

Welcome to **My Tech for All** **Technology Training**

**We'll get started in a moment,
but first,**

 **Use chat to answer this question**

What type of device are you using?





WELCOME TO

My Tech for All Training

Session 2: Guide to Video Conferencing

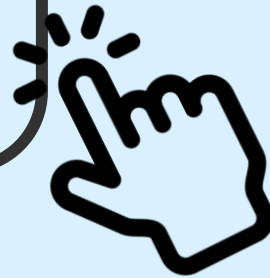
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Georgia Council on Developmental Disabilities

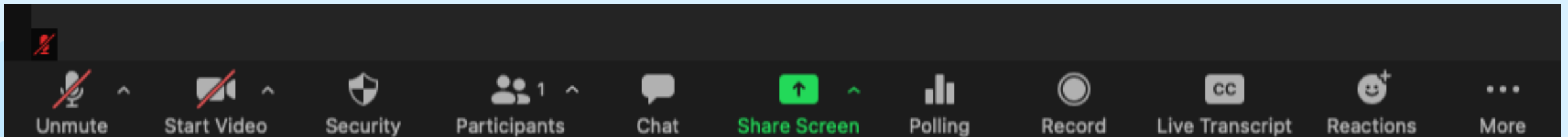


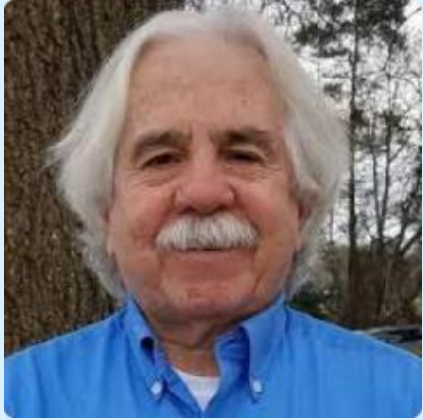
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Click in the
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Mark Friedman, Ph.D.



Ruthie-Marie Beckwith, Ph.D.



David Wetherow



David Taylor



Sandra Wilcox

Training Team

Tech Partner Agencies

1. Georgia Advocacy Office
2. Department of Behavioral Health and Developmental Disabilities
3. Sanghaunity Network
4. Friends of Disabled Adults and Children
5. Tools for Life
6. Pineline Behavior Health
7. Pathways-New Connections

Housekeeping



Mute



Closed Captioning

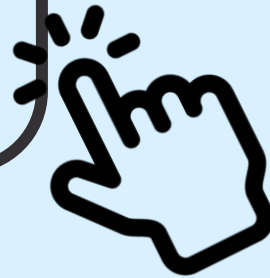


Use your webcam

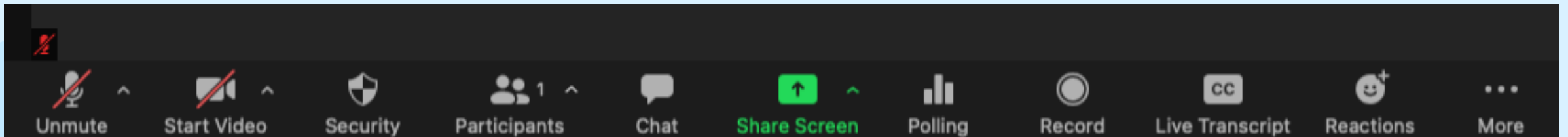


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Tech Host Agencies

Hosts Rename Yourself

Agency - Your name

Tech Partner Agencies

Participants (1)

MF Mark Friedman (Host, me)

Rename

Agency, Your name

Rename

Enter a new name below:

Mark Friedman

Change Cancel

Mark Friedman

Audio Video Participants 1 Chat React Raise hand Share Host tools AI Companion Apps More End

Session 2:

Guide to Video Conferencing





Video Conferencing **Poll**

Goals for the Week



- ✓ **Understand how you can use video conferencing in your life.**
- ✓ **Use tips to have good video conferencing experiences**
- ✓ **Try solutions when you have a problem**

How Do You Use Video Conferencing?



David Taylor



Sandra Wilcox

What is Video Conferencing?



Videoconferencing is a way to talk to people over the internet



It lets you see people while you talk to them

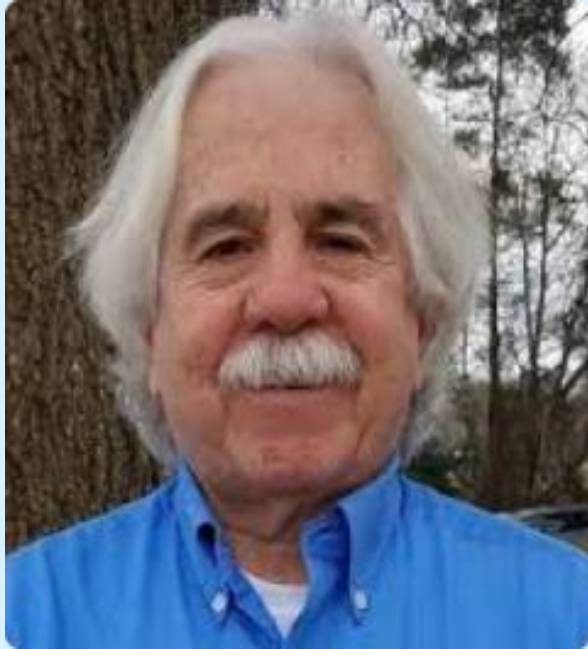
What Apps Can You Use to Video Conference?



You might use Zoom
for both a self-advocacy group meeting.



Video Conferencing Basics



Mark



David

1. Mute Your Microphone!



Keeping your microphone off makes sure everyone can hear the speaker.

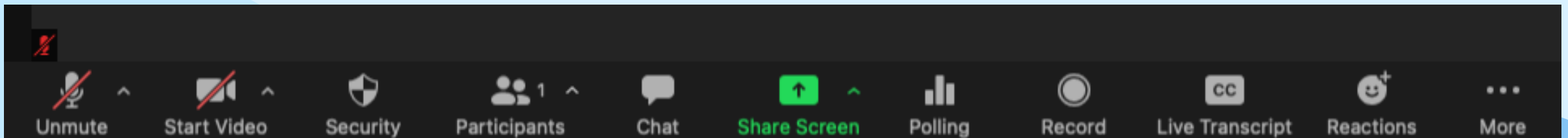
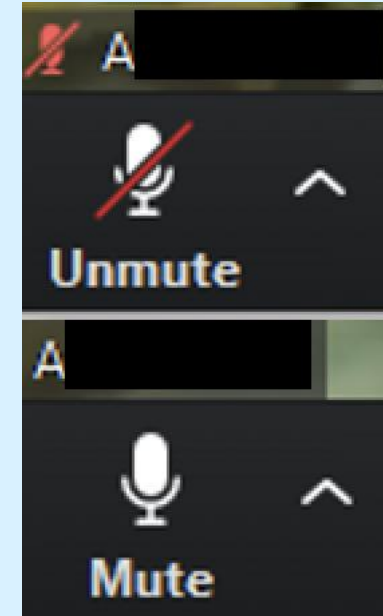


Turn your microphone on when you want to talk.

