

An illustration of a hand holding a laptop. The laptop screen displays the word "zoom" in its signature blue font. The background is a light blue sky with stylized clouds.

zoom

ZOOM TRAINING

#AASCLIFE



AASC
APARTMENT ASSOCIATION
OF SOUTHERN COLORADO

AGENDA



ZOOM BASICS



WHAT TO EXPECT – MEET THE
MANAGEMENTS



QUESTIONS & PRACTICE

ZOOM MEETING CONTROLS



1. Mute/Unmute - Turns your audio on/off

2. Start/Stop video - Turns your video on/off

3. Invite - Lets you copy and invite others to join

4. Participants - Lets you see who is in the meeting

5. Share Screen - Lets you choose a window on your computer to share

6. Chat - Allows you to chat with participants in meeting

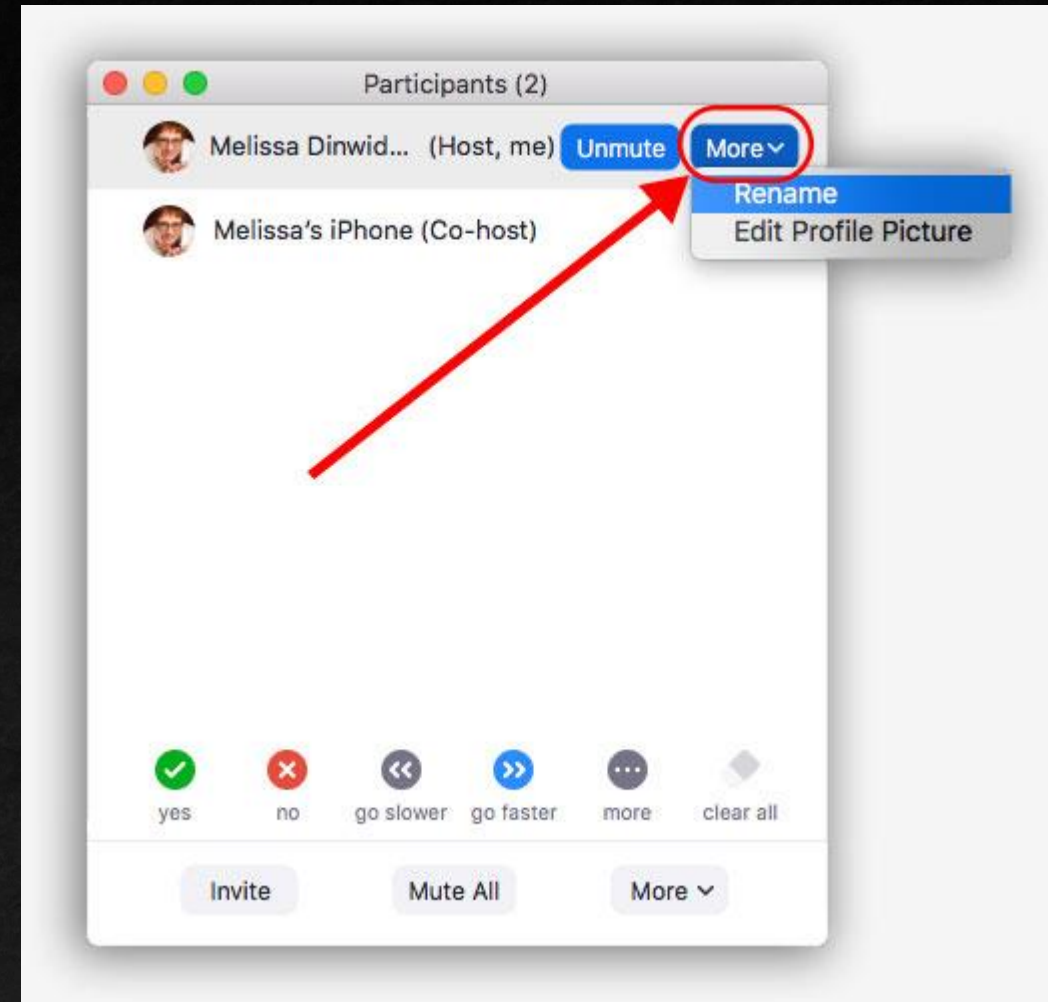
7. Record - Starts or stops the recording (if enabled by the host)

