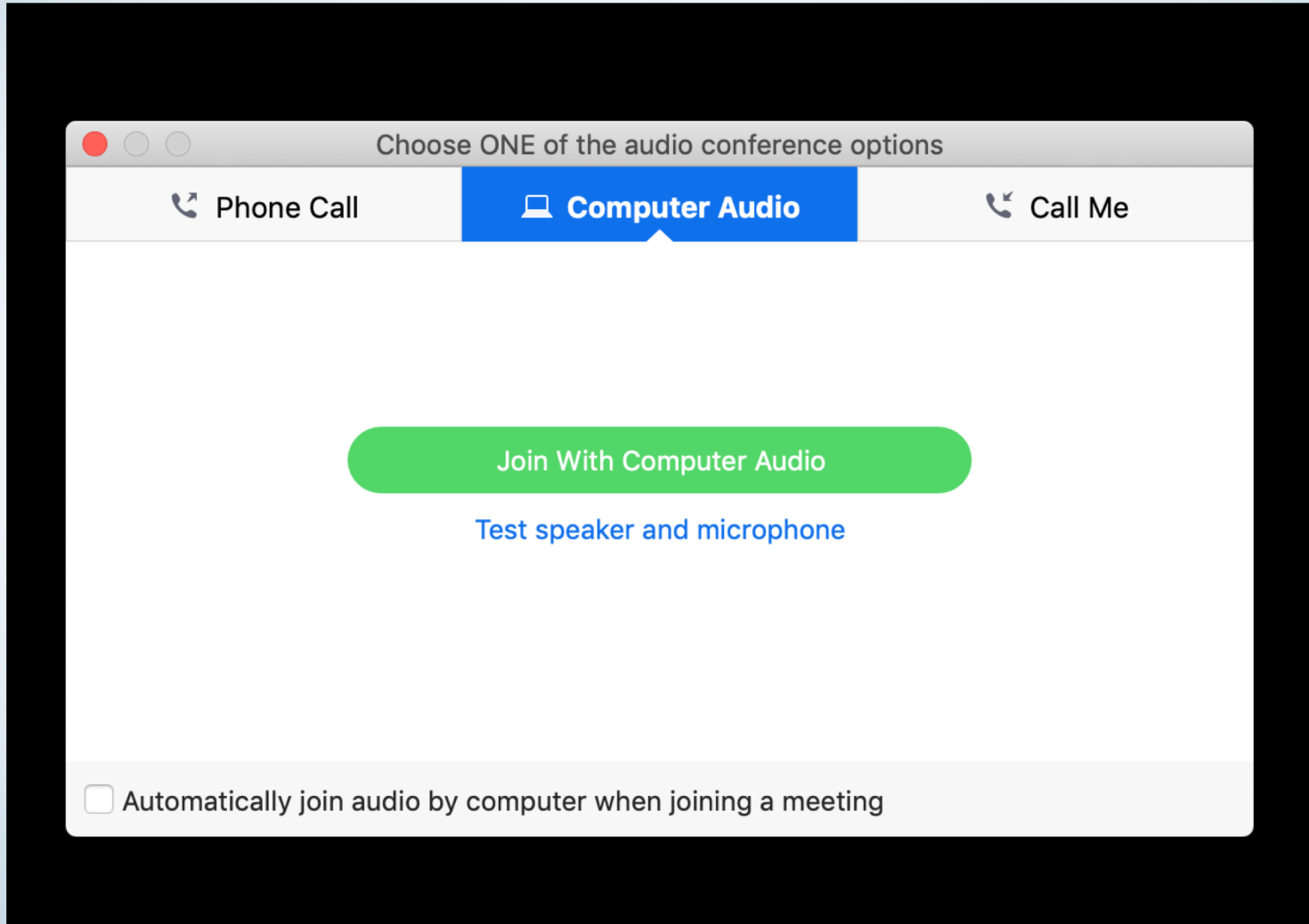


# Welcome to your Zoom room!

Connect your audio: use your computer audio, get a call from Zoom, dial in.



