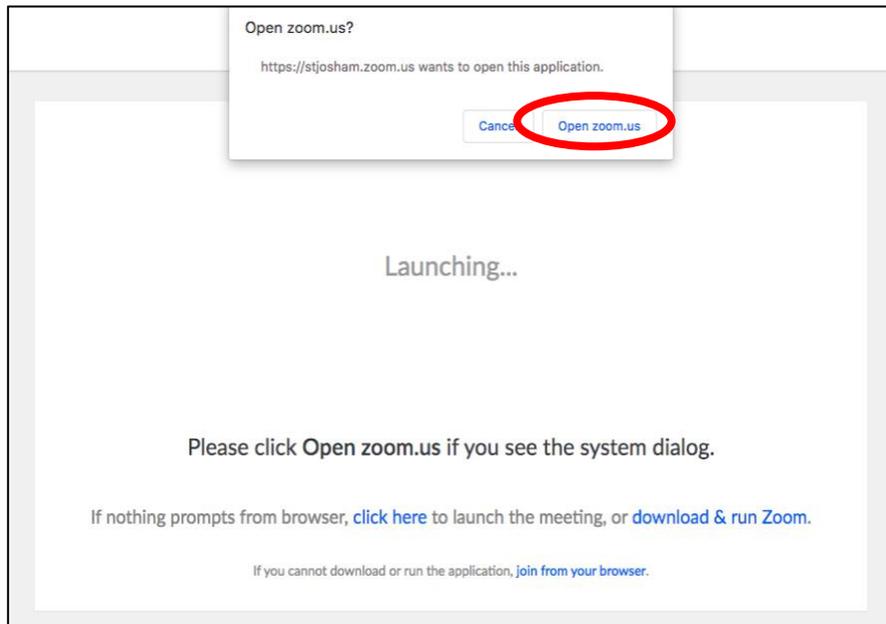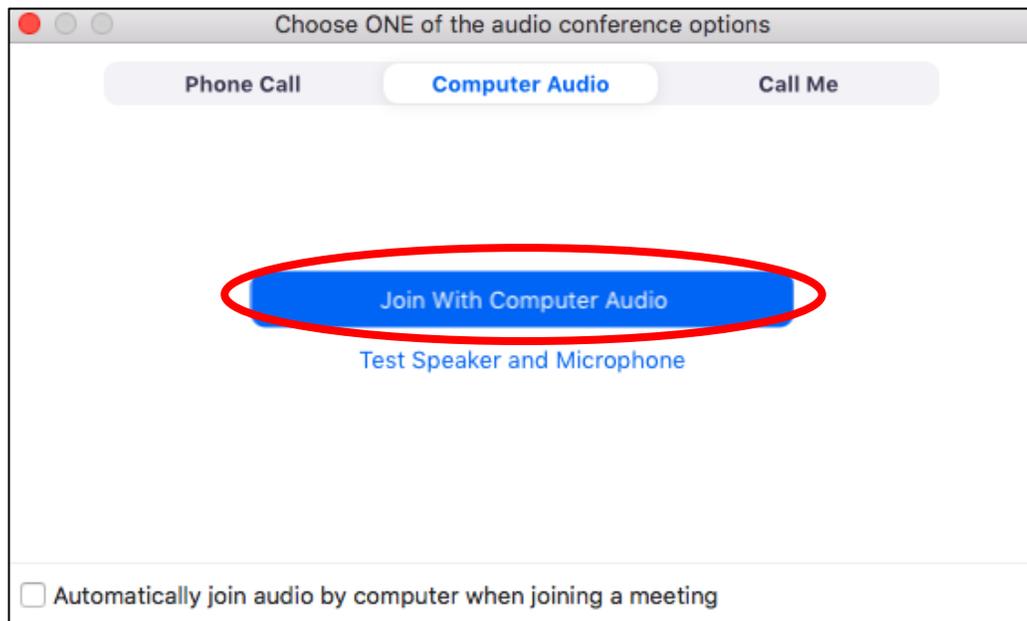

2. The following dialog box will appear. Click "Join with Video".
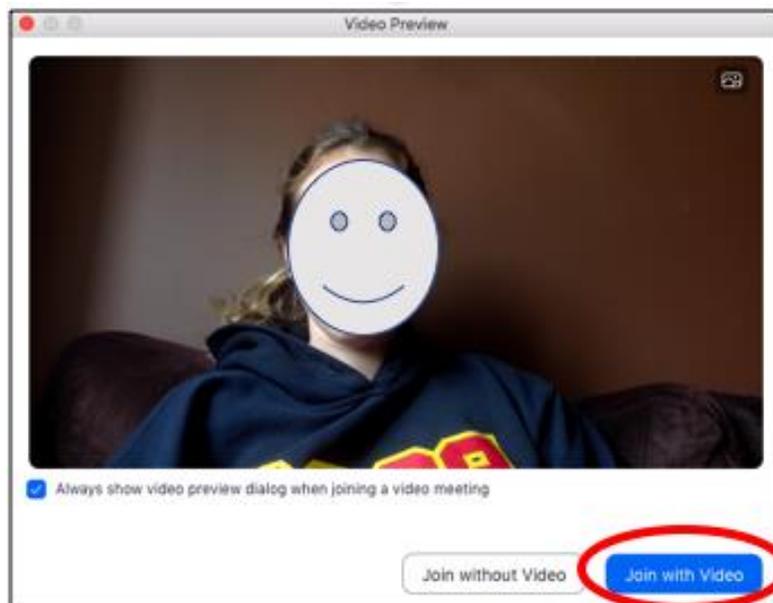
3. Once you have joined the meeting, you will be placed in a waiting room, similar to the image below. Please wait here until a facilitator admits you to the meeting.
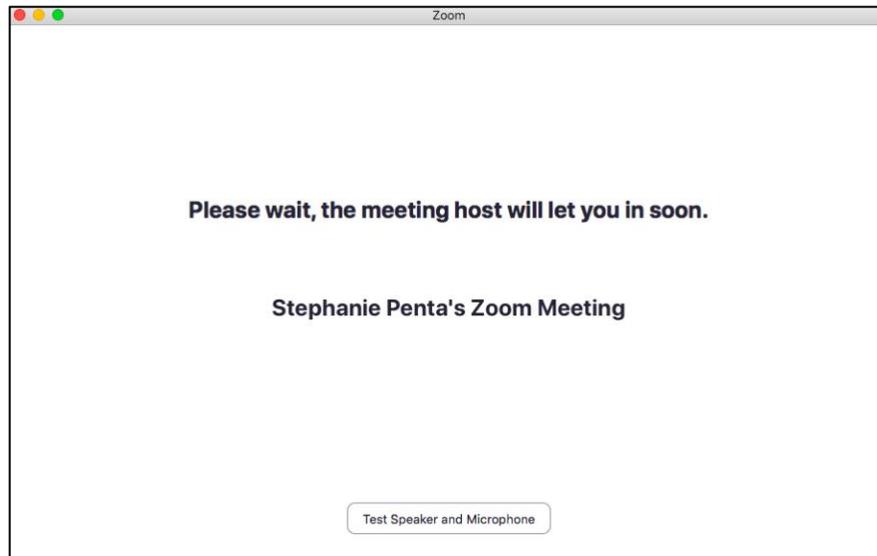
4. When the facilitator admits you to the meeting, the following dialog box will appear. Click "Join with Computer Audio".


