

Welcome to your YW Boston Inclusion Boston Dialogues Toolkit! We have adopted a few tools that will help us be engaged and stimulated during our time together.

Here are some of the tools we will be using to help build and sustain community:



An interactive app that functions like a white board!

Skills: How to zoom, create sticky notes, find yourself on the image & ask to be followed.

Click [here](#) for a video.



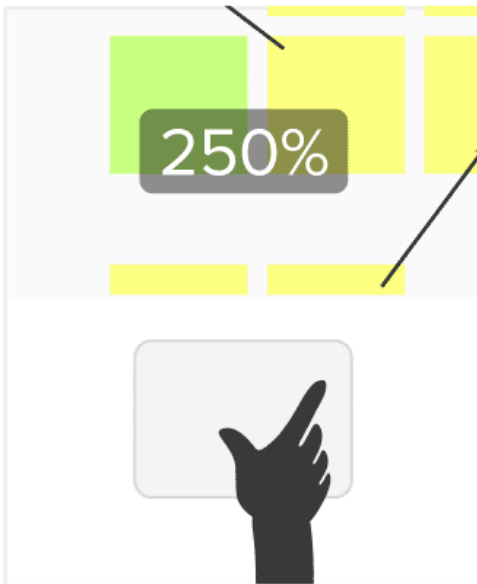
A flexible video-meeting platform. This allows us to manage one speaker at a time while allowing us to share our screens and faces!

Skills: Raise your hand, changing name, muting/unmuting

MURAL

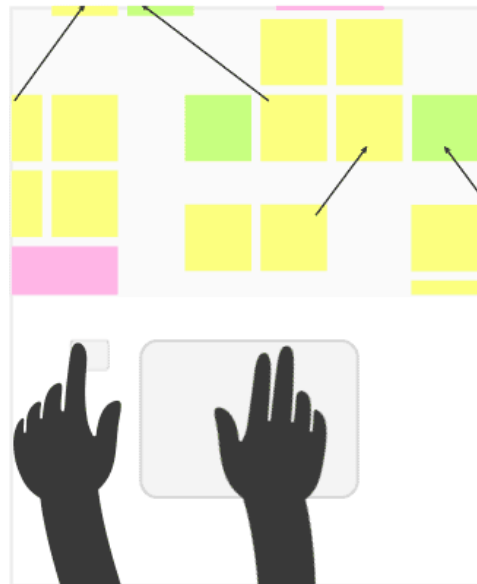
Zooming

Zooming with Google Chrome



Pinch to zoom

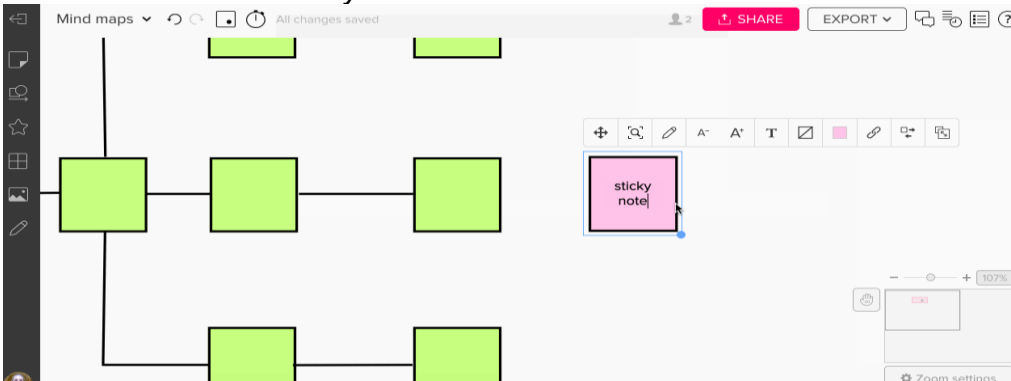
Zooming with Firefox & Internet Explorer



Holding 'ALT', slide two fingers up and down the trackpad

Adding a sticky note

Double click to add a sticky note.



Follow/Be Followed

Hover & click on the avatar[s] at the bottom of the screen if you would like to request to be followed or follow collaborator.

The screenshot shows a project management dashboard titled "2017 CS Backlog & Weekly". The dashboard is organized into several columns and sections:

- STARTED:** Includes tasks like "Search file & clean" and "Deepen understand of design thinking".
- GOING THIS WEEK:** Contains multiple tasks such as "Go thru support articles & edit", "Track processes to solve common customer issues", "Monitor MPRO Slack community", "Support with analysis/write up survey results", "Research on engaging Power user communities", and "Support with MPRO webinar".
- BLOCKER:** A central box with a red border, currently empty.
- DONE LAST WEEK:** Includes tasks like "Read through Intuit case study", "Investigate idea of building community generated support space/forum", "Create invite draft for MPRO group", and "Sit in on EY webinar".
- PREVIOUS:** Lists "Compile list of help desk articles that need to be updated", "Intercom tutorials", and "Read thru closed tickets in Intercom & ZD".

At the bottom of the screen, there is a row of user avatars. A red arrow points to the avatar of a user named "Matt". A context menu is open over this avatar, showing two options: "Connect" and "Follow Matt".



Changing Name

1 After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

2 In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

3 Type in the display name you'd like to appear in the meeting and click on "OK".

The screenshot shows the Zoom interface with a "Participants (1)" list on the right containing "Ryan B... (Host, me)" with "Mute" and "Rename" buttons. Below is a toolbar with "Invite", "Participants", and "Share Screen" icons. A "Rename" dialog box is open, showing "Enter a new screen name:" with "Ryan B." in the input field and "OK" and "Cancel" buttons.

Muting & Turning off camera

Click on the 'Microphone' and/or 'Camera' icon

Zoom Meeting ID: 165-772-946

Talking:

Meeting Topic: Glenna Emel's Zoom Meeting
Host: Glenna Emel
Invitation URL: <https://psu.zoom.us/j/165772946>
Participant ID: 28

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Unmute Start Video Invite Participants Share Screen Chat Record Leave Meeting

A red arrow points to the "Unmute" icon in the bottom toolbar.

Raising Your Hand


Click on the 'Participants' icon and a list of participants will appear on the left side of the screen with opens for engagement at the bottom and/or next to your display name.


Zoom Meeting ID: 165-772-946


Talking:

Meeting Topic: Glenna Emel's Zoom Meeting
Host: Glenna Emel
Invitation URL: <https://psu.zoom.us/j/165772946>
[Copy URL](#)

Participant ID: 28

 **Join Audio**
Computer Audio Connected


 **Share Screen**

 **Invite Others**

Unmute Start Video Invite **Participants** 4 Share Screen Chat Record **Leave Meeting**



Participants (2)

Glenna Emel (Me)   

Glenna Emel (Host) 