The Leadership Circle®

ZOOM - Quick Guide

IMPORTANT TECHNICAL CHECKS FOR VIRTUAL MEETINGS USING ZOOM

- Before the virtual session, please log into https://zoom.us, make sure you have an account (the basic free version is OK). Make sure your computer's video camera and microphone work with Zoom.

- Please download your current Leadership Circle Profile and have it open on your desktop. You will be sharing this in a breakout during LCP Certification.

- Please have the Certification Workbook that was mailed to you available for the virtual session.

- We will ask everyone to be on video during the virtual session so we can connect face to face. Please be in an environment where you can be fully present.

- A headset may be a good way to help your sound quality, both for you and for the meeting.

- If available, it can be helpful to have two computer screens. One for Zoom and the other for any other application, as needed, during the virtual session.

- Please make sure to take the virtual session from somewhere you have a strong internet or WiFi connection. We recommend doing a speed test (Google - Speed Test). For best results you will need a stronger upload speed - 1.5Mbps/1.5Mbps (up/down). You can get by with as low as 600kbps/1.2Mbps (up/down) for video. If your results are consistently slower than these minimum speeds, please contact our support team: (800) 895-0399.

- Please plan on being fully present for our virtual session. We ask that you turn off email, phones and other distractions, just like you would if we were meeting in person. We will all be able to connect more fully if we respect each other and be fully present during our time together.

- Please familiarize yourself with the functions in the toolbar: Mute, Video, Screen share, and Chat.

- Be present on Zoom. Practice and make sure you can look at the screen straight on, so that you can be present and connected to the group.

- If you have any questions about any Zoom functions, please view the tutorials here.

MUTE

- For a clearer virtual session, please mute yourself when not talking. Be sure to remember to un-mute yourself when you would like to talk.

- *Pro-tip:* Hold down the space bar to un-mute for a moment during the virtual session.

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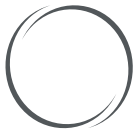
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CHAT

- The Chat function is a great way to interact with other members of the virtual session, and whoever is supporting the session from a technology perspective. Please don't hesitate to use it.

- The Chat function is a great way to capture group ideas.

- Look for links to shared content here. You'll need to be able to copy and paste the link from chat into a browser window, due to Zoom's new security features.

- *Pro-tip:* Try sending private chats to individuals, look for their name in the drop-down of the chat box.

SCREEN SHARE

- You will be expected to share your individual Leadership Circle Profile (LCP) Graph and Report at various times throughout the Certification Please have them downloaded and easily accessible so they are ready to share.

- Use the "Share Screen" button during the virtual session to share your LCP Graph and Report.

- Sharing best practice is to just share the individual program (like your PDF Graph and/or Report) vs. sharing your whole desktop.

- PLEASE PRACTICE sharing your Leadership Circle Profile on Zoom before the virtual session so you are ready for the breakout groups.

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