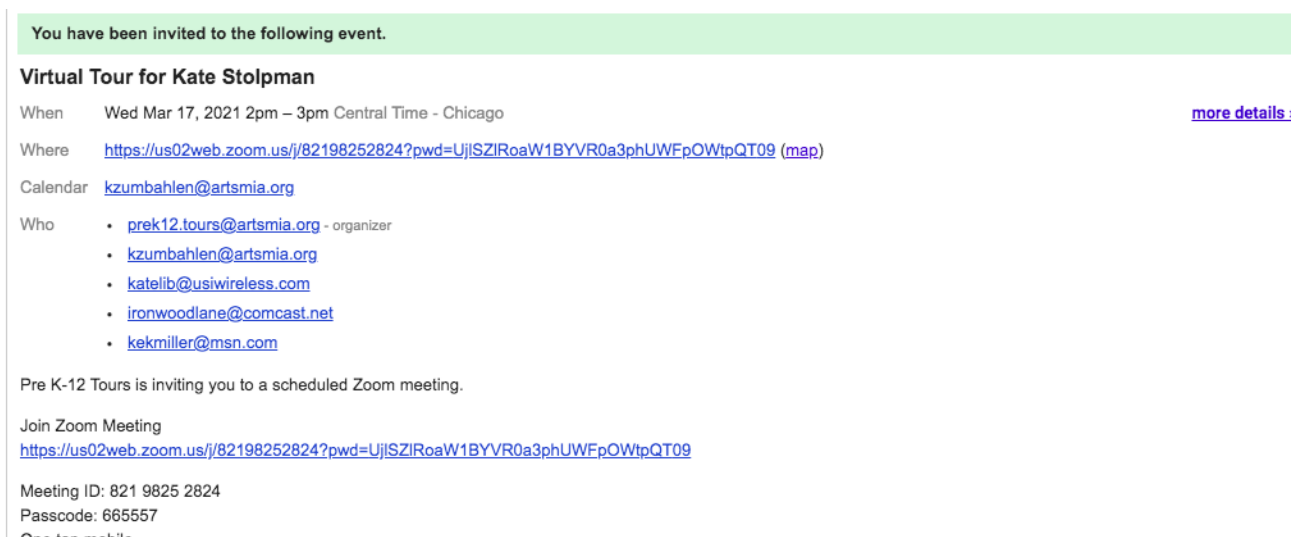


Hosting Virtual Tours on Mia Zoom accounts

The Tour Office at Mia uses three accounts to schedule virtual tours on Zoom. Two accounts are for school tours and one is for adult tours: prek12.tours@artsmia.org; prek12.tours2@artsmia.org; and aus.tours@artsmia.org.

If you receive a tour support assignment, the calendar invite you receive with the Zoom link will show the account used. See this example below:



You have been invited to the following event.

Virtual Tour for Kate Stolpman

When Wed Mar 17, 2021 2pm – 3pm Central Time - Chicago [more details »](#)

Where <https://us02web.zoom.us/j/82198252824?pwd=UjIjSjZiRoaW1BYVVR0a3phUWFpOWtpQT09> (map)

Calendar kzumbahlen@artsmia.org

Who

- prek12.tours@artsmia.org - organizer
- kzumbahlen@artsmia.org
- katelib@usiwireless.com
- ironwoodlane@comcast.net
- kekmillier@msn.com

Pre K-12 Tours is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://us02web.zoom.us/j/82198252824?pwd=UjIjSjZiRoaW1BYVVR0a3phUWFpOWtpQT09>

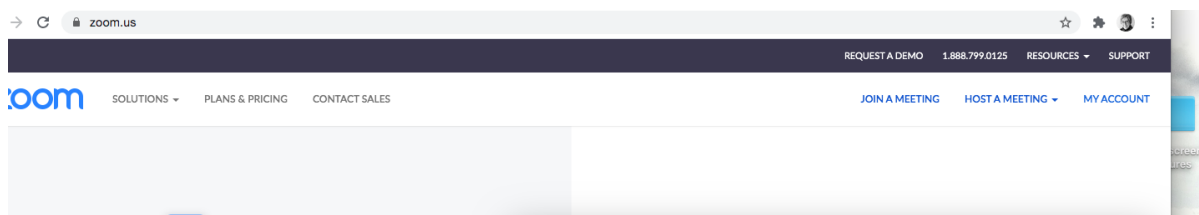
Meeting ID: 821 9825 2824
Passcode: 665557

This will be the account you need to log into on Zoom (<https://zoom.us> or [this link](#)) to start the tour as host. Here are the steps to take to log into a Mia account and start the tour.

