Chapter Development Workshop
Tech Help is on the Way—6 Part Workshop Series

Part 1: Setting Up Zoom Meetings as a Host

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Housekeeping

• Please hold questions until the end

• Click Thumbnail picture
  Click meatball 3 dots ●●●
  Rename: include name and chapter

• Questions, include your name
Zoom Tips

• If captions don’t’ start automatically click the CC button in the tool bar, View Subtitles

• Caption box can be moved

• Use Reaction, Raise Hand feature for Q & A

• Chat feature is available
Purchase a Zoom Plan

From Techsoup, nonprofit discount + admin fee—$131.95

Paid account from Zoom—Pro account $149.90 per year
Captions

1. Communication Access Realtime Translation, CART, paid live transcriber

2. Automatic Speech Recognition, ASR
   a. Zoom Transcribe
   b. Otter, has searchable notes and they offer a nonprofit discount
Sign Into Zoom Online
Use Browser ASK Zoom Question

- Request a demo
- Support
- Resources

Attend Live Training

Video Tutorials

Knowledge Base
Setting Categories

PERSONAL
ADMIN
SUPPORT
Personal Settings

Profile
Meetings
Webinars
Recordings
Settings
Profile

HLAA Diablo Valley
HLAA Diablo Valley
Account No. 

Phone
Not set

Personal Meeting ID
*** *** 826  Show
https://us02web.zoom.us/j/*******826?pwd=******  Show
× Use this ID for instant meetings

Sign-In Email
hla***@hearinglossdv.org  Show

Linked accounts:   

HLAA Hearing Loss Association of America
Settings

Meeting

Security

Recording

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other
Schedule Meetings
Tech Workshops, 6 Part Series

Session 1-3

1. **Thursday, March 25, 2021**, Setting Up Zoom as a Host

2. **Thursday, April 1, 2021**, Running Zoom meetings as a Host

3. **Friday, April 16, 2021**, Follow Up Q & A About Sessions 1 and 2
Tech Workshops

Sessions 4-6
Dates to be determined

Session 4: How to Use HLAA Leaders Groups.io

Session 5: Introduction to Using the Internet and Emails

Session 6: How to Use the HLAA Website for Leaders
HLAA Groups.io

Join!

HLAA Leaders—https://groups.io/g/HLAALeaders

HLAA Newsletter Editors—https://groups.io/g/HLAANewsletterEditors

HLAA Tech—https://groups.io/g/HLAATech

HLAA GITHL—https://groups.io/g/HLAAGITHL
Tech Workshop Resources

Additional Documentation
Recommended Zoom Setting Document
HLAA Leaders groups.io
Files, Zoom Tech Workshops
Zoom Set Up Document

Presenters
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