5. At this point, you have successfully joined the Zoom meeting and should be able to see the other meeting members on your screen. Please contact one of the group facilitators if you have trouble with this.

Changing your screen name

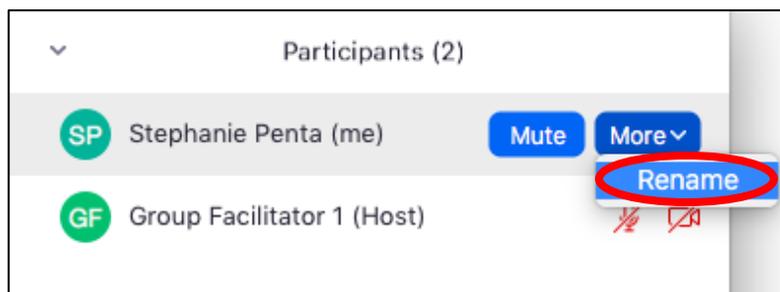It is recommended that you change your Zoom meeting screen name to your first name only, for confidentiality purposes.

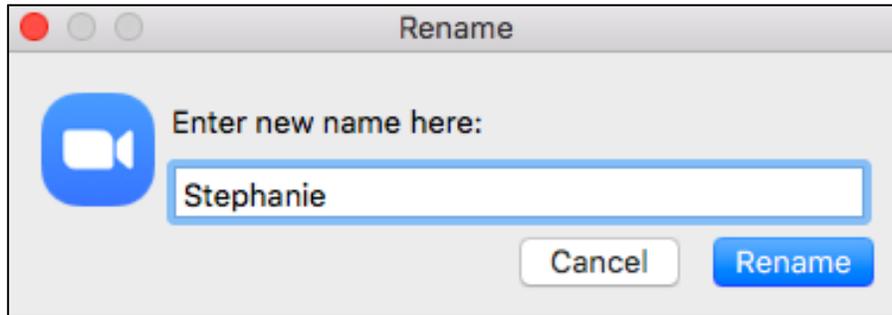1. Click "Participants" at the bottom of your screen.
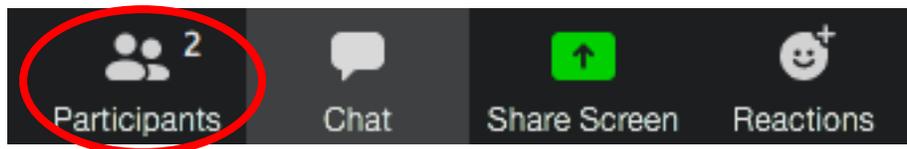
2. Hover over your name, then click "More". On some screens, this button will be labeled "Rename" instead.
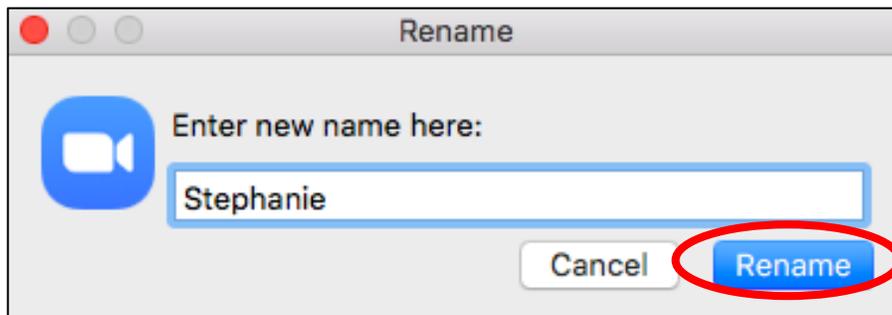

