



## NEAR EAST SOUTH ASIA CENTER FOR STRATEGIC STUDIES

### NESA Participant Zoom Meeting Usage Guide

The NESA Center uses Zoom for Government as one of its virtual engagement platforms for private and public events. Please use this document to learn more about the features and participation as an Attendee (referred to as a Participant) via a Zoom Meeting in NESA programs and events.

[Join a Zoom Meeting via the Zoom Application](#)

[In Meeting Controls](#)

[Test Your Zoom Connection](#)

[Virtual Meeting Best Practices & Tips](#)

#### 1. Join a Zoom Meeting Using the Zoom Application

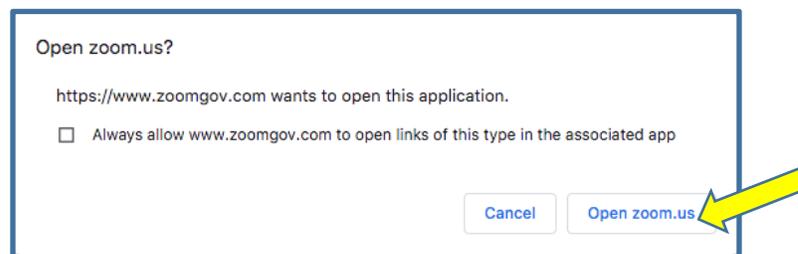
Here are directions on how to join a NESA Program or Event in the Zoom Application.

*Note that the same steps apply to both your desktop and your phone.*

**Step 1:** Click on the meeting link or copy and paste it into your preferred web browser to join the meeting. The link may have been provided via an email, calendar invite, or other communication. It is recommended that the browsers Google Chrome or Mozilla Firefox are used for optimal performance. Internet Explorer or Microsoft Edge are not recommended. Please do make sure the browser used is up to date with the most current version installed.

**Step 2:** To open Zoom via an application, click on “**Open Zoom.us.**” If you do not already have the application installed on your device, you may be prompted to download the application at this time. It is also available for manual download here.

<https://www.zoomgov.com/client/latest/Zoom.pkg>

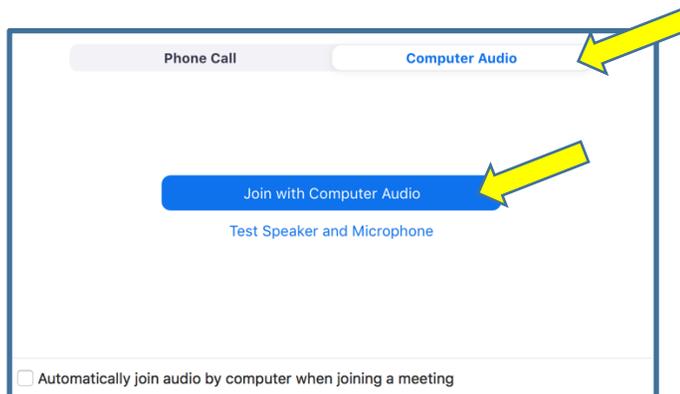




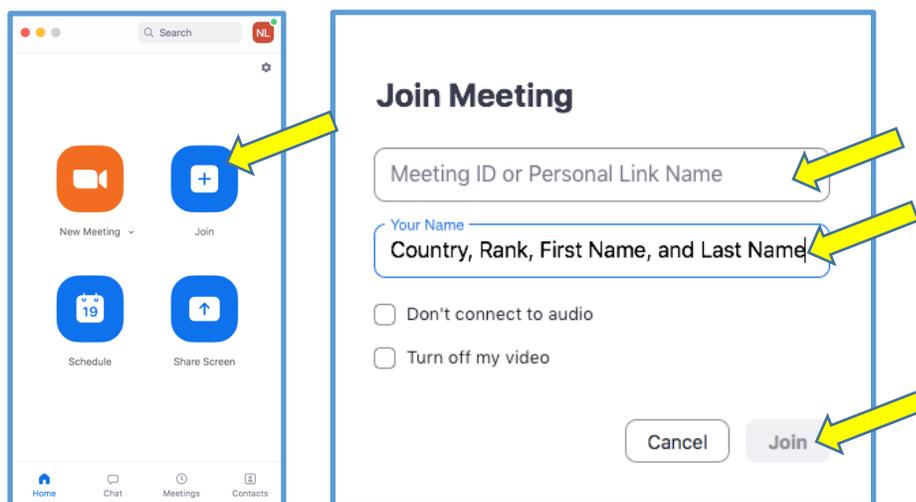
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**Step 3:** If the meeting requires a passcode, you may be prompted to enter it here.