# Toolbar: click on Participants to activate them in your session

Talking: Nathalie Peregrine

Andrea Glandon's Personal Meeting Room  
Andrea Glandon  
<https://icann.zoom.us/j/9904344438>  
[Copy URL](#)  
28

Share Invite Others

Participants (4)

- NP Nathalie Peregrine (me)
- AG Andrea Glandon (Host)
- TA Terri Agnew
- JB Julie Bisland

raise hand yes no go slower go faster more

Mute Me

Invite Participants 4 Share Chat Leave Meeting

The screenshot shows a Zoom meeting interface. At the top left, a dark bar indicates 'Talking: Nathalie Peregrine'. Below this, the meeting title 'Andrea Glandon's Personal Meeting Room' and the host's name 'Andrea Glandon' are displayed, along with the meeting URL and a 'Copy URL' link. A participant count of '28' is shown. Two large icons are present: 'Share' (represented by overlapping windows) and 'Invite Others' (represented by a person icon with a plus sign). On the right side, a 'Participants (4)' list shows four participants: Nathalie Peregrine (me), Andrea Glandon (Host), Terri Agnew, and Julie Bisland. Each participant has icons for mute and video status. At the bottom, a toolbar contains icons for 'raise hand', 'yes', 'no', 'go slower', 'go faster', and 'more'. A 'Mute Me' button is also visible. The bottom-most toolbar includes 'Invite', 'Participants 4', 'Share', 'Chat', and 'Leave Meeting'. A red arrow points from the 'Participants (4)' list on the right to the 'Participants 4' button in the bottom toolbar.

# Toolbar: click on Chat to activate it in your session

Talking: Nathalie Peregrine

Meeting Topic: Andrea Glandon's Personal Meeting Room  
Host Name: Andrea Glandon  
Invitation URL: <https://icann.zoom.us/j/9904344438>  
[Copy URL](#)

Participant ID: 28

Join Audio  
Computer Audio Connected

Share

Invite Others

Participants (4)

- NP Nathalie Peregrine (me)
- AG Andrea Glandon (Host)
- JB Julie Bisland
- TA Terri Agnew