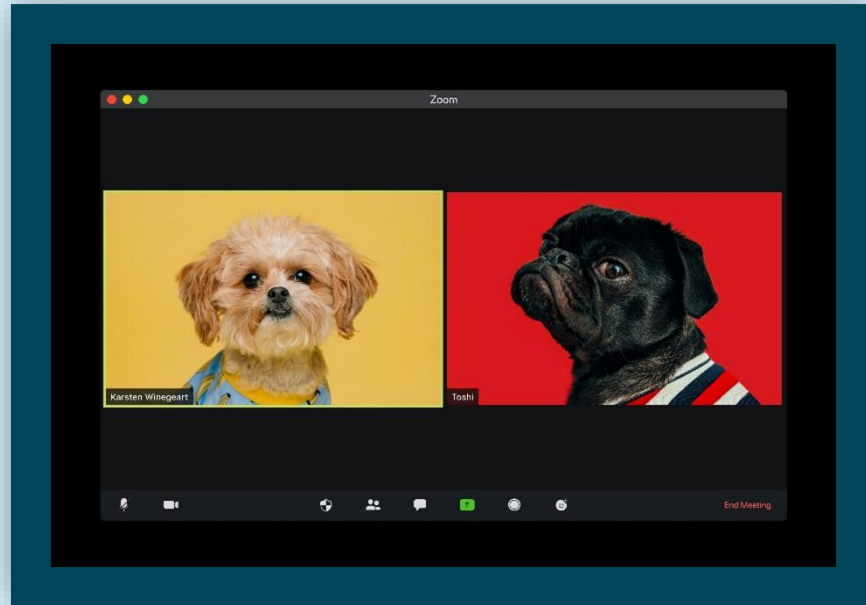
How to Mute

Click the **Mute button** to turn mike off

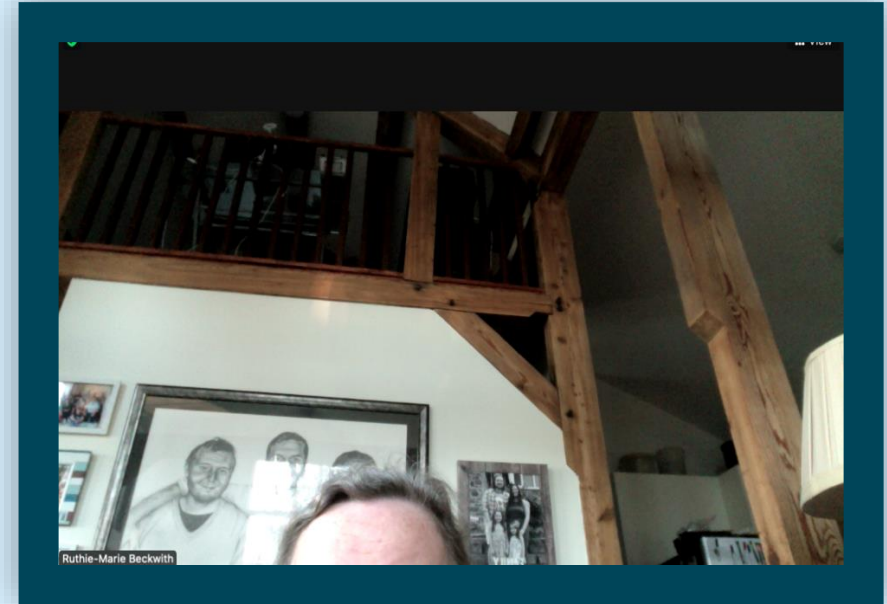
Click the **Mute button** to turn mike on



2. Aim Your Camera At Your Face



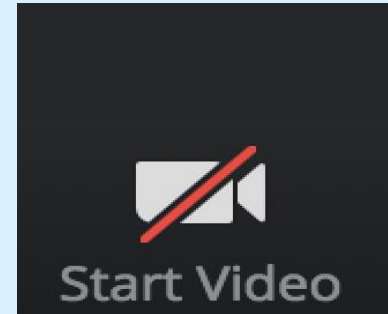
Turning your camera on helps other people get to know you better.



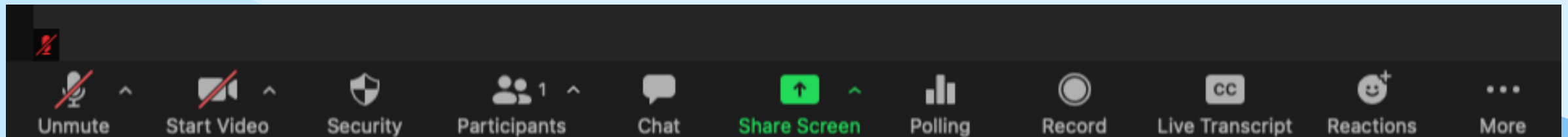
Set your camera up so people can see your whole face and not the top of your head!

Using the Camera

Click the **Start Video** button to turn camera on



Click the **Start Video** button to turn camera off



3. Sit In Front of a Light



It is important to have light so people can see you when you are on camera.



Having a light in front of you and no light behind you makes you look your best.