First, plan to log on and start the Zoom session 15 minutes before the tour start time. Have the tour slides accessible in a separate tab and window before starting the meeting on Zoom.

Next, if you have a Zoom account, log out of it before logging into the Mia Zoom tour account. If you are already signed out, when you access Zoom, you will see a “Sign In” on the top right of the screen.

However, if you are in your own account, you will see “My Account” in the top right:



Click on My Account. In the top right, you should see an icon for your account, as you see the capital letter I in the pink in the screenshot below, for the IPE Zoom account:

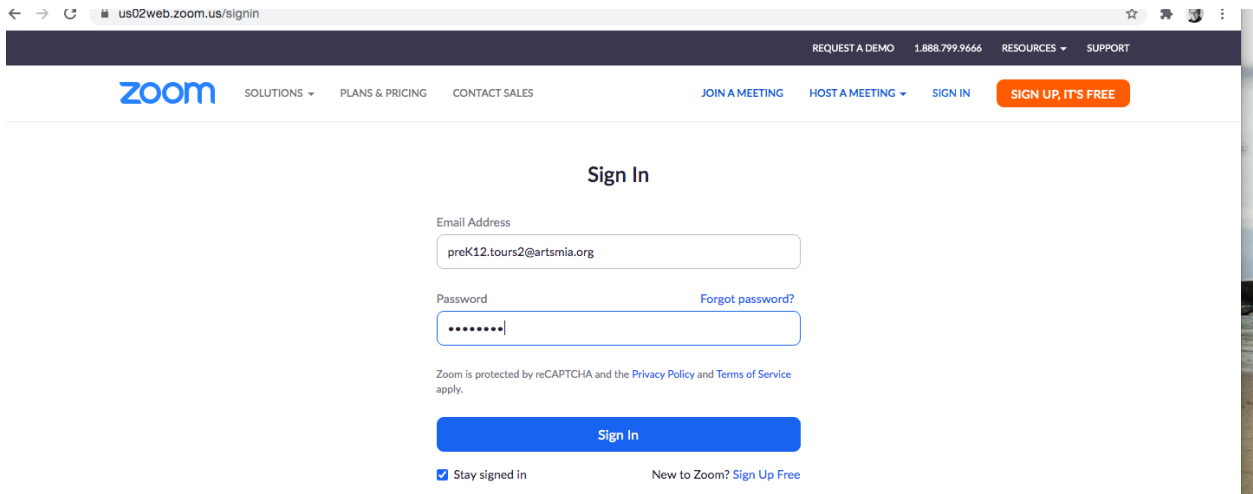


When you click on the account icon, you can select “Sign Out”:



Once you log out of your Zoom account, a Zoom page will come up with the “Sign In” in the upper right.

On [Zoom](https://zoom.us), Click “Sign In” and then you should get the option to sign in via an email.



As mentioned previously, we have three tour seats we use to schedule tours, with corresponding email accounts. These account names are case-sensitive:

prek12.tours@artsmia.org

(lowercase prek, numbers 12, period, lowercase tours, @ symbol, lowercase artsmia, period, org)

prek12.tours2@artsmia.org

(lowercase prek, numbers 12, period, lowercase tours, number 2, @ symbol, lowercase artsmia, period, org)

