

Zoom Resource Guide
2023 DuTrac Annual Meeting
Monday, October 9, 5:45 PM

Type Name in Chat: Identifying Who You Are

Step 1

Locate Chat in the menu and click.



Step 2

Type name in the message area.



Step 3

Tap "Enter" to post your name.

*No other members attending the annual meeting will be able to see your name except staff administrators. For your privacy and to reduce noise levels, all mics are on mute by the host.

Making a Motion or a Second: "Raising Your Hand"

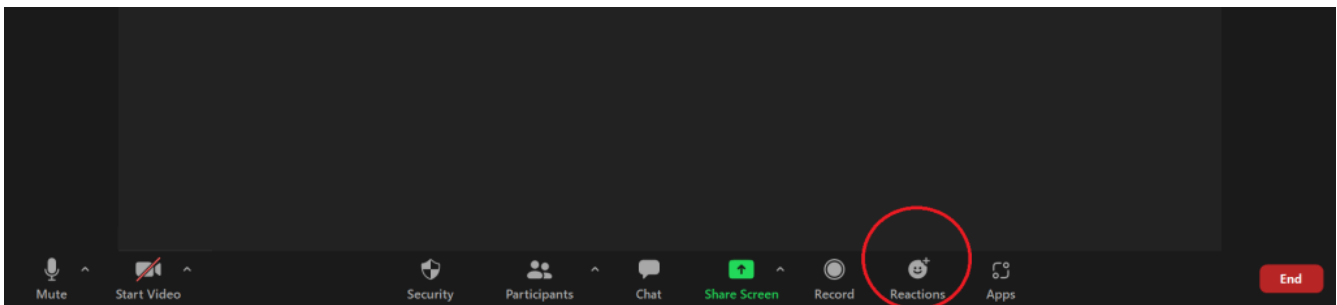
Three types of smart devices are noted for the use of this function:

- Desktop
- Browser
- Apple, iPhone, and Android

>> Using a Desktop

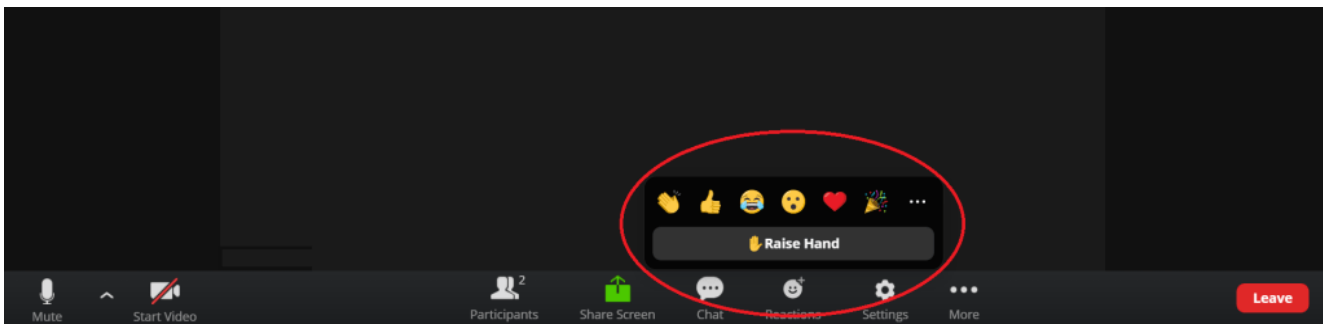
Step 1

During a Zoom meeting, locate the webinar controls toolbar as shown below. It may be at your screen's bottom, top, or sides. Click on the "Reactions" icon at the bottom right of the screen webinar controls toolbar.



Step 2

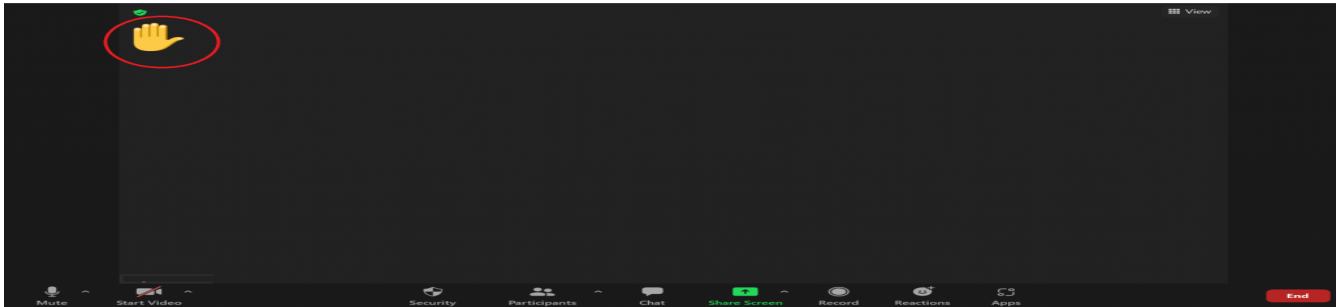
To bring up a pop-up tray. Click on the "Raise Hand" option.