**Step 4:** Select “Computer Audio” and “Join with Computer Audio”.



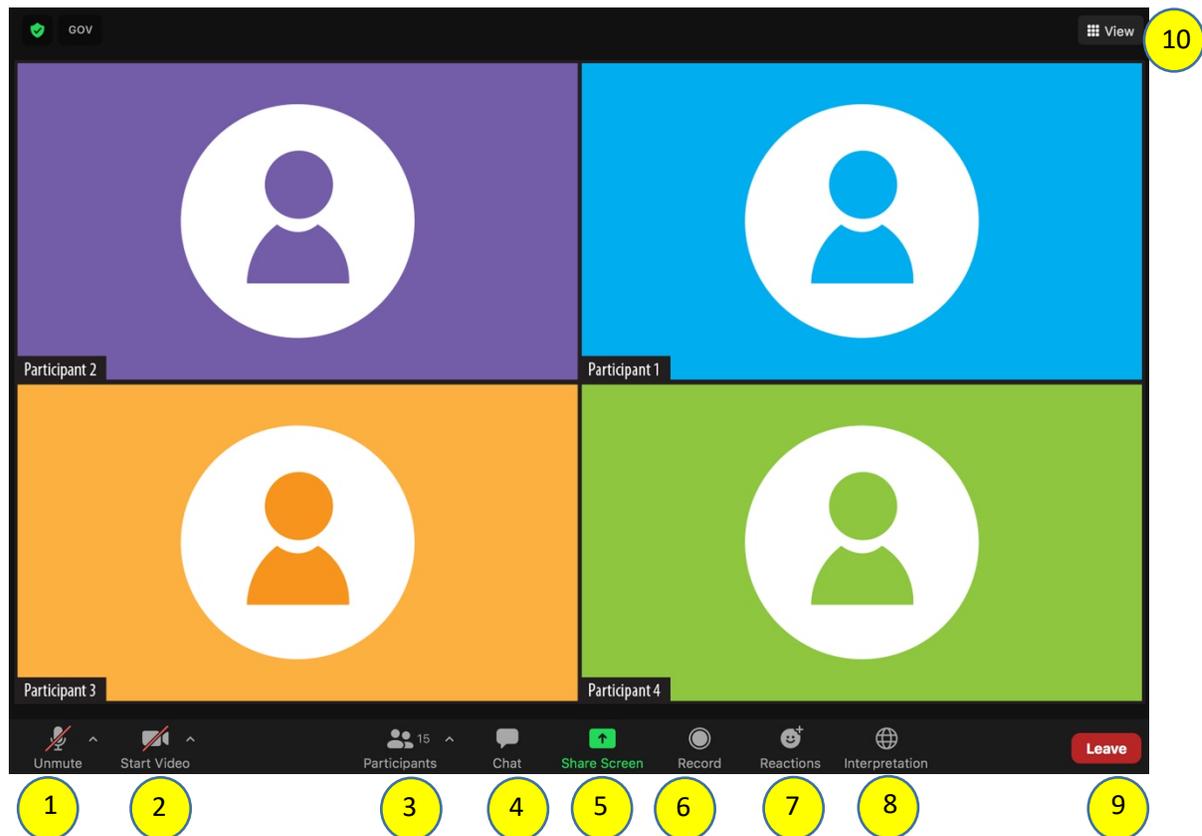
**Alternate:** If you already have the application downloaded to your device then you may access the meeting by opening the Zoom Application, clicking “Join”. Then typing in the **Meeting ID**, typing **Your Name** (Country, Rank, First Name, and Last Name), and then clicking “Join”.





## 2. In Meeting Controls

Here are details on how to use the In Meeting Controls within Zoom Meeting.