and

aus.tours@artsmia.org

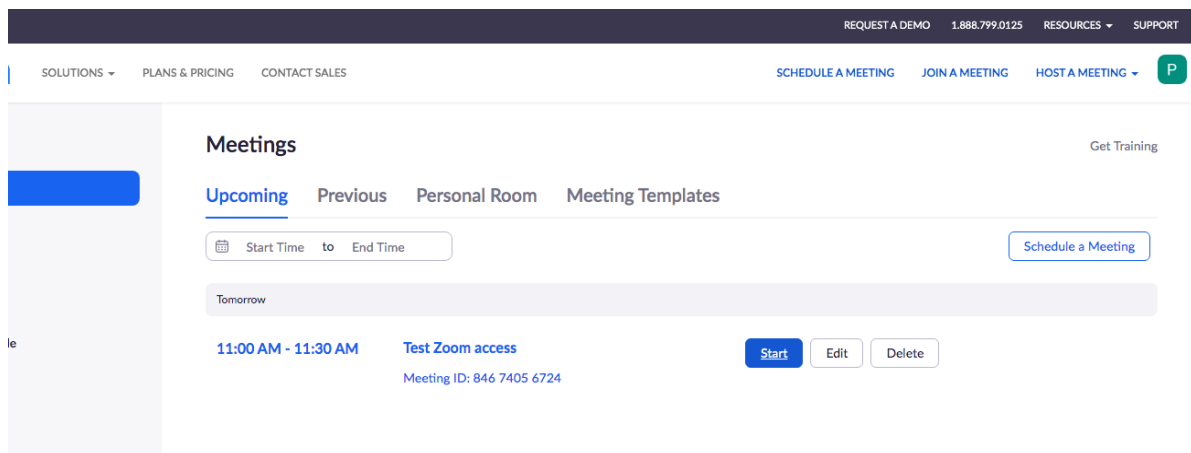
(lowercase aus, period, lowercase tours, @ symbol, lowercase artsmia, period, org)

The password is the same to sign into Zoom for each of these tour seats:

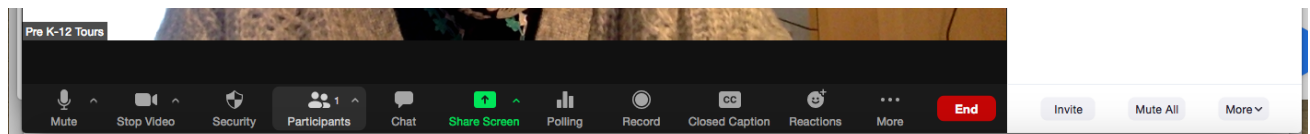
t0ur7L3!

(lowercase t, the number zero, lowercase u, lowercase r, the number 7, uppercase L, the number 3, and an exclamation point)

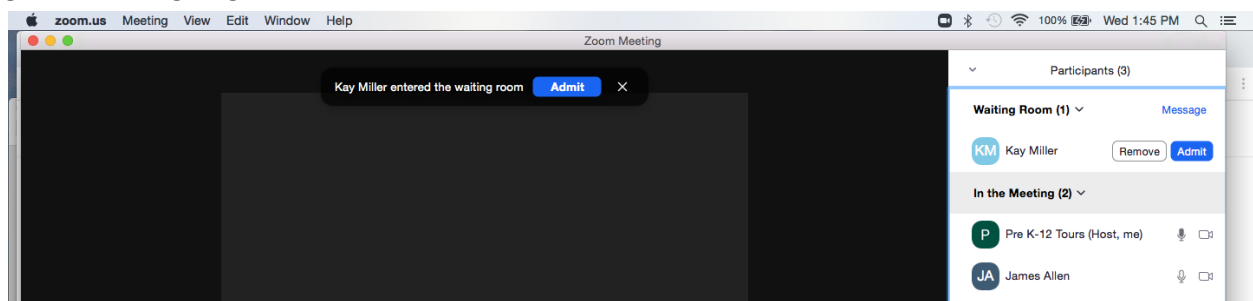
When you sign in, you may also have to complete a security screen activity (selecting the photos with a bike or motorcycle, for example). Once you sign in, open up the Meetings tab. Hover over the space to the right of the scheduled tour to activate the start controls. Select “Start”.