Video Conferencing Basics

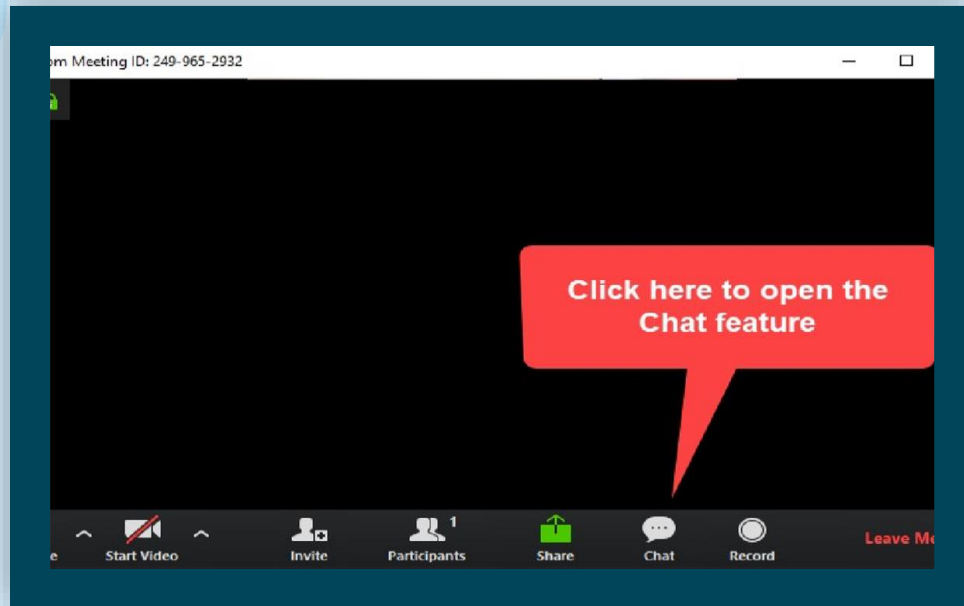


David Taylor

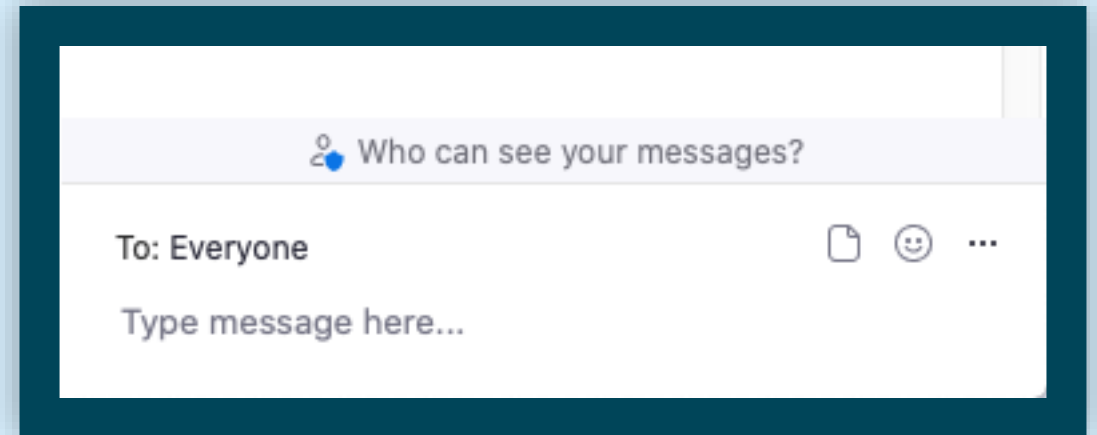


Sandra Wilcox

4. Use Chat to Make Comments



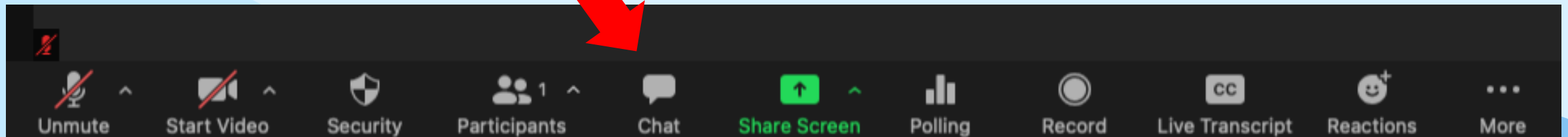
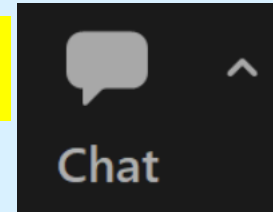
You can use the **Chat Button** to type things that you want to share with everyone.



You can see what information that other people are sharing in the chat box.