raise hand yes no go slower go faster more

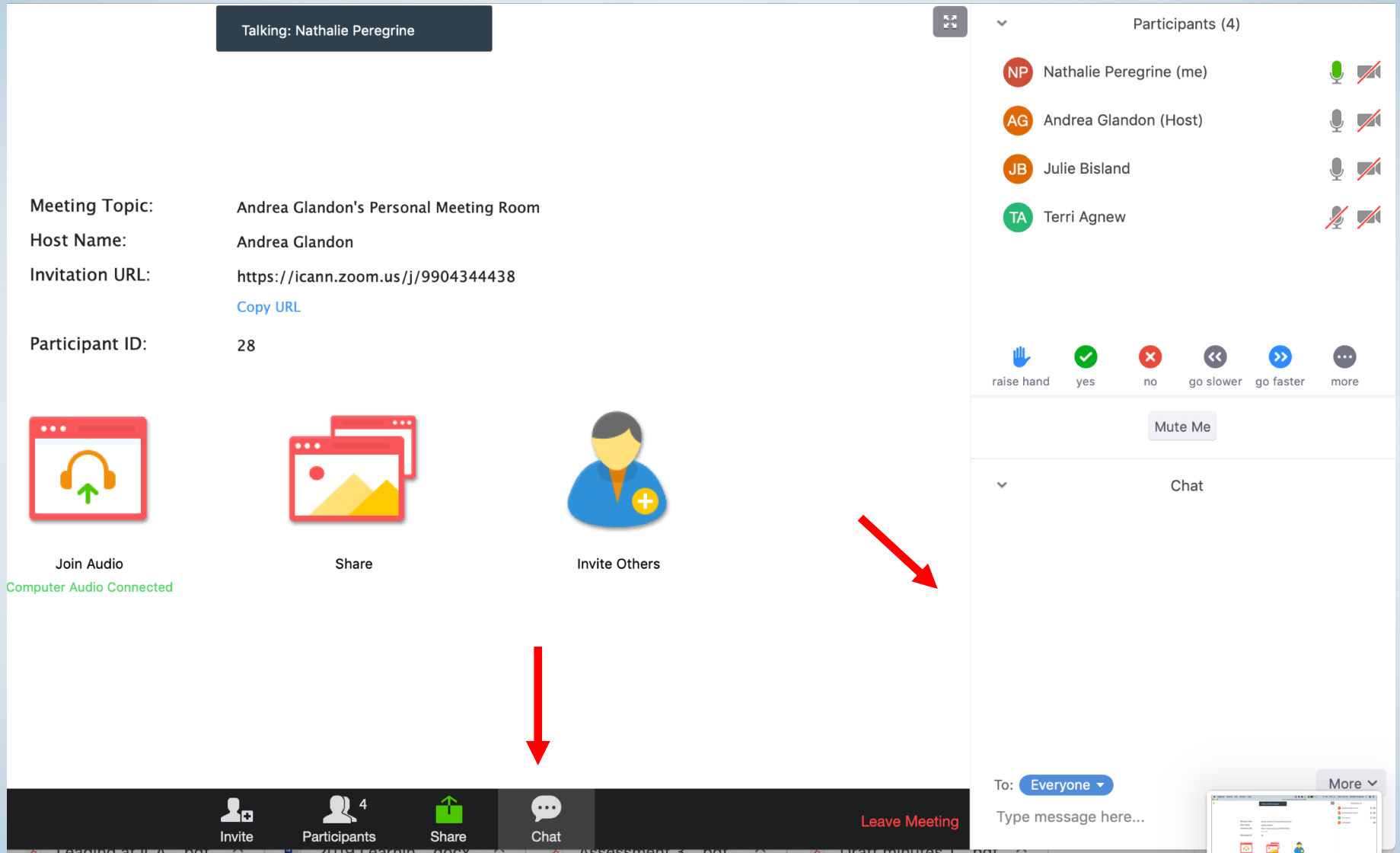
Mute Me

Chat

To: Everyone

Type message here...

Leave Meeting



# Toolbar: if visible click on Closed Caption to see Action Items

The screenshot shows a Zoom meeting window with the following details:

- Meeting ID: 990-434-4438
- Meeting Topic: Andrea Glandon's Personal Meeting Room
- Host Name: Andrea Glandon
- Invitation URL: <https://icann.zoom.us/j/9904344438> (with a "Copy URL" link)
- Participant ID: 28

Below the details are three main action buttons: "Join Audio" (with "Computer Audio Connected" text below it), "Share", and "Invite Others".

At the bottom of the window is a toolbar with icons for Mute, Start Video, Invite, Participants (4), Share, Chat, and Closed Caption. A red arrow points to the "Closed Caption" button. Another red arrow points to a "Hello!" chat bubble in the main area.



# Adjusting the size of the document shared

**Adding a Delegated Mailbox – Outlook for Mac**

1. In Outlook 2011, Select the Tools menu (not the Tools ribbon in the application window) and select 'Accounts...'.  
2. Click the 'Advanced' button in the bottom right corner of the window that pops up.

**Accounts**

Show All

Default Account  
Icann  
matt.childs@icann.org

**Icann**  
Exchange Account

Account description: Icann

Personal information

Full name: Matt Childs

Email address: matt.childs@icann.org

# Choosing to view different screens: main screen

The screenshot shows a Zoom meeting interface. At the top, the Zoom menu bar includes 'zoom.us Meeting Edit Window Help'. A red arrow points to a green notification bar that says 'You are viewing Terri Agnew's screen' with a 'View Options' dropdown. Below this is the Microsoft PowerPoint application window, titled 'GNSO Draft Intro PPT slide v2.7.pptx - Saved to this PC' by 'Terri Agnew'. The PowerPoint ribbon is visible, showing 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Review', 'View', 'Help', and 'ACROBAT'. The main slide content is titled 'For best audio - join via telephone' and contains the following text:

Connecting via the audio bridge is always preferable to the AC audio connection.

Participants are strongly encouraged to use the audio bridge where feasible - even while in AC - to ensure they have a stable audio connection.

Dial in details are in the agenda pod in the AC room and in the calendar/email invitation.

After 2 failed attempts to speak over the audio, participants will be invited to type their comments in the chat or take them to the mailing list.