8. Leave Meeting - Allows you to leave the meeting

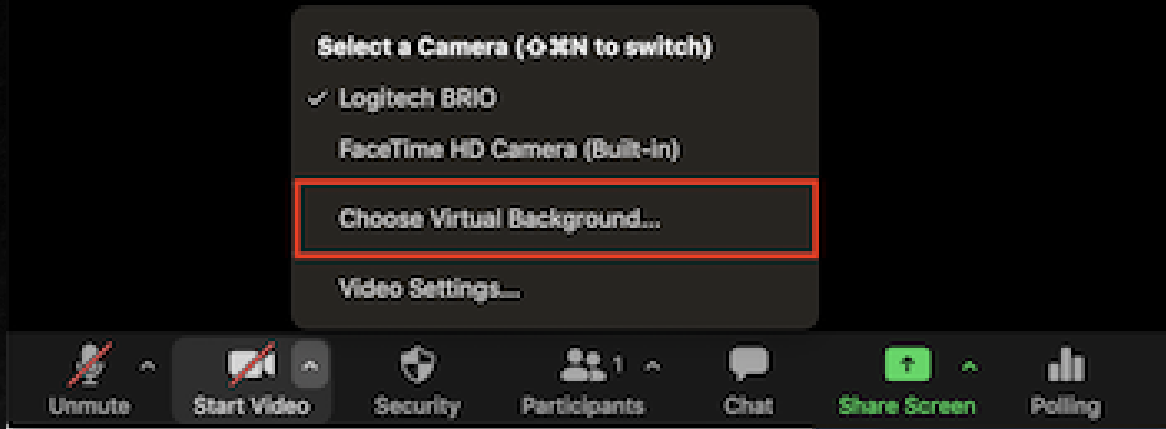
ZOOM MEETING CONTROLS

Rename yourself when you enter the Meet the Managements!

Your on-screen name should be your First Name and the name of your company!



