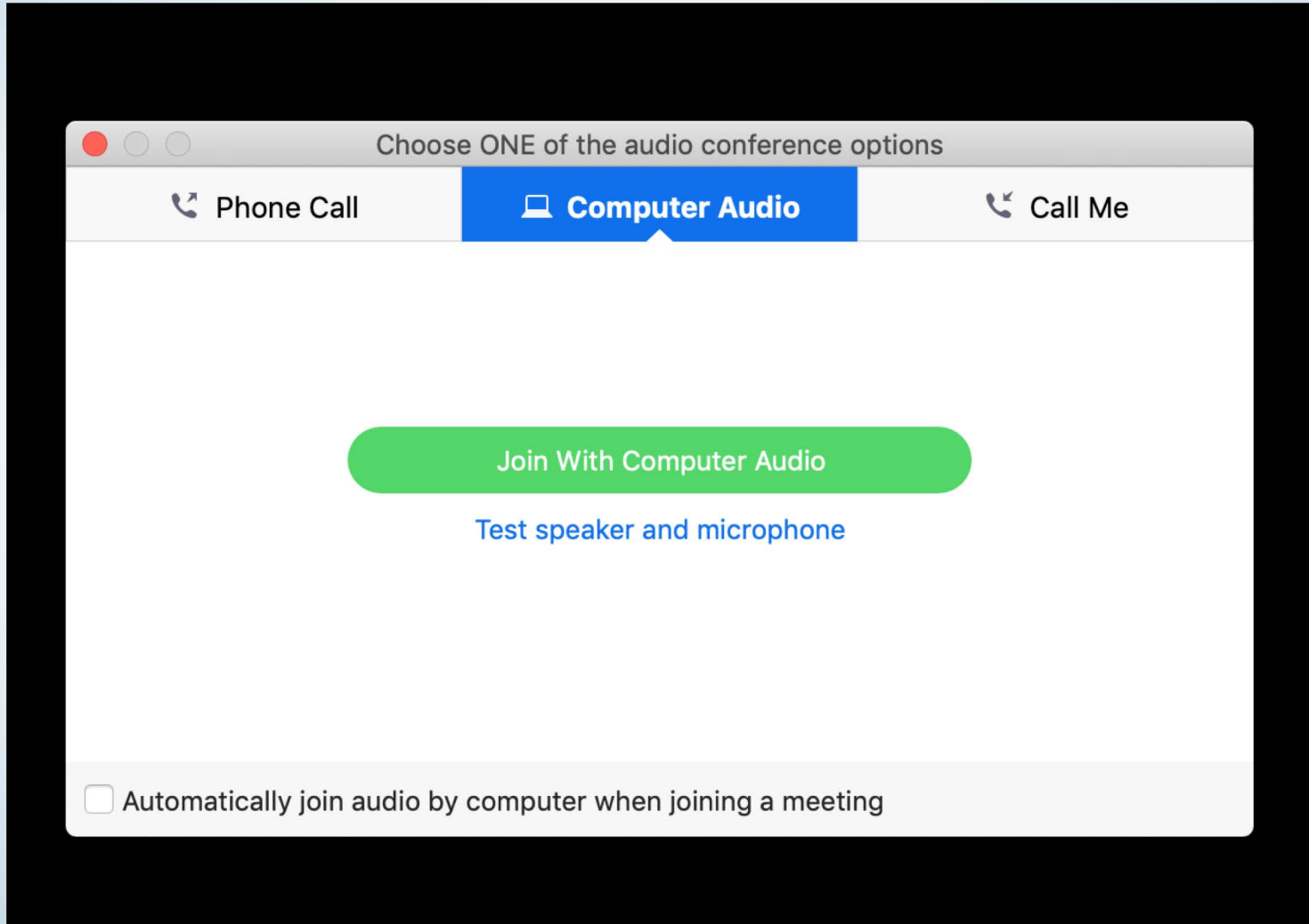


Welcome to your Zoom room!