Using the Chat Box

Click on the **Chat** button





**Type in the Chat
box one thing you
want to learn in
My Tech for
All**

Click here to open the
Chat feature



Unmute



Start Video



Invite



Participants¹



Share



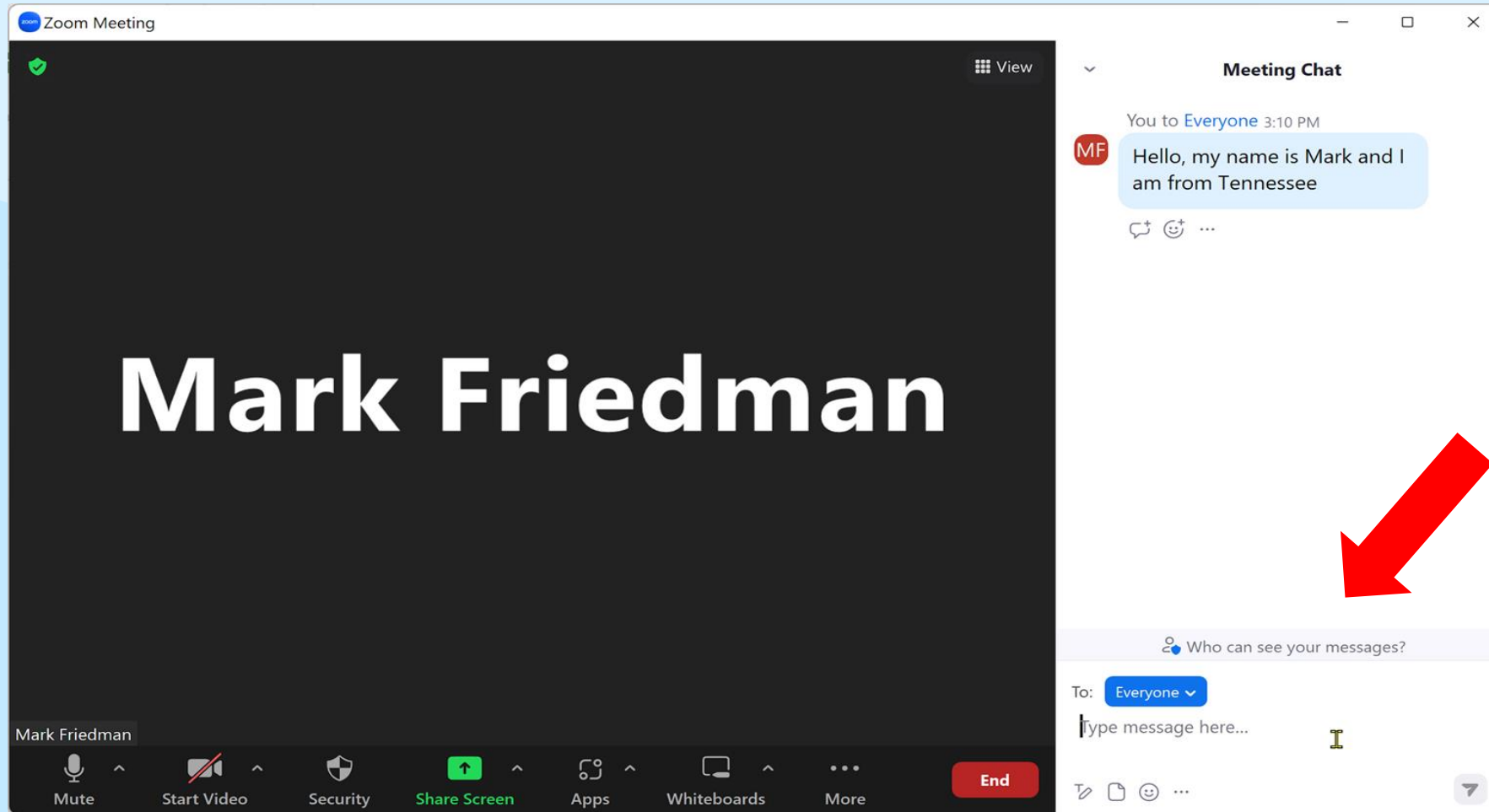
Chat



Record

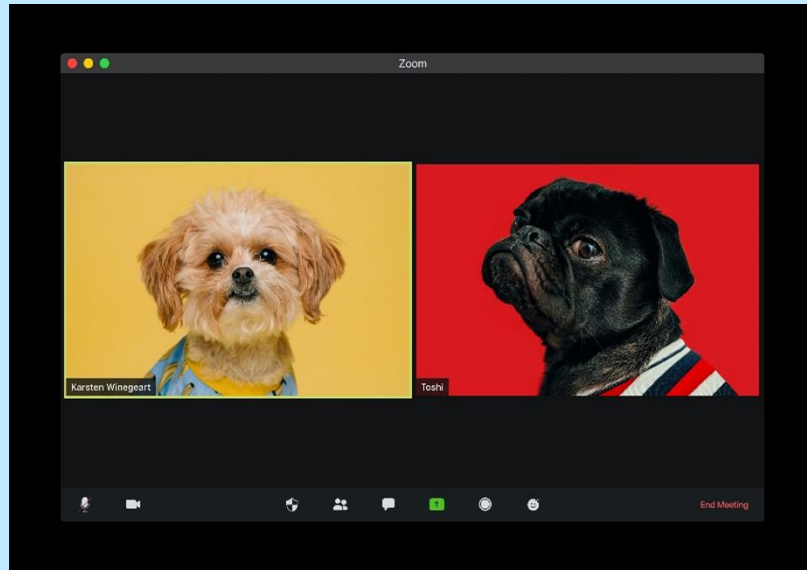
Leave Meeting

Using the Chat Box



Type your
message
here

5. Decide Who You Want to See



The View Button changes what shows up on your screen.

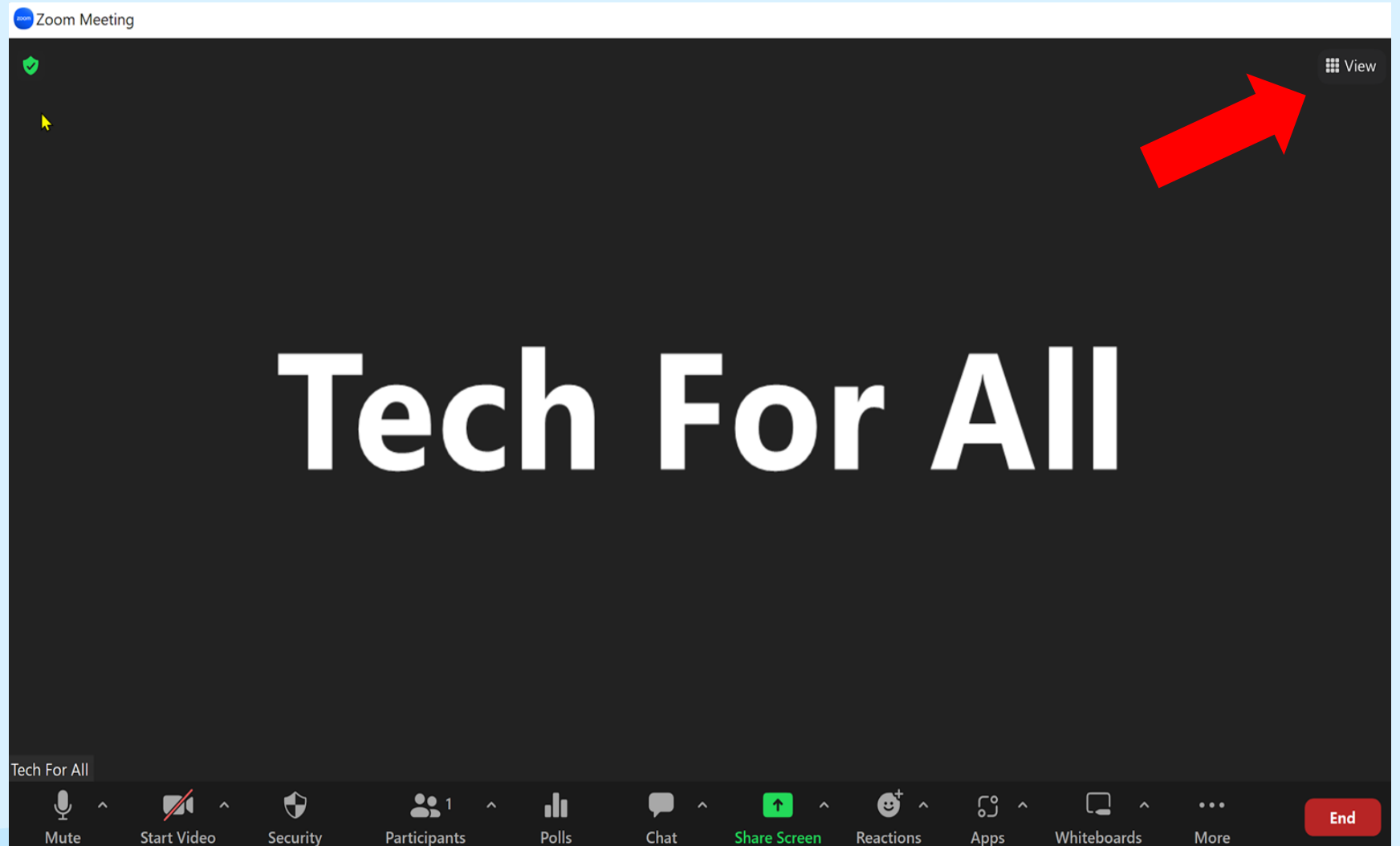


You can see just the speaker or you can see everyone.