3. Click "Rename" if you haven't already.

4. Type only your first name into the dialog box that appears.

5. Click "Rename".

NOTE: If you do not rename yourself at the beginning of the meeting, it is likely that one of the group facilitators will do it for you.

Using the mute function

You may wish to use the mute function to control whether you can be heard by the rest of the meeting's members. You may wish to mute yourself if your environment is producing a lot of background noise. **It is highly recommended that you mute yourself at any point that you are not speaking to prevent accidental disruptions.**
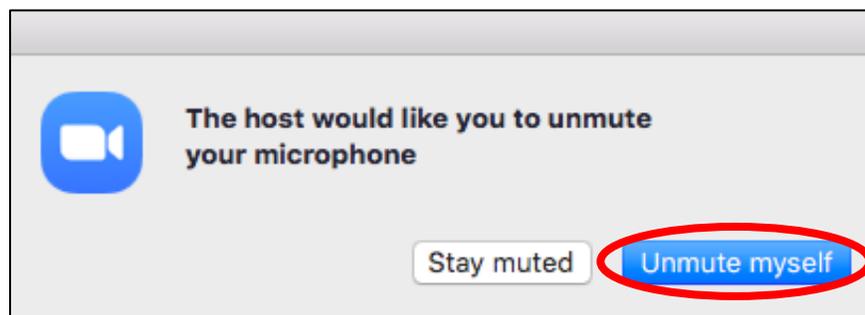
1. To mute yourself (so no one can hear you), click "Mute" in the bottom left corner of your screen.

2. To take yourself off mute (to allow others to hear you), click "Unmute" in the bottom left corner of your screen.

NOTE: If you have muted yourself, a group facilitator may request that you unmute yourself. In this situation, the following dialog box will appear. Click "Unmute myself".

Turning your webcam on and off

You may wish to turn your webcam on or off, to determine if others can see you or not. **It is highly preferred by group facilitators that you keep your webcam on, as this promotes a more connected group environment.**

1. To turn your webcam off (so no one can see you), click "Stop Video" in the bottom left corner of your screen.
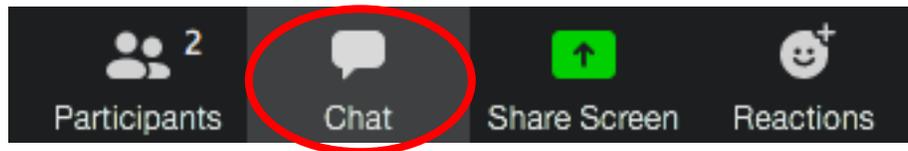