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

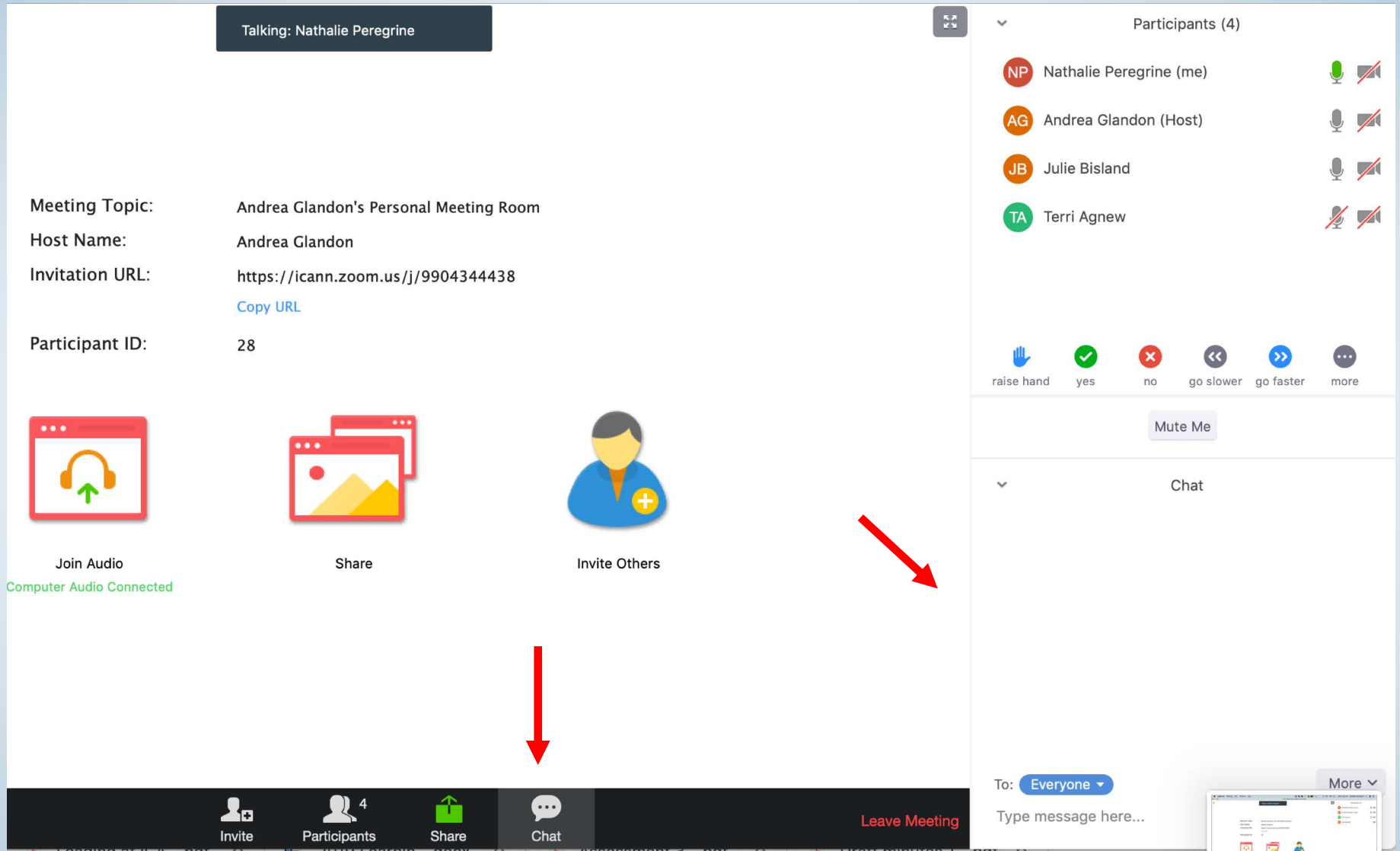
Mute Me

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
- Talking: [Redacted]
- 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

Below the meeting details are three main action buttons:

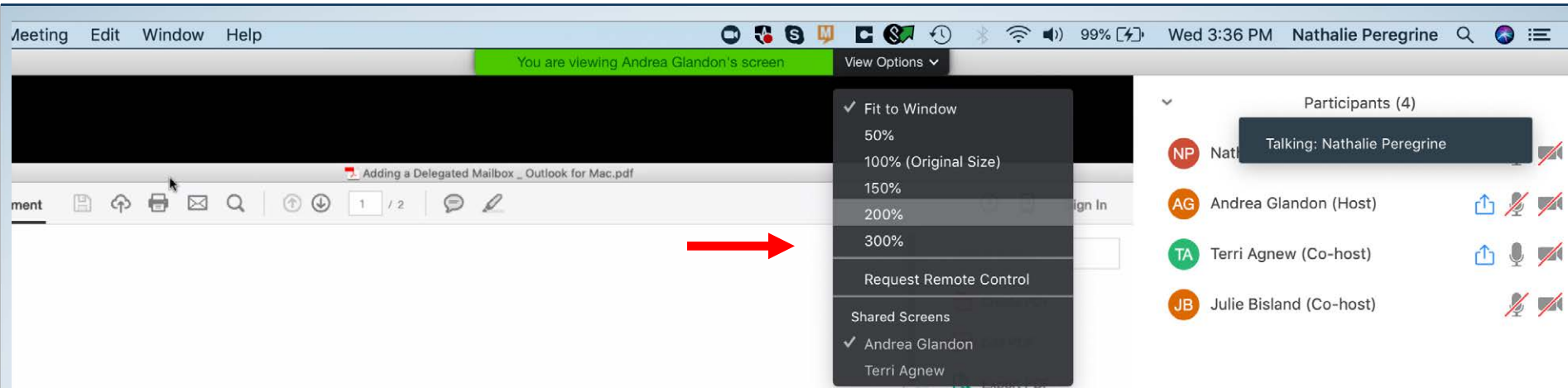
- Join Audio**: Computer Audio Connected
- Share**
- Invite Others**

A chat bubble containing the text "Hello!" is visible in the center of the screen. A red arrow points from the "Join Audio" button area towards the chat bubble, and another red arrow points from the "Invite Others" button area towards the chat bubble.

The bottom toolbar contains the following icons from left to right:

- Mute
- Start Video
- Invite
- Participants (4)
- Share
- Chat
- Closed Caption** (highlighted with a green background)

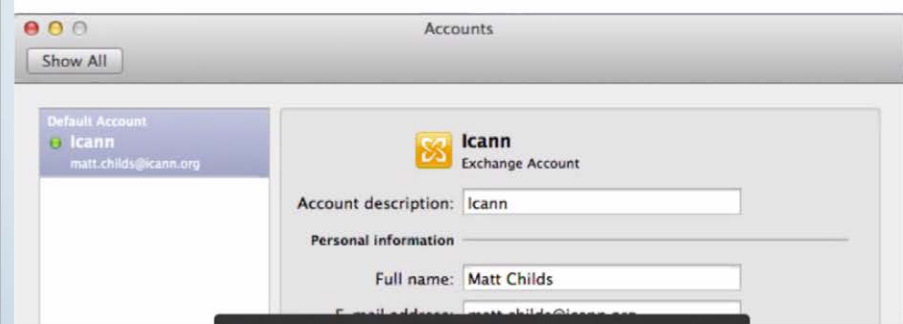
Adjusting the size of the document shared



The screenshot shows a Zoom meeting interface. At the top, the system tray displays the time as 3:36 PM and the name Nathalie Peregrine. The Zoom window title is 'You are viewing Andrea Glandon's screen'. A document titled 'Adding a Delegated Mailbox _ Outlook for Mac.pdf' is being shared. A 'View Options' dropdown menu is open, showing zoom levels: 'Fit to Window' (checked), '50%', '100% (Original Size)', '150%', '200%', and '300%'. A red arrow points to the '100% (Original Size)' option. Below the zoom options are 'Request Remote Control' and 'Shared Screens' (with 'Andrea Glandon' and 'Terri Agnew' listed). The right sidebar shows participants: Nathalie Peregrine (Talking), Andrea Glandon (Host), Terri Agnew (Co-host), and Julie Bisland (Co-host). Meeting controls like 'raise hand', 'yes', 'no', 'go slower', 'go faster', and 'Mute Me' are visible.

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.



The screenshot shows the 'Accounts' dialog box in Outlook 2011. The 'Default Account' is 'Icann' with email address 'matt.childs@icann.org'. The 'Advanced' button is highlighted in the bottom right corner.