Using the View Button

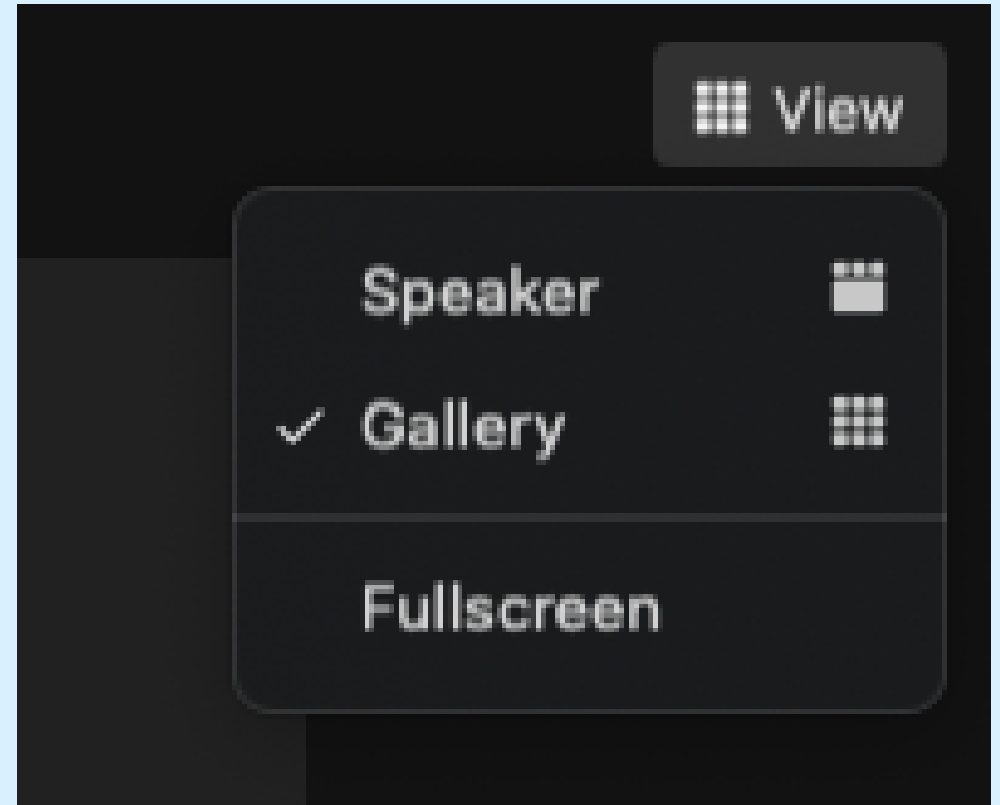
Click on
the **View**
button

 View



Using the View Button

**Pick how
you want
your screen
to look**



6. Follow Along with Closed Captioning

Click the 'CC' button to view captioning

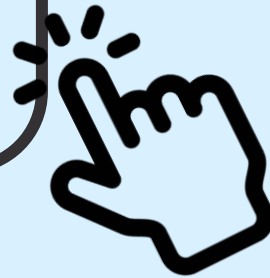
You can read what the speaker is saying.

**Hide Subtitle
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Subtitle Settings...**

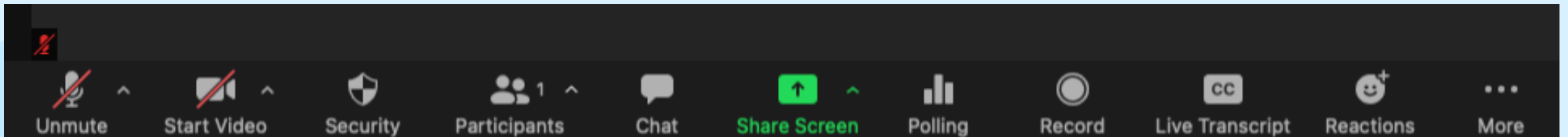
You can save what the speakers have said to read over later.

Closed Captioning is Provided

Click in the
CC button to
see live captioning



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Subtitle Settings...



How to Save Captioning Transcript

Click in the
CC button
to find **View
Transcript**



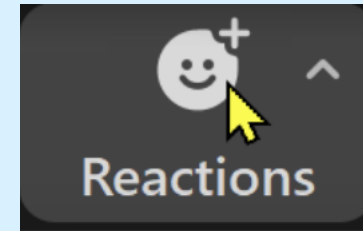
Click on **Save
Transcript** to
save a written
copy of the
entire meeting



7. Share Your Reactions



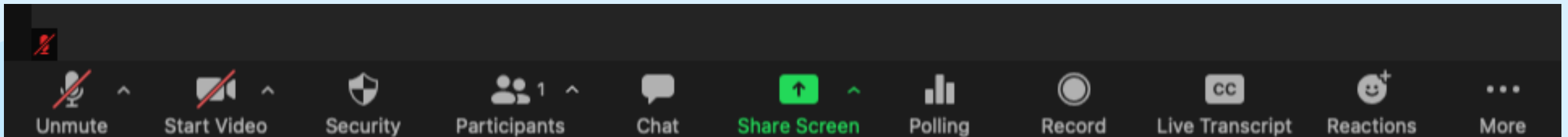
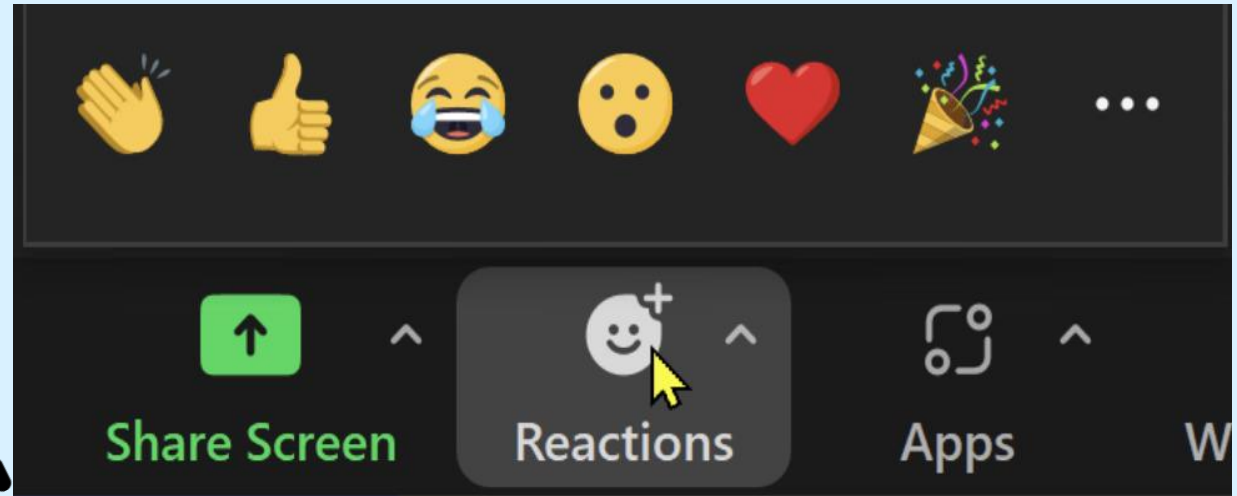
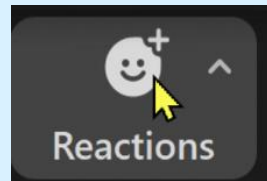
You can raise your hand or use the raise hand button to talk to the speaker