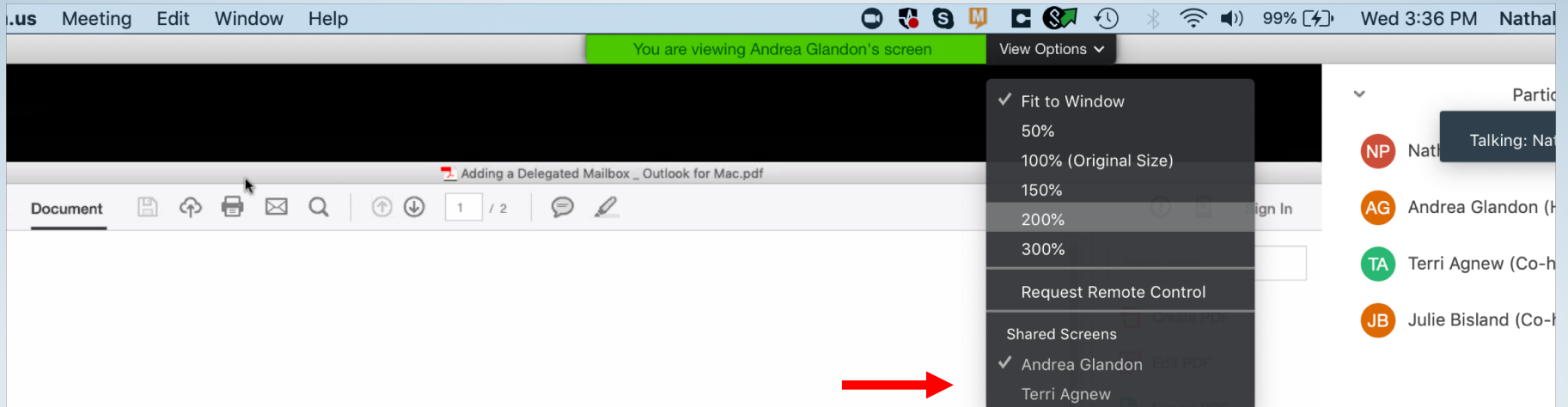
After 2 background noise occurrences, staff will mute the offending line (either Telephone or Adobe Connect).

**PLEASE ALWAYS MUTE WHEN NOT SPEAKING!**

For any questions, dial out requests, apologies, please email: [gns0-secs@icann.org](mailto:gns0-secs@icann.org)

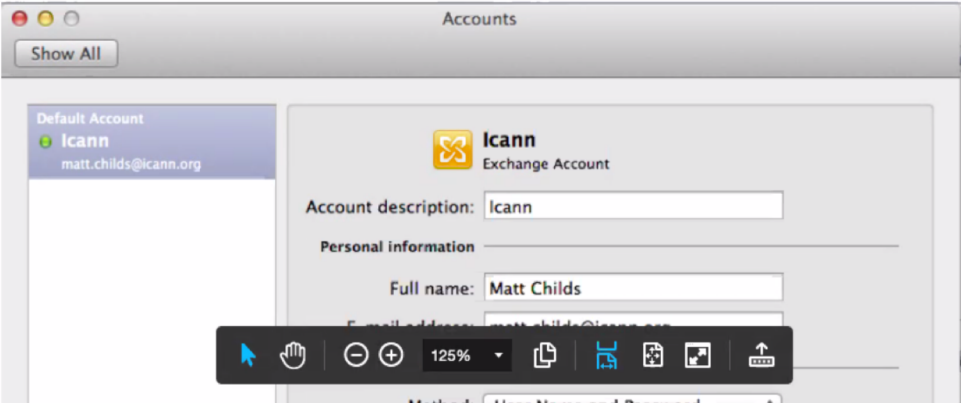
At the bottom of the slide, it says 'Use this slide for diagrams or other graphic elements.' The Zoom interface on the right shows a 'Participants' list with Terri Agnew (Co-host) selected, and a 'Chat' window below it. The Zoom status bar at the bottom shows 'Slide 1 of 4', 'Notes', 'Display Settings', and a volume icon.

# Switching to a second screenshare



**Adding a Delegated Mailbox – Outlook for Mac**

1. In Outlook 2011, Select the Tools menu (not the Tools ribbon in the application window) and select 'Accounts...'.  
2. Click the 'Advanced' button in the bottom right corner of the window that pops up.



# Viewing the second screen share

The screenshot shows a Zoom meeting window with a red arrow pointing to a green notification bar that says "You are viewing Terri Agnew's screen". Below the notification bar is a Microsoft PowerPoint application window. The PowerPoint title bar reads "GNSO Draft Intro PPT slide v2.7.pptx - Saved to this PC". The ribbon is set to "Home" and shows various editing tools. The main slide content is as follows:

## For best audio – join via telephone

Connecting via the audio bridge is always preferable to the AC audio connection.

Participants are strongly encouraged to use the audio bridge where feasible – even while in AC – to ensure they have a stable audio connection.

Dial in details are in the agenda pod in the AC room and in the calendar/email invitation.

After 2 failed attempts to speak over the audio, participants will be invited to type their comments in the chat or take them to the mailing list.

After 2 background noise occurrences, staff will mute the offending line (either Telephone or Adobe Connect).

**PLEASE ALWAYS MUTE WHEN NOT SPEAKING!**

For any questions, dial out requests, apologies, please email: [gns0-secs@icann.org](mailto:gns0-secs@icann.org)

Slide 1 of 4

Use this slide for diagrams or other graphic elements.