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 reads 'You are viewing Terri Agnew's screen' with a 'View Options' dropdown. Below this is the Microsoft PowerPoint application window, displaying a slide titled 'For best audio – join via telephone'. The slide content includes instructions on audio connection, a list of participants, and a warning to mute when not speaking. The Zoom meeting controls on the right show participants: NP (Talking), AG (Host), TA (Co-host), and JB (Co-host). The status bar at the bottom indicates 'Slide 1 of 4', '63%' zoom, and system icons.

zoom.us Meeting Edit Window Help

You are viewing Terri Agnew's screen View Options

AutoSave (OR) GNSO Draft Intro PPT slide v2.7.pptx - Saved to this PC Terri Agnew

File Home Insert Design Transitions Animations Slide Show Review View Help ACROBAT Tell me what you want to do Share

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

Participants

Talking:

NP Nat

AG Andrea Glandon (Host)

TA Terri Agnew (Co-host)

JB Julie Bisland (Co-host)

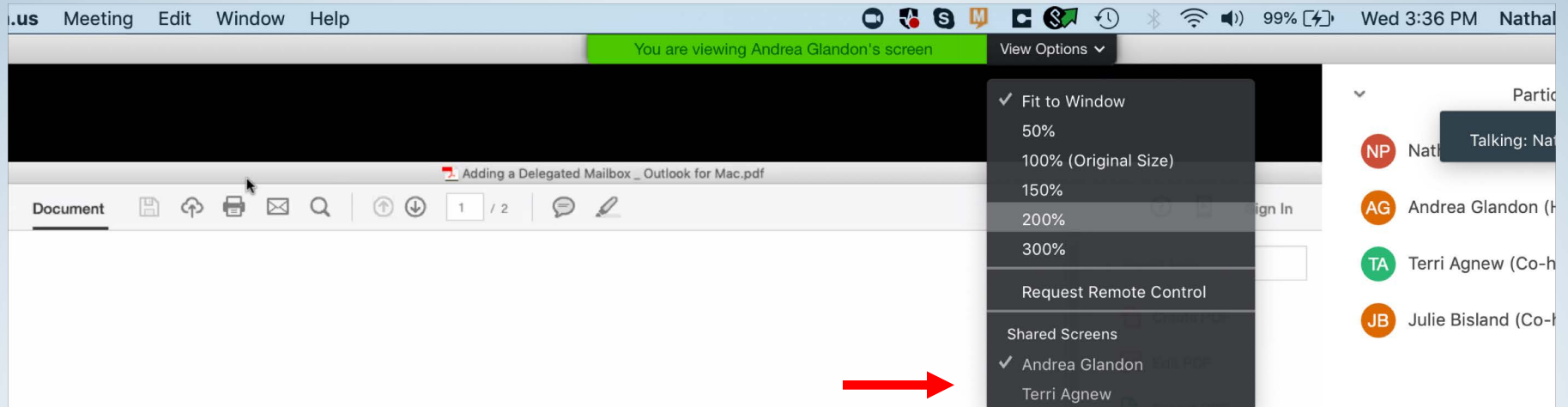
raise hand yes no go slow

Mute Me

Chat

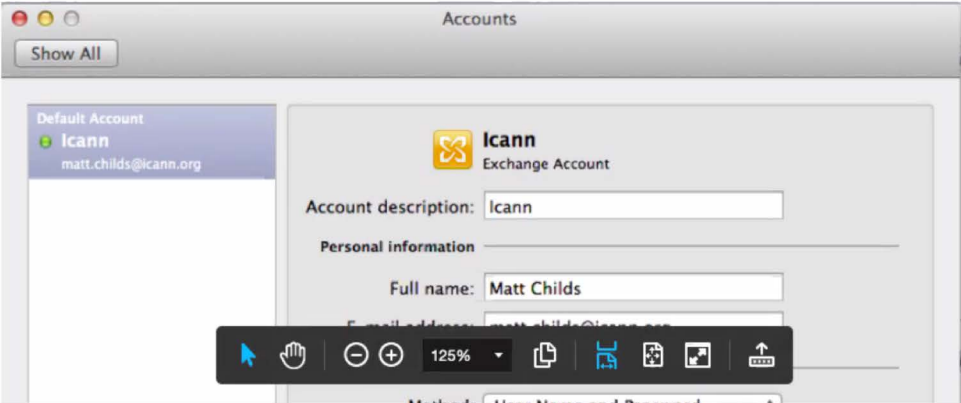
Slide 1 of 4 Notes Display Settings 63%

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 this is a PowerPoint slide titled "For best audio – join via telephone". The slide contains the following text:

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

Slide 1 of 4

Use this slide for diagrams or other graphic elements.