Zoom **Reactions** are a fun way to let a speaker know what you think

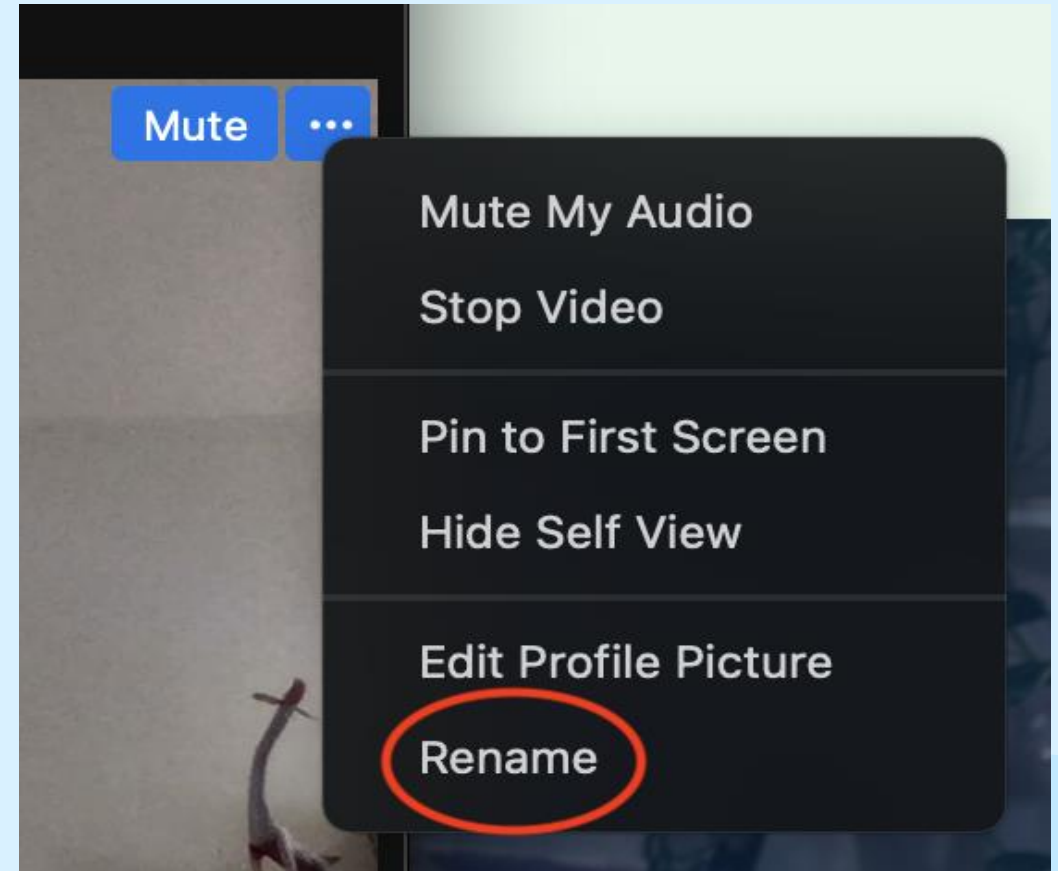
Using Zoom Reactions

Click on the **Reactions** button to see the choices



8. Use Your Own Name

When you use someone else's device you might need to change their name to your name.