2. To turn your webcam back on (to allow others to see you), click "Start Video" in the bottom left corner of your screen.
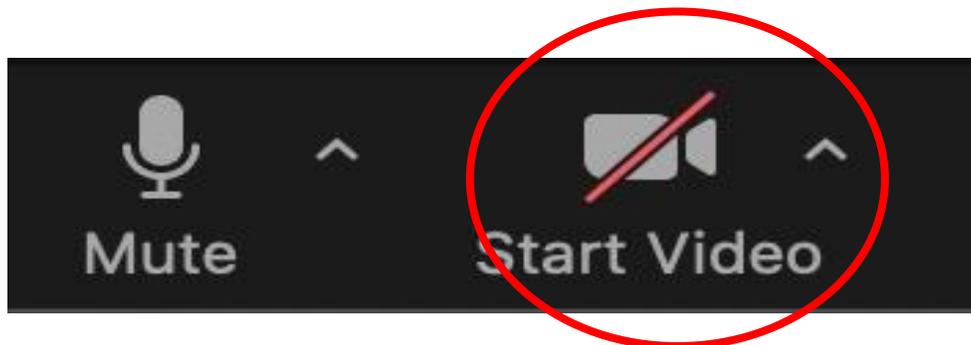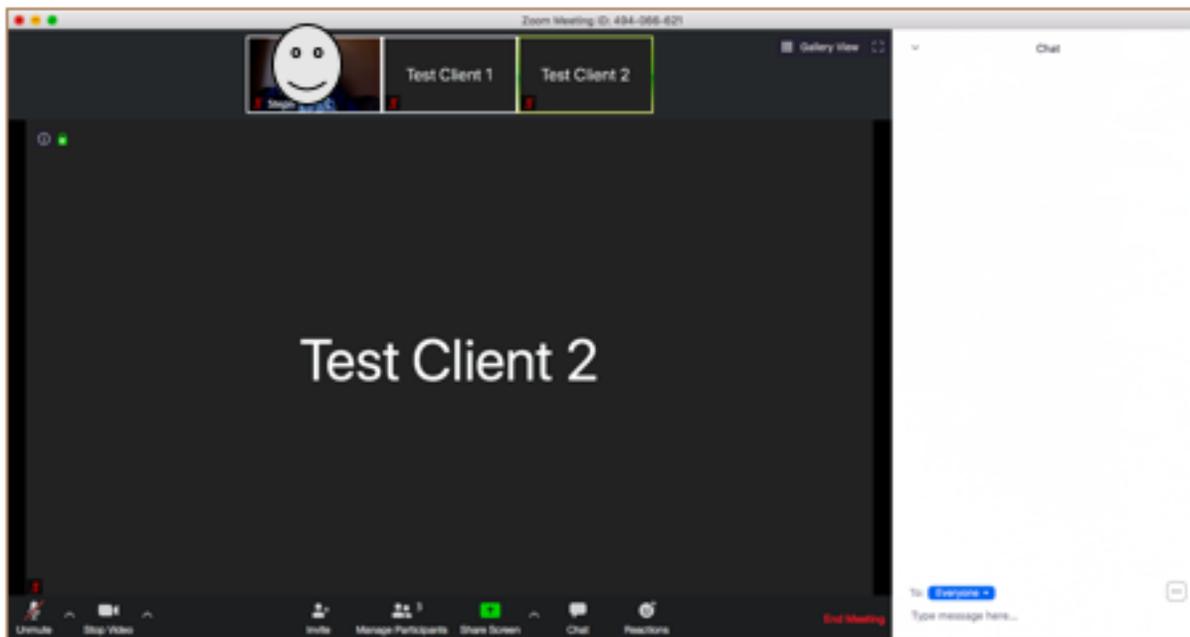
Using the chat function

Zoom allows you to send typed messages to other meeting members with its chat function.
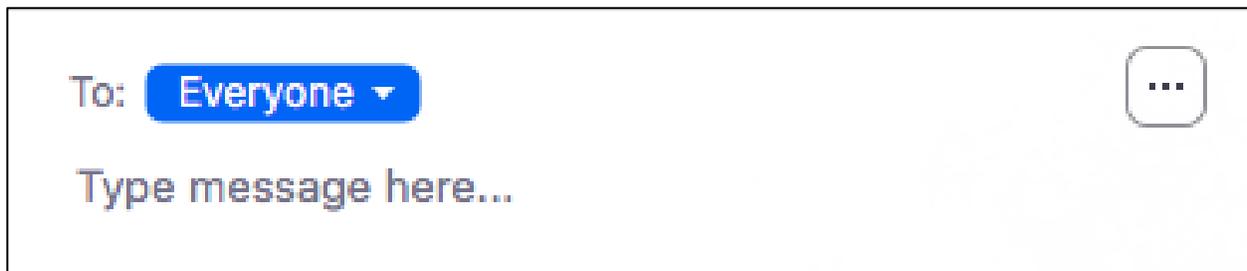
1. Click "Chat" at the bottom of the screen.

2. The chat box will appear on the right side of the screen.

3. To send a typed message, type your message into the box that reads "Type message here…"

4. In order to send a message to everyone in the meeting, ensure that "Everyone" is selected from the dropdown menu next to the word "To". This is the default setting.
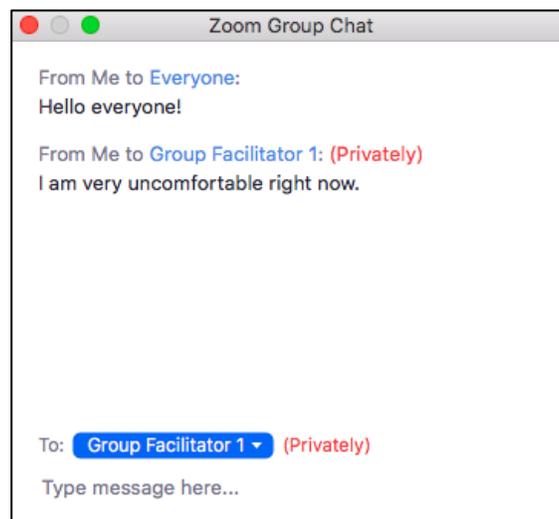