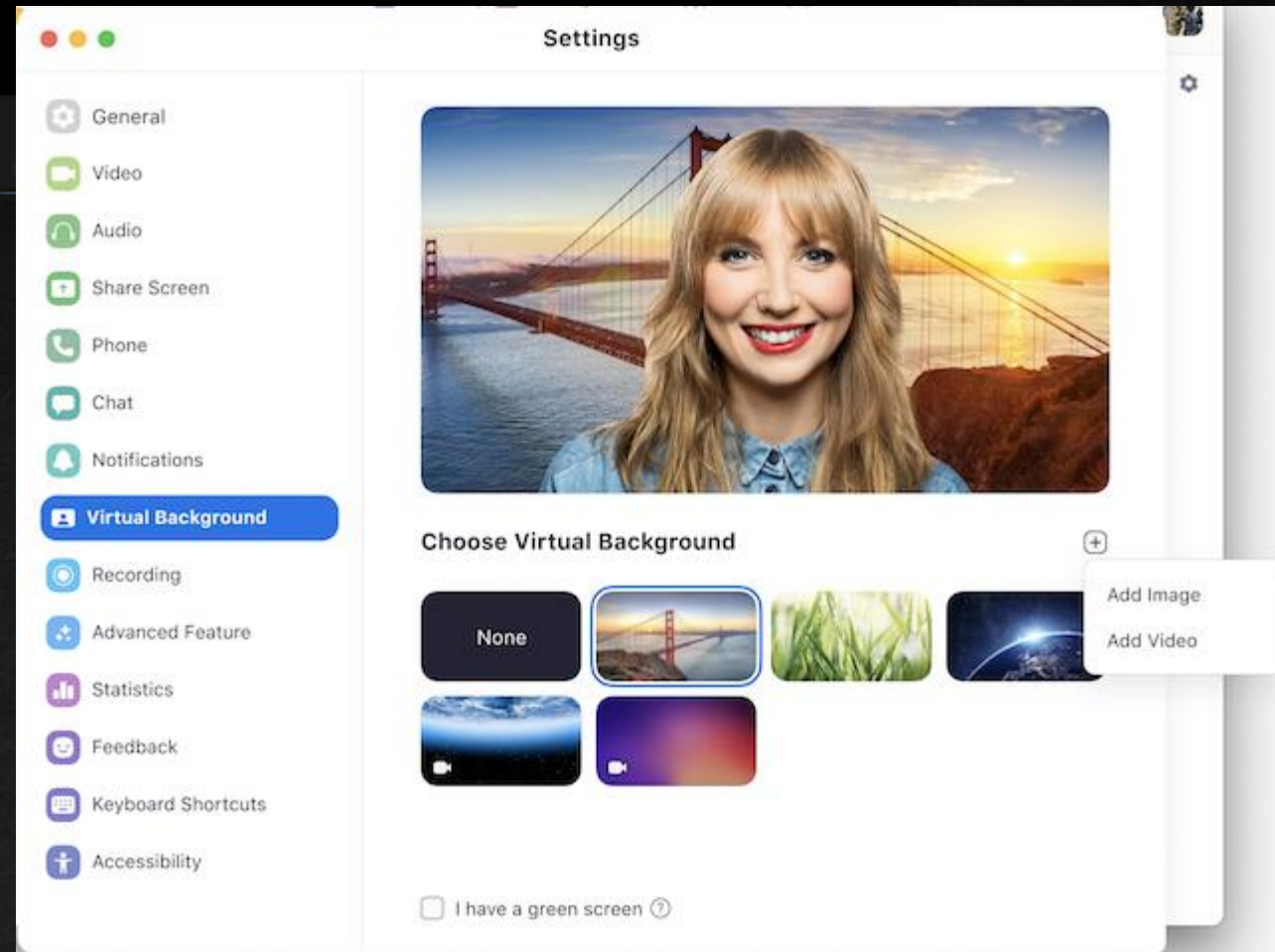
ZOOM MEETING CONTROLS



When you enter the Meet the Management, change your background to a company branded background.

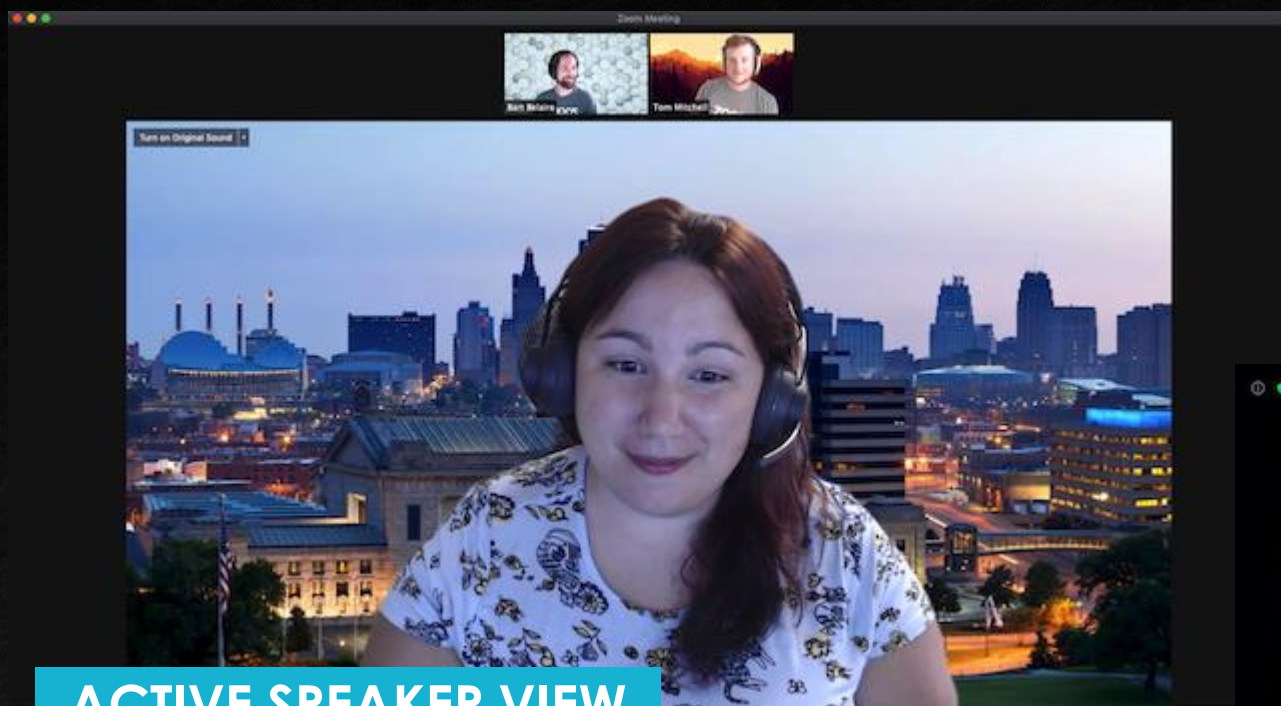
Don't have one? There are two options:

- 1) [Canva.com](https://www.canva.com) – Virtual Backgrounds
- 2) Use AASC's Supplier Background!



ZOOM VIDEO LAYOUT

For the Meet the Managements, please select Gallery mode!



ACTIVE SPEAKER VIEW

View

- Speaker
- ✓ Gallery
- Show Non-video Participants
- Fullscreen



GALLERY VIEW

ZOOM VIDEO LAYOUT

1. Select Gallery View

2. When the screen is being shared, select “View Options”

3. Select Side-By-Side Mode to see the presentation and the speaker

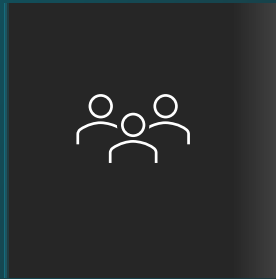
The screenshot shows a Zoom meeting in progress. At the top, a green bar indicates "You are viewing jenaf's screen". A yellow arrow points to the "View Options" dropdown menu, which is open and shows the following options: "Fit to Window" (checked), "50%", "100% (Original Size)", "150%", "200%", "300%", "Request Remote Control", "Side-by-side Mode" (checked), and "Stop Participant's Sharing". A yellow arrow points to the "Side-by-side Mode" option. Below the menu, a red circle highlights a vertical slider with two vertical lines, which is used to adjust the size of the camera and shared screen. A yellow arrow points to this slider. The main content area shows a presentation slide with the text "Live Webinar will start at 11 am (EST) Please take a moment to check your a" and a video player with a "Show Te Off" button. The Zoom meeting controls at the bottom include Unmute, Stop Video, Security, Participants (2), Chat, Share Screen, Polling, Reactions, and More. The "End Meeting" button is visible in the bottom right corner.

1. Select View Options

2. Select Side-by-side Mode

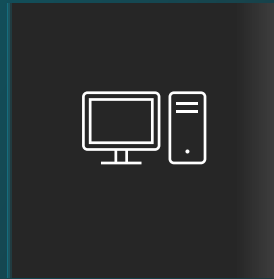
3. Click & drag slider (2 vertical lines) to adjust size of camera & shared screen

BE READY & GET THE MOST OUT OF THE MTM!



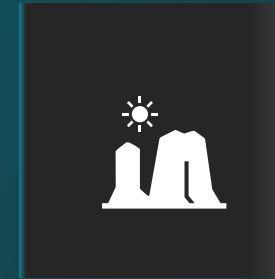
AUDIO & VIDEO!

Be prepared to speak and to show your video! Our property attendees want to see you and speak with you.



TEST YOUR TECH!

Make sure your video and microphone are working prior to the event. There will not be an opportunity to test your tech when the event begins.



PROMOTE YOURSELF!

You are attending this event to promote yourself. Be prepared with a 30 second elevator speech and have a company branded virtual background (or use AASC's)!

MEET THE MANAGEMENT – WHAT TO EXPECT?