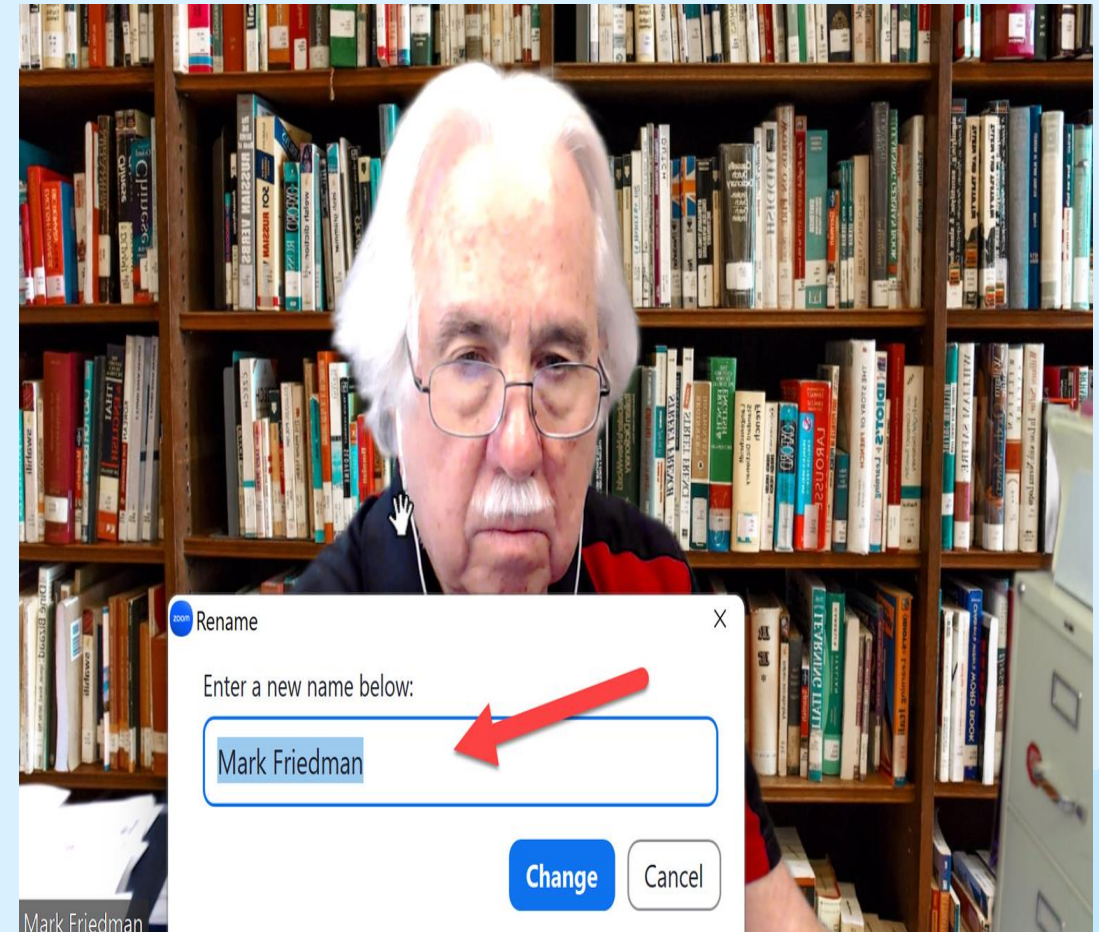
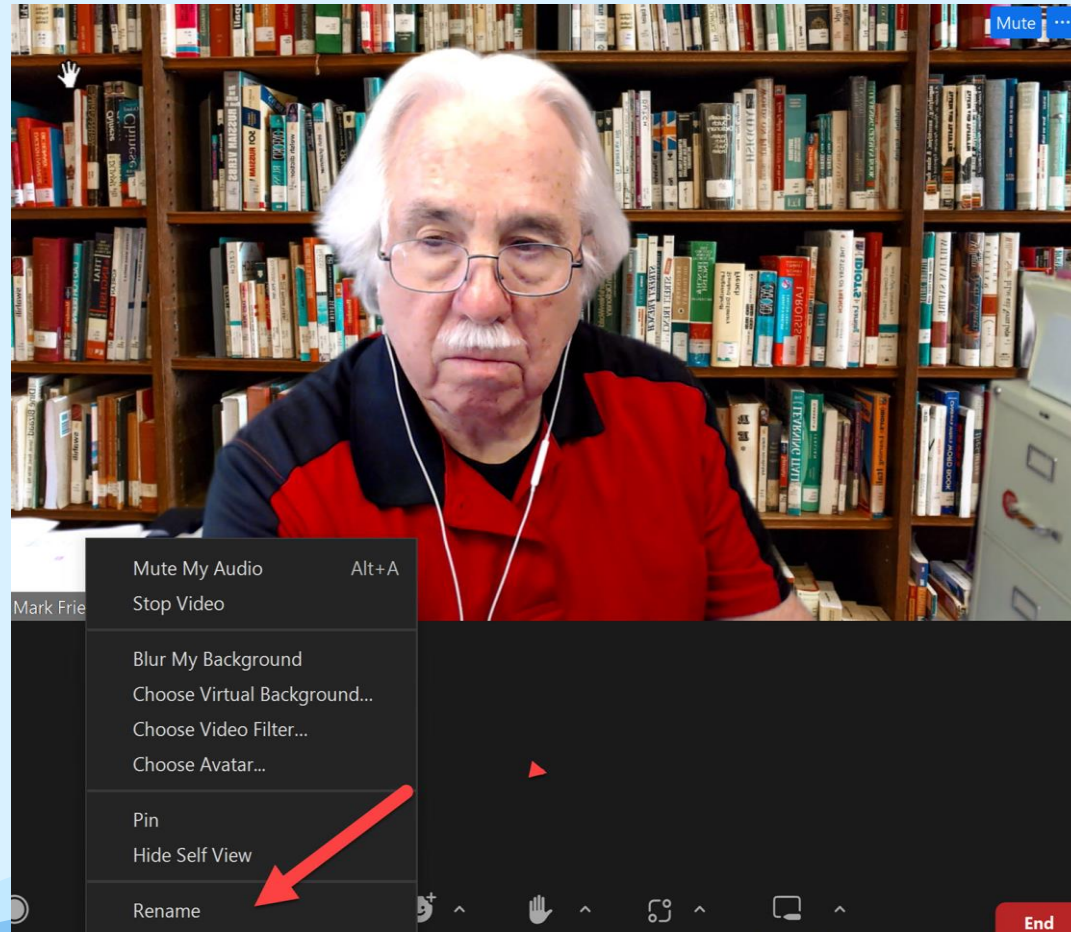


How to Rename

Start by clicking on **your name** if you use a Mac or right click on your name if you don't



How to Rename



Break Out Room Session

Be brief so
everyone
gets a turn

(Please remember that what happens in the breakout room stays in the breakout room. Please respect everyone's privacy).