5. In order to send a message to only a group facilitator instead, select that individual's name from the dropdown menu next to "To".
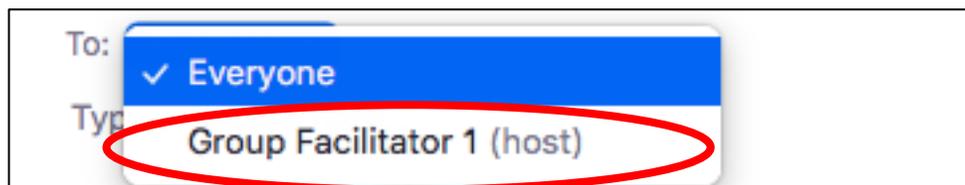
6. Note that Zoom will specify that your message is private if you are sending it to one specific individual.


7. Hit "Enter" on your keyboard to send the message. It will appear in the chat above the space where you typed.

NOTE: Your group facilitators will have restricted the chat function so that you can only send private messages to one of them. You may or may not be able to send public messages to the entire group, depending on the settings of your specific meeting.

NOTE: To access the chat function on a mobile device, click "More" in the bottom right corner of your screen, then "Chat".
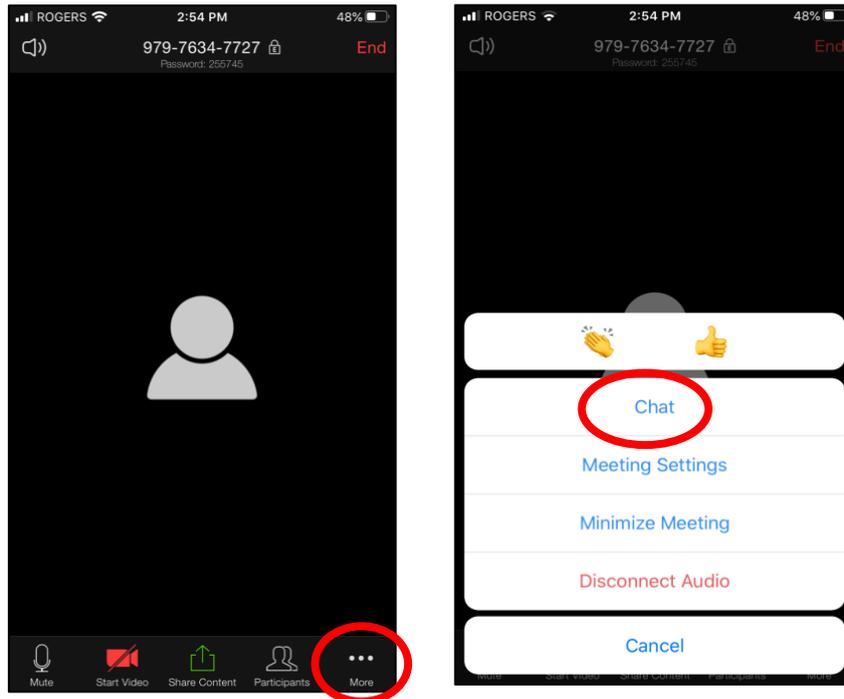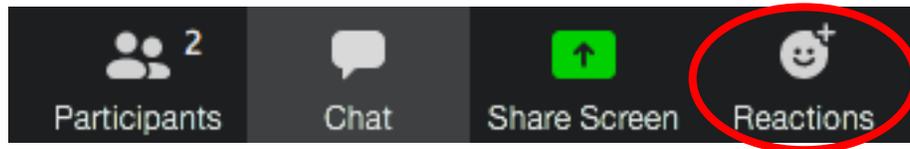
Using reaction functions

Reactions serve a similar purpose to Zoom meetings that emojis/emoticons serve to text messaging: these symbols may be used to express a limited assortment of emotions and ideas. Reactions are housed in two locations: the video screen and the chat function.
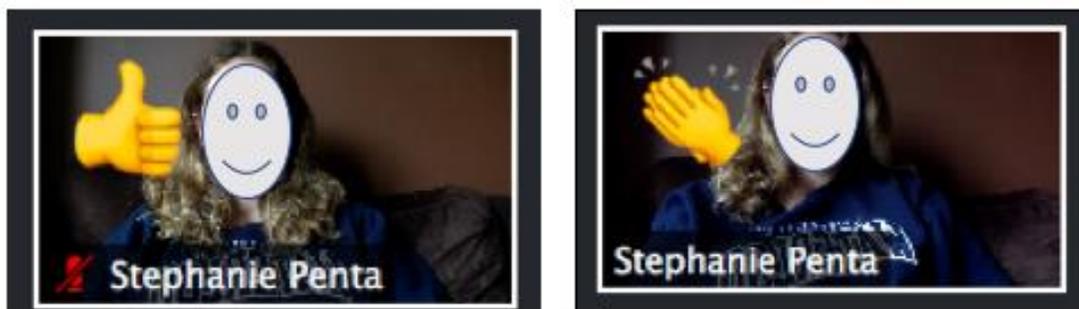
Video view reactions