You will come into the Zoom session as the Host of the tour. You need to let other participants in from the waiting room. Click on “Participants” from the controls at the bottom of the screen to show the waiting room and participants:



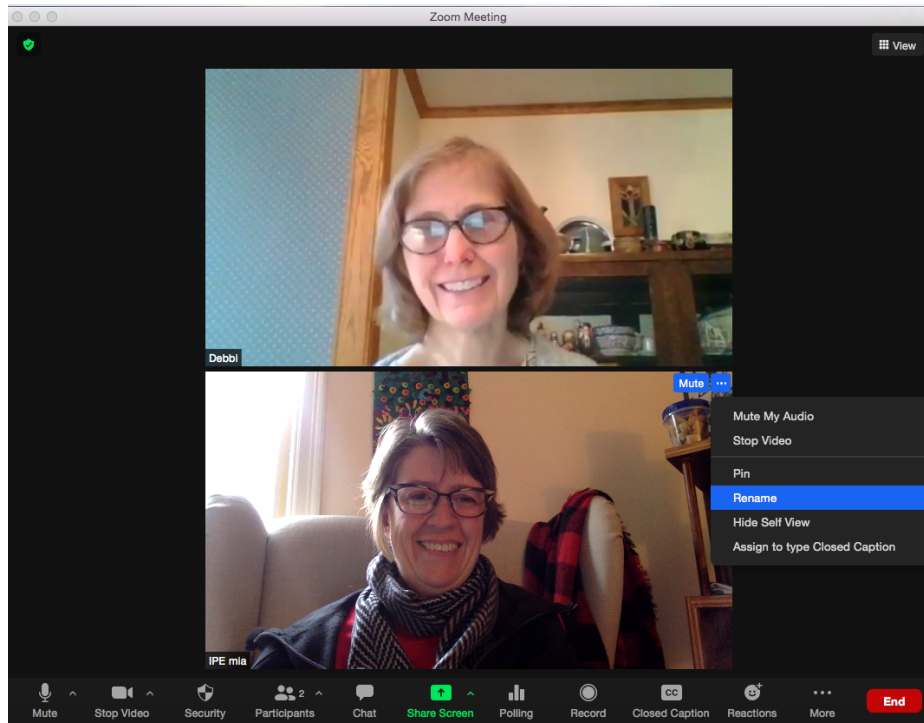
As people arrive into the waiting room, you will see their name listed on the right. Admit the guide/docent giving the tour.



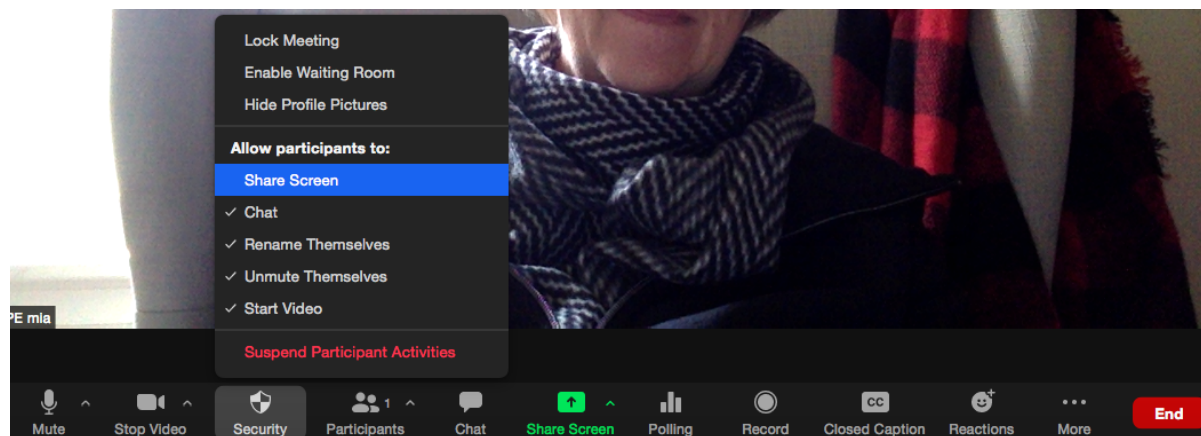
After you admit the guide/docent, make them the co-host so they have the ability to share screen as well. To make someone co-host, click on the three dots at the top right of their video, or in the Participants list, click on their name to pull up the option window to select “make co-host.”