Share ideas about who
you can video
conference with at work
and at home

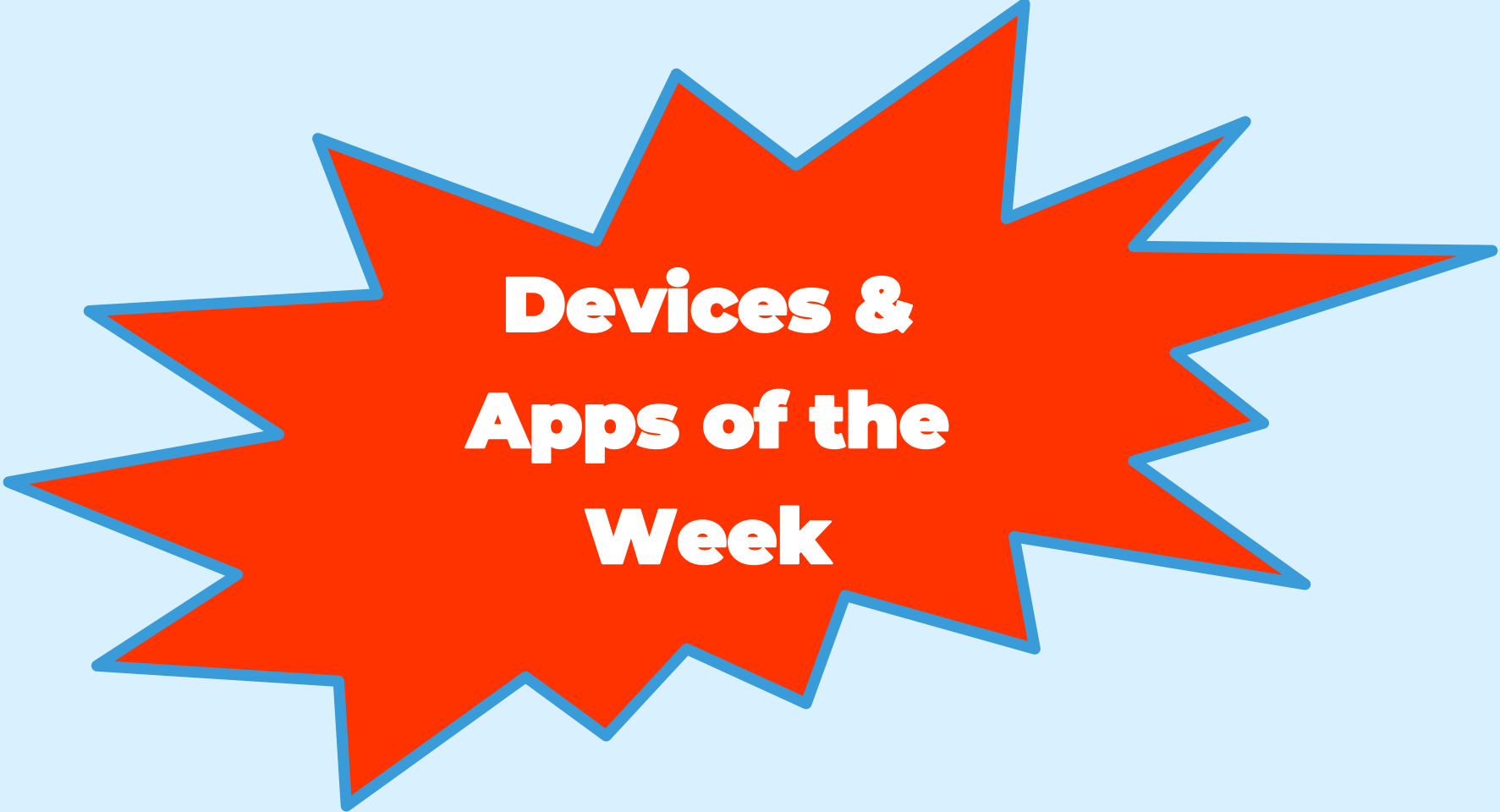






REPORTING TEAM

Stay Tuned for After the Break!



**Devices &
Apps of the
Week**

10 minutes

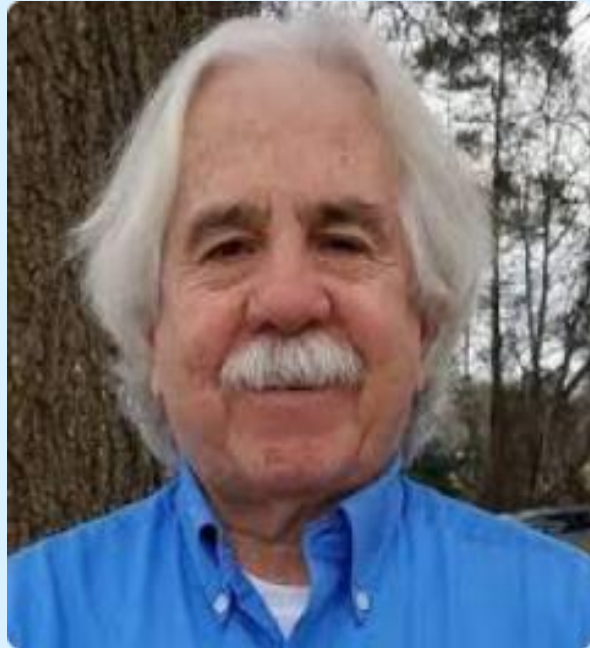
BREAK



WELCOME!
BACK!



Troubleshooting



Mark



David

Troubleshooting Problems



There's times when
I have to empower myself,
and I want to empower you.



Things to Think About

The Virtual Community

Full Inclusion means inclusion in the Virtual Community as well as the Physical Community

People with **disabilities** want to be included in **everything** that is going on in their **Community**. This means going places and doing the things that everyone else does. People with disabilities also want to be included in everything that is going on in the **Virtual Community**. This means using the internet to **connect with people**, learn new things, take care of personal business, and even work!



**Devices &
Apps of
the Week**



Mastering Video Conferencing

Ringlights



**Device of
the
Week:
Ringlights**



Next Steps



My Tech for All

Upcoming Technology Trainings



Second Wednesday of each month
10am-11:30am ET



1/9/2025 Voice Assistants

Getting the Most Out of Alexa, Siri, & Google



Are Ready to set up your own Zoom Account?

<https://calendly.com/thestarraftproject/getting-your-own-zoom-account>



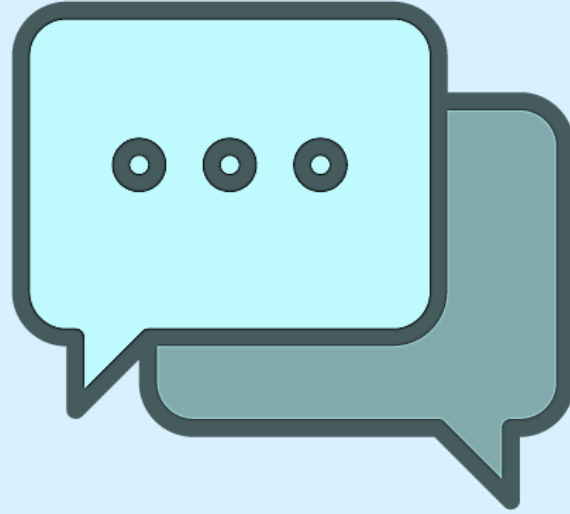
Get your own free Zoom
account set up and
running! - David Wetherow



The Homework Assignment For This Coming Week

**Video Conference
with a family
member or friend!
You can also use
FaceTime to do
this!**





Post a few words
about what you
learned today.
Type in the Chat Box

GA Satisfaction Survey



https://docs.google.com/forms/d/1AUz3vHgs68j_tKislTt_-SoW7Helw4A2yVY-85lqvtk



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www.flaticon.com

www.ChatGpt



Chat Box Inserts

- 1.
2. Survey

https://docs.google.com/forms/d/1AUz3vHgs68j_tKisltt_-SoW7Helw4A2yVY-85lqvtk