Step 3

Finally, you'll see a hand emoji in the corner of your screen, indicating that you've raised your hand.

You may be identified as making the motion. Please leave your hand raised until the member making the motion is named by the Board Chair.

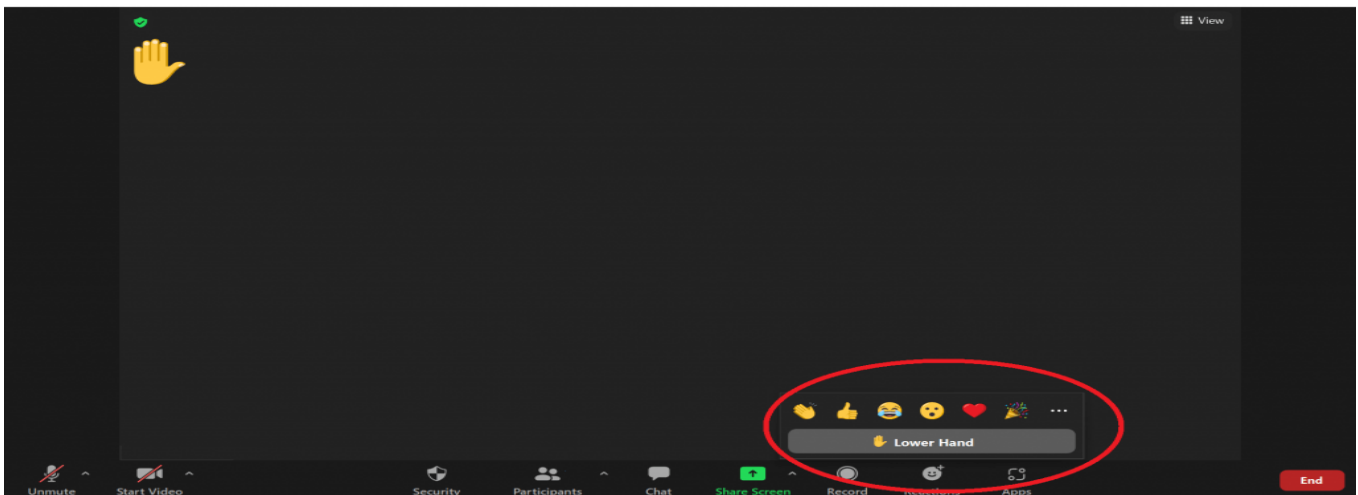


Step 4

Once the member making the motion is named, click on the "Reactions" icon again to lower your hand.

Repeat the process to be identified with making the motion, and then lower your hand by clicking on the "Reactions" icon once the name of the member making the second is announced by the Board Chair. The vote will take place following the naming of a second.

Voting takes place in the polling area.

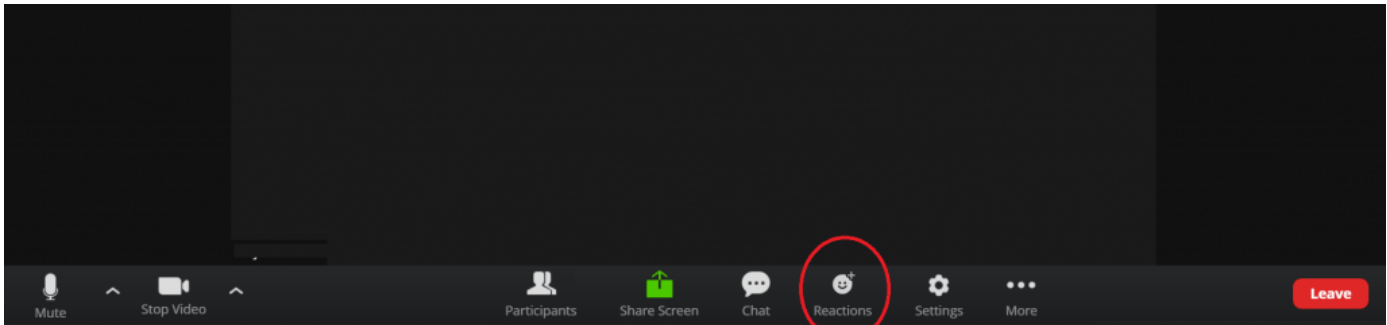


Please keep your hand up until the member making the motion or the second of the motion has been named.