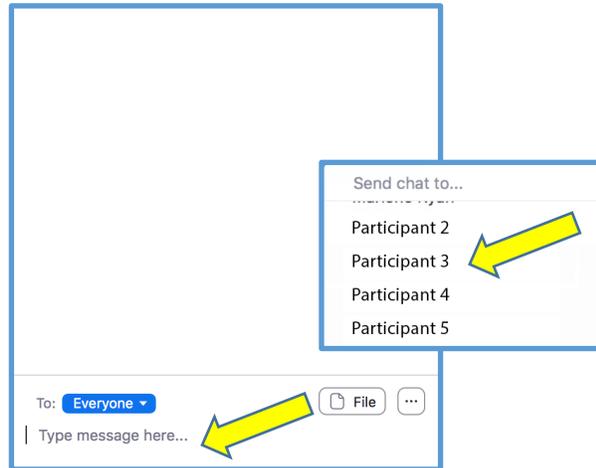
**Participants have access to these features** (Starting from the left-hand side of the above image):

- 1. Join Audio / Mute / Unmute:** In this section, you can adjust your audio settings by selecting the microphone and speaker that Zoom is currently using, mute and unmute, leave computer audio and full/additional audio settings. We kindly ask that you keep your microphone muted (unless speaking during a question-and-answer session or discussion) to avoid feedback sounds. Also, if speaking, please do not forget to mute your microphone when you are done speaking.
- 2. Video / Camera:** In the Video Controls section, you can change camera if you have multiple cameras, turn on or turn off your camera, and access full video settings. To ensure the best connection and focused presentation area, please keep your camera turned off unless you are presenting or speaking.
- 3. Participants:** In this section, see who's currently in the meeting as well as the total number of participants.

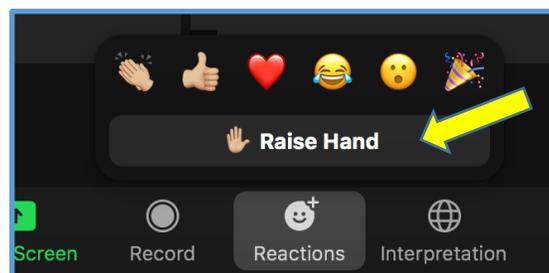


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- 4. Chat:** Access the chat area to chat with other participants. Here you can chat by selecting the blue button that says “Everyone” and sending a message to everyone or by selecting the individual’s name and typing your message to that individual. If you require assistance, please send a chat message to a host so a NESAs staff member can assist you.



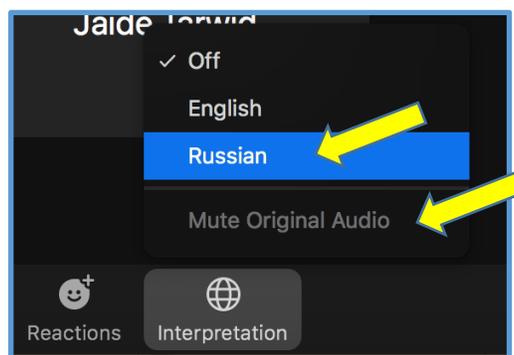
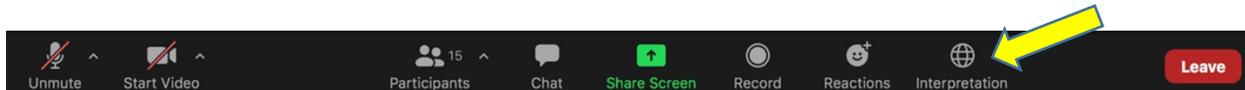
- 5. Share Screen:** If the host allows, you will be able to select the desktop or application you want to share.
- 6. Record:** The record feature is here but will most likely not be enabled as NESAs practices **Non-Attribution** in our events. Question-and-answers are under non-attribution rules to enable a candid dialogue and exchange of views. Please do not record the sessions. While we encourage you to share the insights you gain from this discussion with your colleagues, please do not quote or cite the specific comments from any participant in this discussion.
- 7. Reactions:** Meeting reactions including the Raise Hand reaction allows you to communicate with the host without disrupting the meeting. Using the Raise Hand reaction is an excellent way to let the host know that you would like to speak and/or that you require assistance from our NESAs staff.



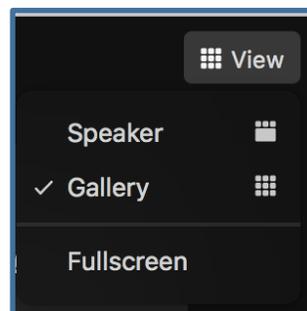


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8. **Interpretation:** If interpretation is enabled for the event, please click on “**Interpretation**”, select your **Preferred Language**, and then “**Mute Original Audio**”. *NOTE: If you do not select a language and leave interpretation off then you may miss important parts of the presentation, so it is important to select a language if interpretation is available. NOTE: Interpretation does not work well in web browsers and therefore you must use the Zoom application versus using a web browser.*



9. **Leave:** Once the event is complete or if you need to leave the event, click on the red “**Leave**” button on the lower right-hand side.
10. **Video Layout:** Participants can view the participants if the participant’s cameras are enabled. You have the option to view Speaker View, Gallery View, Fullscreen View, or exit from Fullscreen View.