Meet the Management

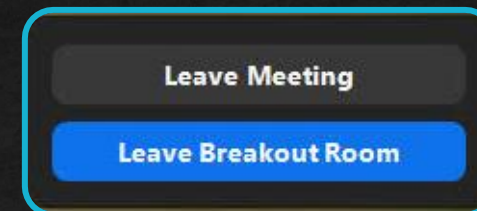
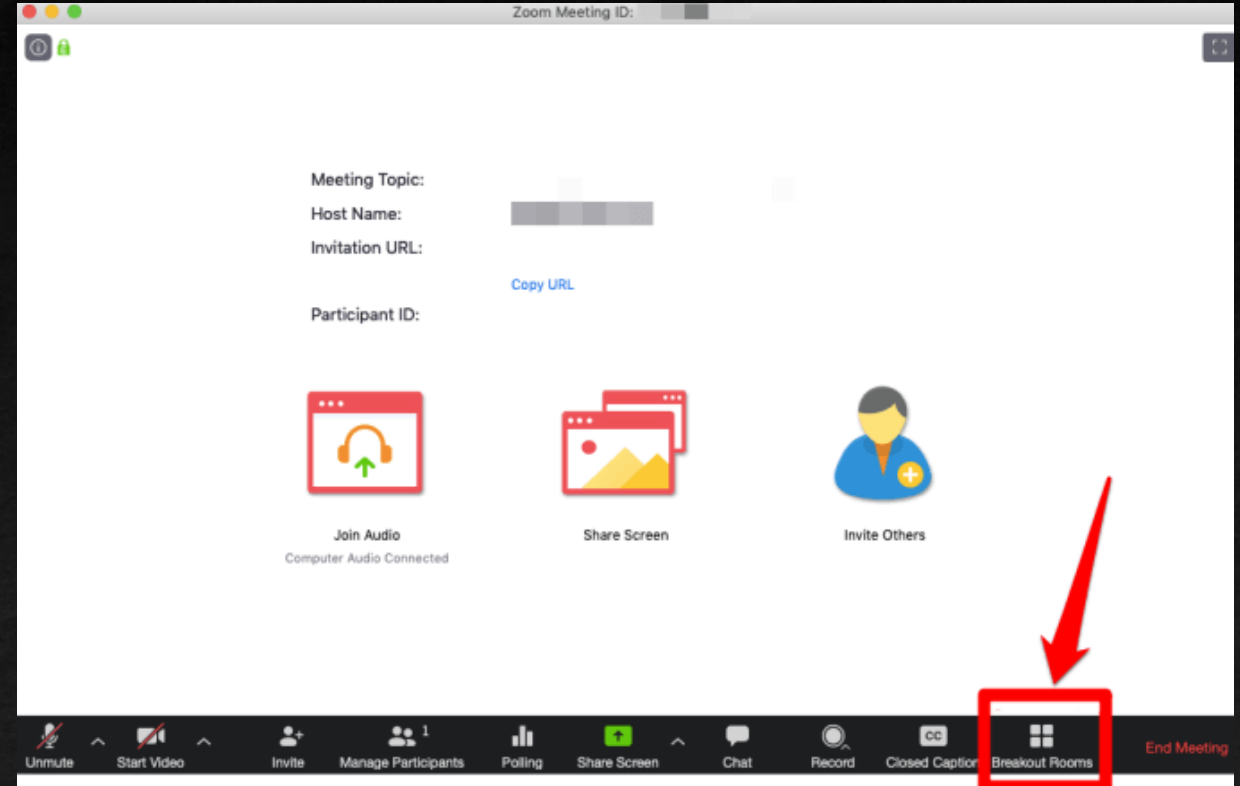
■ SCHEDULE –

- **4PM** - Meet the Management Begins
- **4:15PM** – Announcements & Sponsor Intros
- **4:30PM** – Management Company Information/Presentation
- **4:45PM** – Breakout Rooms/Networking
- **5:30PM** – Conclusion

- During Management Company's presentation, all supplier members will be made Co-hosts of the meeting.
- When we open the breakout rooms, all suppliers will go into the “Lobby” breakout room.
- Property personnel will go into individual breakout rooms named for the staff member in them.
- Suppliers can use the Breakout Room menu at the bottom to jump between rooms

MEET THE MANAGEMENT – WHAT TO EXPECT?

- Once the rooms have launched, you can move from room to room using the **Breakout Rooms** button.
- Do not click **Leave Breakout Rooms Button** or **Leave Meeting**. Use the Breakout Rooms button to hop around.



LET'S
GIVE IT A
GO!



QUESTIONS?