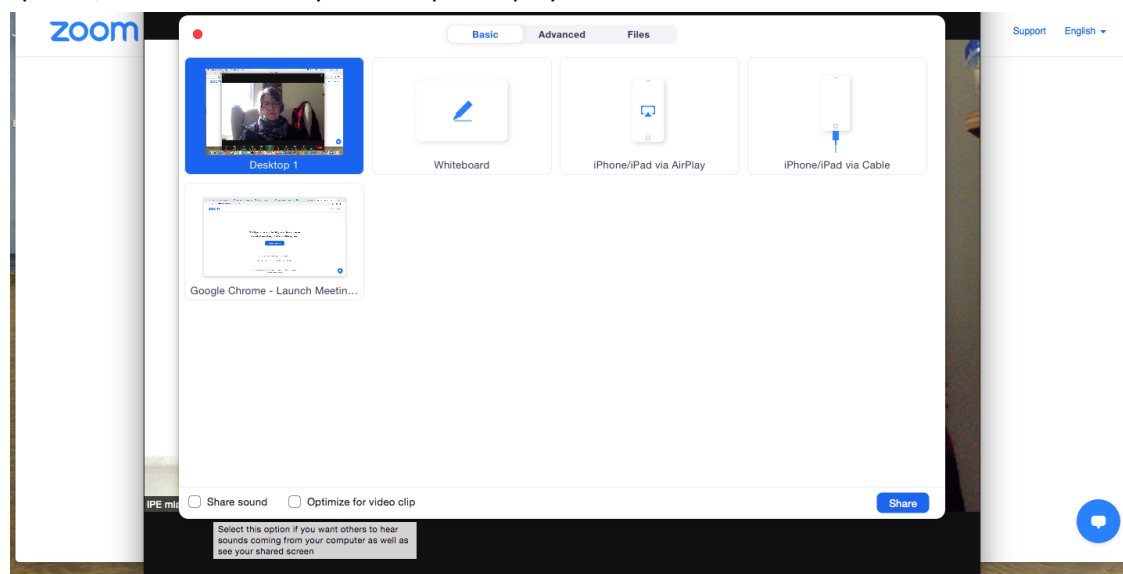
Next, both of you should rename yourselves if needed, using only your first name. To rename yourself, click on the three dots in the top right of your video or click on your name in the participants' window.



Before starting the tour, you should disable the ability for other participants to share screen on the tour. In the bottom control bar, click on “Security,” and make sure “Share Screen” is not checked. (To uncheck this, just click on the words.) This is also where you could turn off the chat if a teacher/tour organizer requested you to do that.



Now you can run a quick tech check, sharing the screen and pulling up the slides. Whoever shares the slides should also be sure to select the option “share sound” in the bottom left of the share screen options, to ensure that any video clips will play with sound.



After the tech check run-through, let in other participants when it is time. It’s also best to exchange phone numbers if anything happens to the connection for either person.

As host, it is best to leave the participants' window open on your screen through the tour, so you are able to admit latecomers. For adult tours, you also will be able to mute any participants who are causing audio feedback issues in this window, by clicking the microphone icon next to their name.

The chat window should also be left open, so you can help monitor chat as needed.

If either of your connections goes down, don't panic! Typically, a network outage will be a less than a one to two-minute blip, and Zoom will bring you back into the meeting. If the person who lost the connection was also sharing slides, and the slides disappear, then the other person just needs to share screen and get the slides back up for the tour. If you are not the guide/docent giving the tour, you can fill in the time until they return by doing VTS or asking descriptive open-ended questions about the artwork on screen.

When the tour has come to an end, as host, you are able to "End Meeting for all." Select this option to end the tour.

If you wish to have a brief debrief with each other following the tour, wait for others to leave the meeting. If someone is on the meeting with a blank video screen, you can place that person back into the waiting room by clicking on the three dots in the upper right of their video tile and selecting "put in waiting room," then you will be able to have your private debrief and end the meeting.

After ending the tour, please log out of the Zoom account, following the steps noted in the first part of these instructions.

If you have any questions about these instructions, contact Kara and Debbi directly, at kzumbahlen@artsmia.org or dhegstrom@artsmia.org.