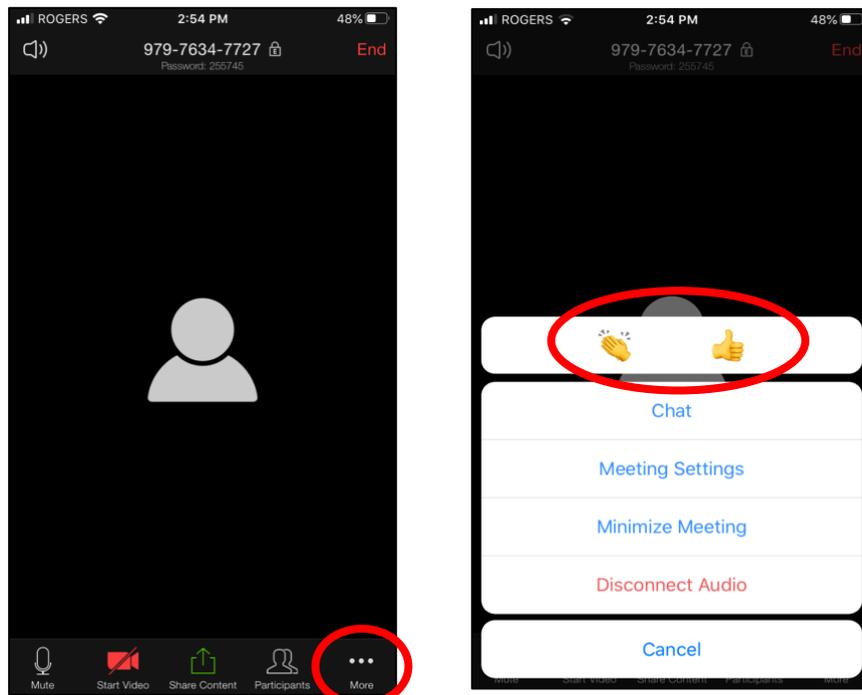1. Click "Reactions" at the bottom of your screen.

2. Select the reaction you would like to send: clap (clapping hands) or like (thumbs up).
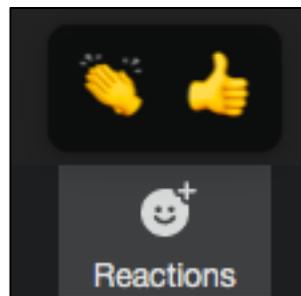
NOTE: Your reaction will appear over your video output and will be visible to all meeting participants. It will disappear after a few seconds.
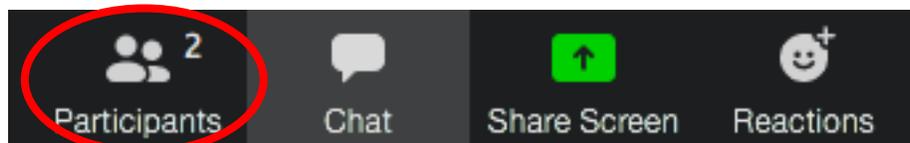
NOTE: On a mobile device, click "More" in the bottom right corner of your screen to access these reactions.
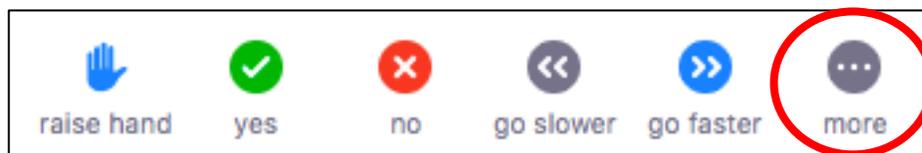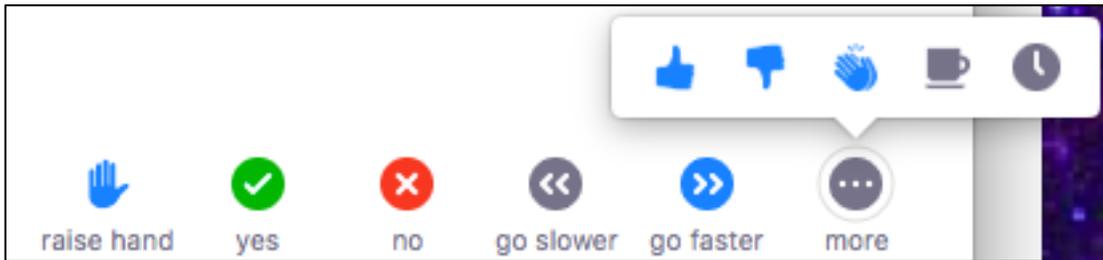

Participant view reactions

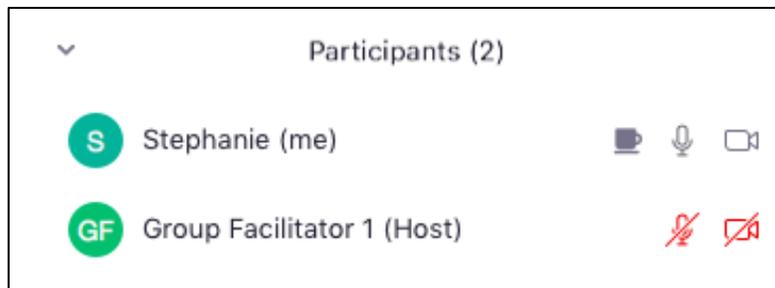1. Click "Participants" at the bottom of your screen.