>> Using a Browser

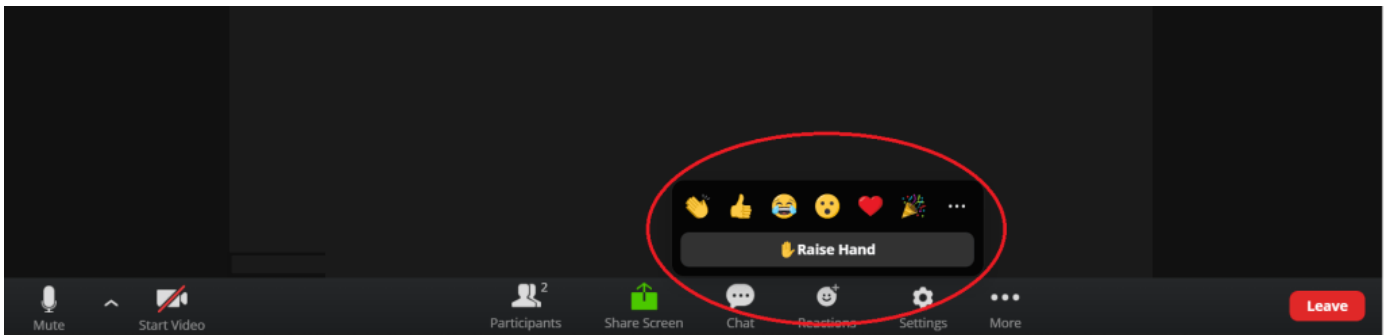
Step 1

Click on the "Reactions" icon in the webinar controls toolbar, usually at the bottom of your screen but may also appear at the top or on the sides of your screen.



Step 2

To raise your hand to make a motion or a second, click on the "Raise Hand" option.



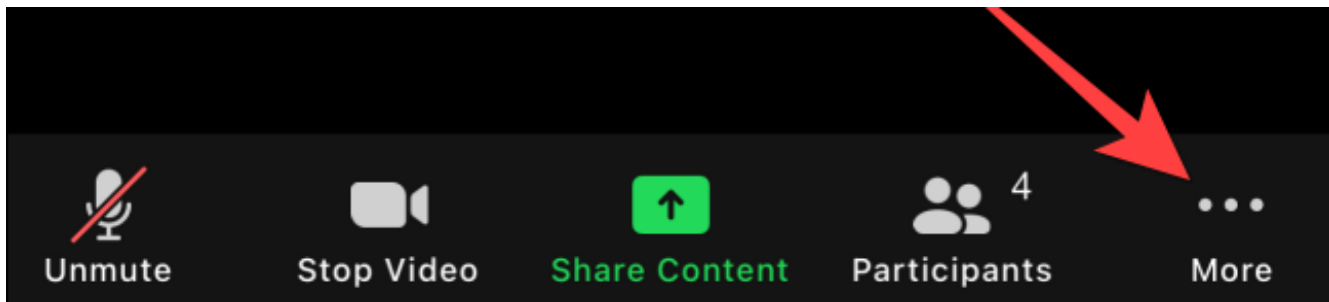
And just like in Step 3, a raised hand emoji will pop up on the screen. The meeting host will be notified that you've raised your hand.

Once the member is named for making the motion, click again on the "Reactions" icon to lower your hand. Repeat this step to lower your hand once a member making the second has been named.

>> Using Apple, iPhone, and Android Devices

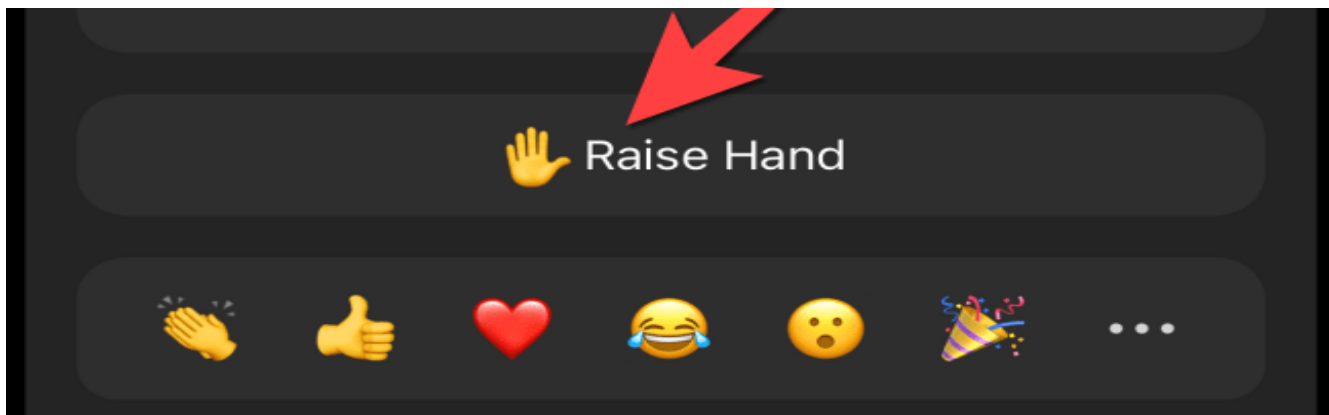
Step 1

During a Zoom meeting, click on the horizontal dot icons labeled "More," located in the same line as the webinar controls toolbar at the bottom of the screen. The webinar controls toolbar may also be located at the top or sides of your screen.



Step 2

After clicking, a pop-up tray will appear, including a "Raise Hand" button. Then, click on "Raise Hand" from the pop-up.



And just like in the desktop and browser cases, the speaker or host will be notified that you've raised your hand.

Step 3

Click on the three; dots icon to "LowerHand"

