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

Part 1: Setting Up Zoom Meetings as a Host

Ann Thomas
HLAA Brand Ambassador
GITHL Committee Member
HLAA Diablo Valley Chapter President

Alan Katsura
HLAA Tech Groups.io Monitor
HLAA CA State Association Board Member
Diablo Valley Chapter IT Support

Housekeeping

- Please hold questions until the end

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

- Questions, include your name

HLAA
Hearing Loss Association of America

Zoom Tips

- If captions don't' start automatically click the **CC** button in the tool bar, **View Subtitles**

- Caption box can be moved

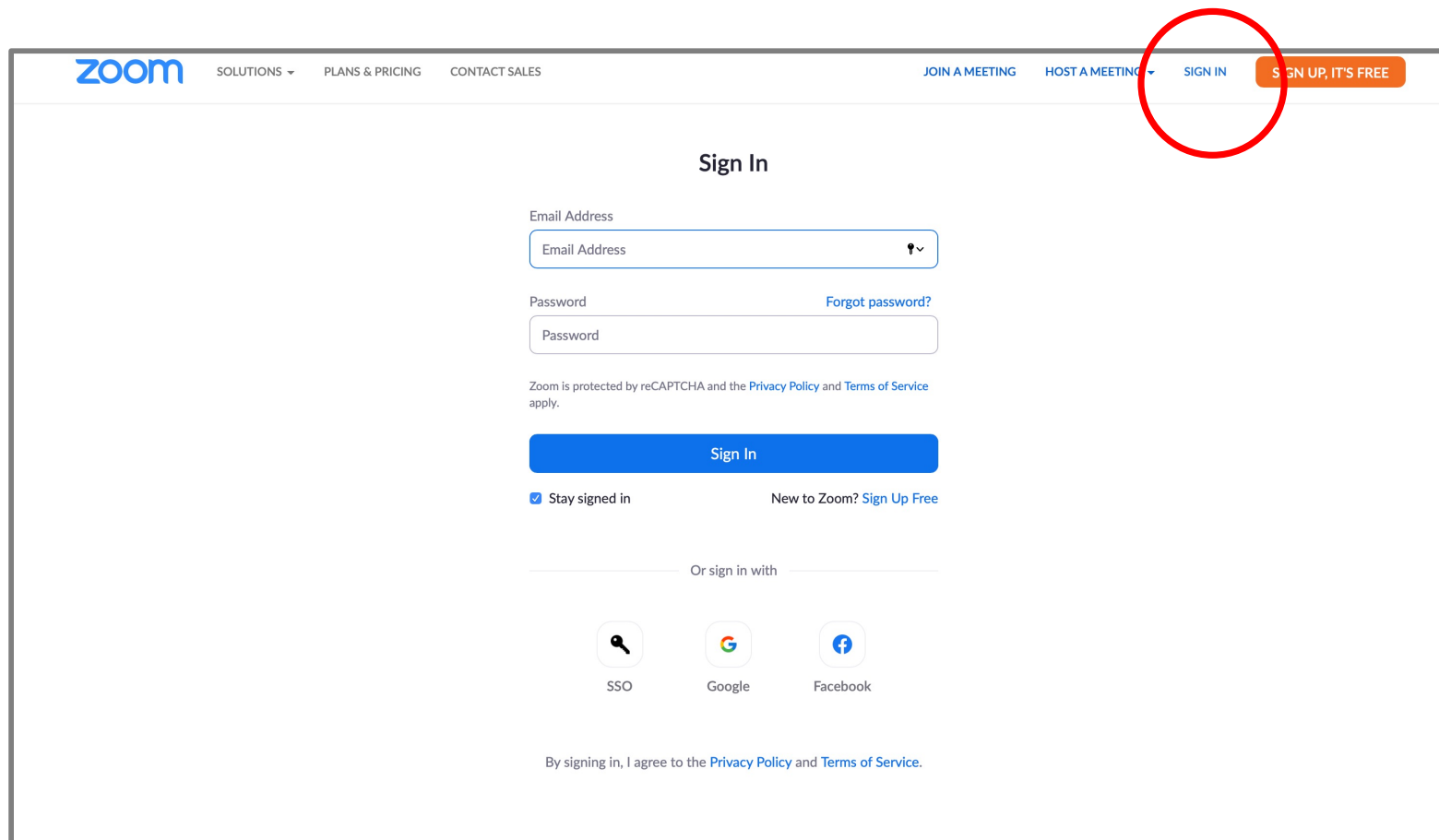- Use Reaction, Raise Hand feature for Q & A

- Chat feature is available

HLAA
Hearing Loss Association of America

Purchase a Zoom Plan

From Techsoup, nonprofit discount + admin fee—$131.95

Paid account from Zoom—Pro account $149.90 per year

HLAA
Hearing Loss Association of America

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

SUPPORT

Use Browser ASK Zoom Question

REQUEST A DEMO   1.888.799.0125   RESOURCES ▾   SUPPORT

Attend Live Training

Video Tutorials

Knowledge Base

HLAA
Hearing Loss Association of America

Setting Categories

PERSONAL

ADMIN

SUPPORT

HLAA
Hearing Loss Association of America

PERSONAL

Personal Settings

Profile

Meetings

Webinars

Recordings

Settings

HLAA
Hearing Loss Association of America

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: G ✉

Change   Delete

Settings

Meeting　　Recording

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

HLAA
Hearing Loss Association of America

Schedule Meetings

Schedule a Meeting

PERSONAL	Meetings	Get Training
Profile		
Meetings	Upcoming Previous Personal Room Meeting Templates	
Webinars		
Recordings	📅 Start Time to End Time Schedule a Meeting	
Settings		

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

HLAA
Hearing Loss Association of America

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

HLAA
Hearing Loss Association of America

Tech Workshop Resources

Additional Documentation

Recommended Zoom Setting Document

HLAA Leaders groups.io
Files, Zoom Tech Workshops
[Zoom Set Up Document](#)

Presenters

Ann Thomas, AThomas@hearingloss.org

Alan Katsura, AKatsura@hearinglossca.org