2. Click "More".

3. Select the reaction you would like to use: like (thumbs up), dislike (thumbs down), clap (clapping hands), need a break (teacup), or away (clock).

4. Your reaction will appear next to your name in participant view.
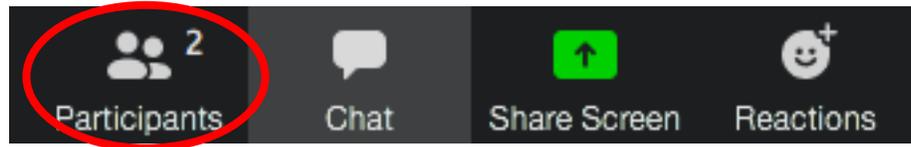

NOTE: Group facilitators have the option to clear all the reactions of meeting participants.
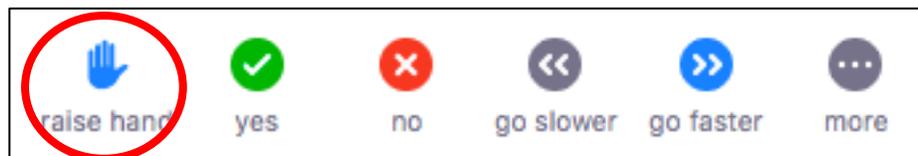
Raising your hand

Raising your hand in a group meeting alerts the group facilitators that you have a question or would otherwise like to speak.
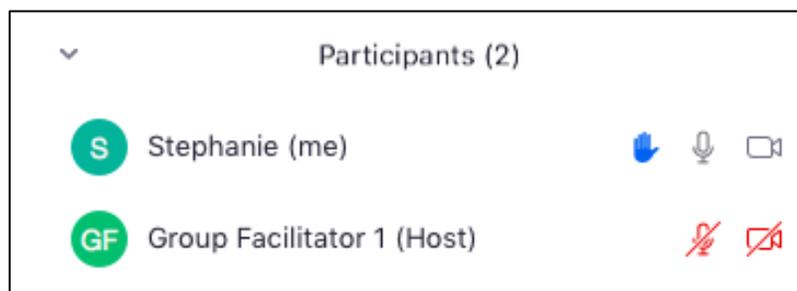
1. Click "Participants" at the bottom of your screen.

2. Click "raise hand".

3. Your reaction will appear next to your name in participant view and over your video output.

NOTE: Group facilitators have the option to lower the hands of meeting participants.

Changing your background

You may wish to change the background of your video feed if you do not want others to see the inside of your house. Note that this is optional. Virtual backgrounds will need to be enabled in your Zoom settings before you can use them.
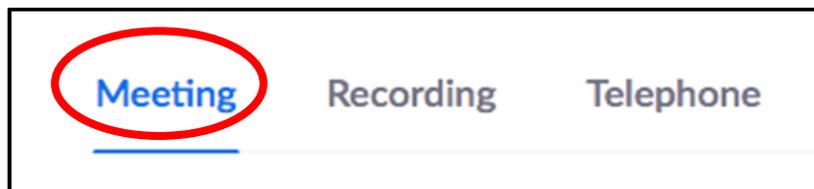
Enabling virtual backgrounds in Zoom settings

1. Navigate to the Zoom web portal at https://zoom.us.

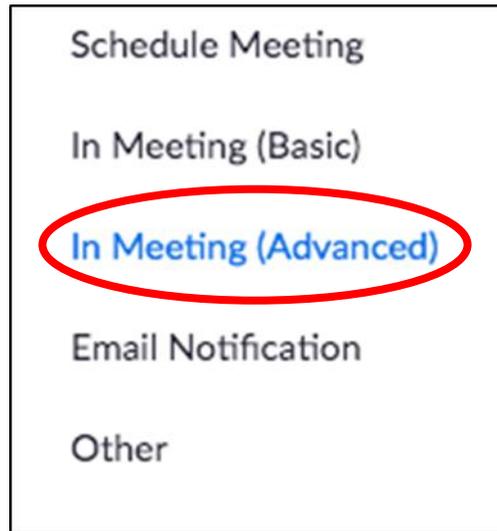2. Click "My Account" in the top right corner.