Also, if you there are a lot of participants in the event, you may not see them on all one screen, use the arrow buttons on the left- and right-hand side to access additional screens.

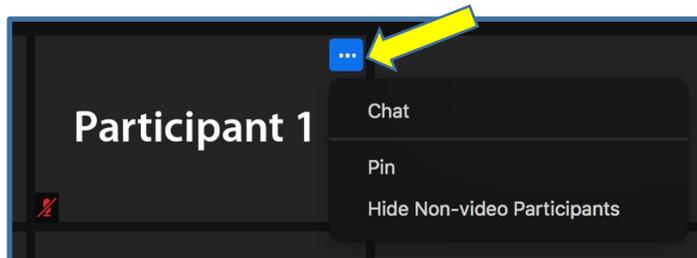
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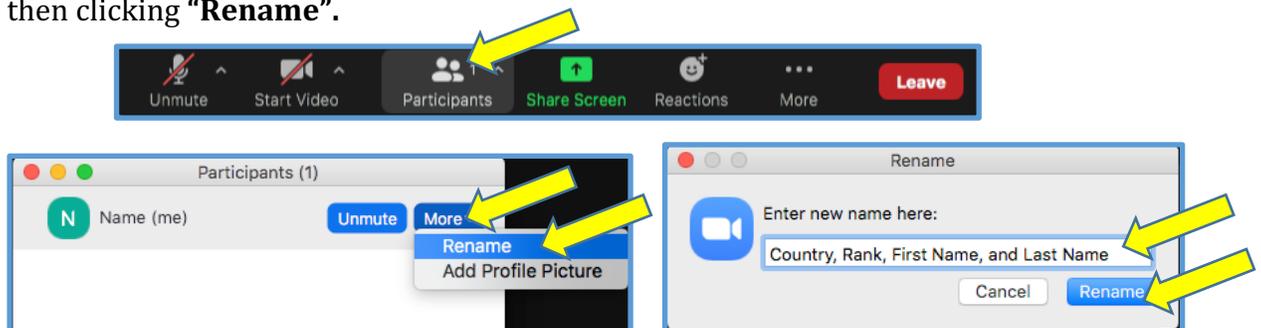
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If you would like to “Pin” a participant so it’s at the top of the screen, click the “...” more options icon on the upper right of the video and select “Pin”. Alternatively, non-video participant’s video can also be hidden from view by selecting “**Hide Non-video Participants**”.



**11. Name Display:** Click on “Participants”. Select “More” and then “Rename”. Enter your **new name** by entering your (Country, Rank, First Name, and Last Name), and then clicking “Rename”.





## NEAR EAST SOUTH ASIA CENTER FOR STRATEGIC STUDIES

### 3. Test Your Zoom Connection

Test your internet connection and Zoom usability by joining a test meeting prior to the meeting. Click on the link below.

<https://www.zoomgov.com/test>

### 4. Virtual Meeting Best Practices & Tips

#### Setting & Space:

- **Lighting** – Consider your background. To have the best video representation possible, please try to set-up in a space with adequate lighting without a bright light source behind you.
- **Noise** – Please be indoors and in a quiet room and silence any devices (phones and alarms) that may be distracting during the event.
- **Backdrop** – Please be mindful that your background may be seen by others. A professional or neutral setting is advised.

#### Positioning & Eye Contact:

In order to be seen clearly others, please situate yourself at eye-level with your computer's camera. If you are using a laptop, for example, you may need to stack books underneath the laptop or place the laptop on a desk or table in order for it to be at your eye-level. Try to speak facing the camera and center yourself within the screen.

#### Power Source:

Please be sure your device is plugged in to prevent battery shortage and accidental disconnection during the event.

#### Connectivity:

Please turn off other browsers, applications, and programs before entering the event. This will ensure the best experience possible with less strain on your local device.

We recommend using a headset (with a microphone) if possible. This helps prevent environmental noises from being picked up by the on-board microphone in your laptop.