3. Log in to your zoom account with your username and password, if prompted.

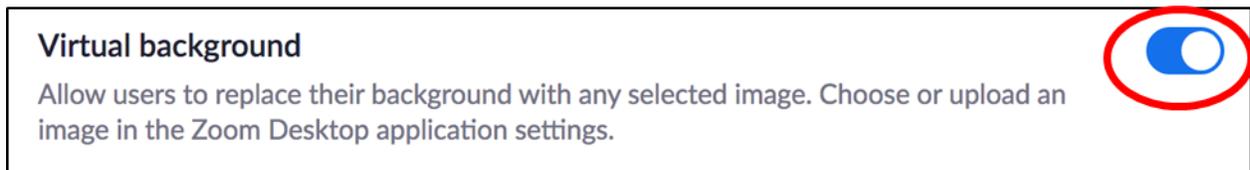4. Click "Settings" in the menu on the left.
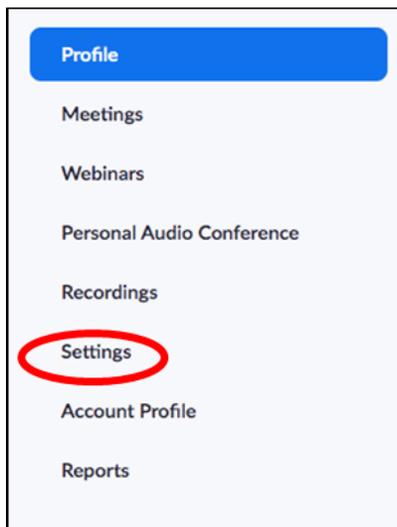
5. Ensure you are in the "Meeting" tab at the top.

6. Select "In Meeting (Advanced)" from the left menu.

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

7. Navigate to "Virtual background" and verify that the setting is enabled. If the setting is disabled, click the blue toggle to enable it.

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.
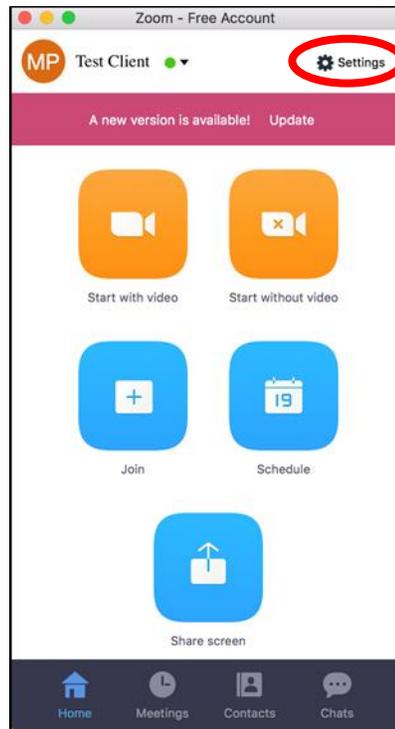
NOTE: If a verification dialog box appears, click "Turn On" to verify the change.

8. Click "Save" if prompted.

Save   Cancel
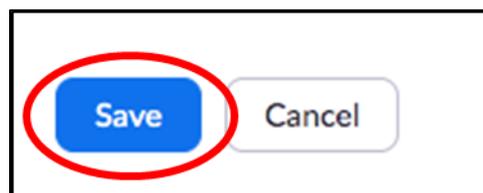
Using virtual backgrounds

1. Open the "zoom.us" application on your computer.

2. Sign in to the application, if prompted.

3. Click "Setting" on the resulting pop-up.

4. Select "Virtual Background" at the top of the screen.

NOTE: If you cannot see the "Virtual Background" tab and you have enabled it on zoom.us, sign out of the Zoom application and sign in again.

5. Click an image to select the desired virtual background or add your own image by clicking "+ Add Image". Once you select an option, that virtual background will display during your meetings.
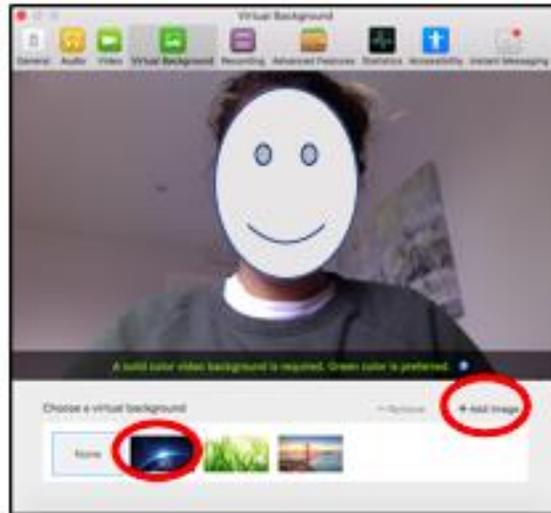
NOTE: If prompted, click "Download" to download the package for virtual backgrounds without a green screen.

NOTE: Ensure that your real background is one solid colour for optimal results.

6. To disable Virtual Background, click "None" at the bottom of your application screen.