Zoom Videoconferencing Instructions

Prior to the session:

1. You will need a computer with sound capability (microphone/speaker), tablet, or phone. You will not appear on screen yet your name will be on screen per your Zoom registration. If you dial in by phone, your name may appear or your phone number may only appear. During the meeting, if you want to be seen via video when sharing, you will just ask permission to turn on your camera via the features in Zoom.
2. You will be sent the meeting information via email after you register using the link in the letter (if received via email) or by going to the Zoom registration page in the letter. The email will include both telephone and computer link for joining the session.

To join the videoconference via computer:
1. About 10 minutes before the start time of our session, click on the link in your invitation to join. Your link is unique to you and others must register directly as the link is valid for only one email address. Upon selecting the link, you may be provided with instructions on how to download the Zoom application.
2. At this point, you may select "Test Computer Audio" to make sure your computer audio is working. Once you are satisfied with this, click on "Join audio by computer." **Upon arrival, you will be muted and will need to request the ability to unmute if you wish to say something to the group.**
3. If you are having difficulty with sound and are unable to hear the meeting, you can also join via phone while remaining on the video screen from your computer.

To join the video conference via phone:
1. On your phone, dial the teleconferencing number that was given to you in your registration.

2. Enter the Meeting ID number (also found in your invitation) when prompted using your touch-tone keypad (this is displayed like the numbers on your phone).

3. If you have already joined the meeting on your computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Once Online:

You may use the icons in the lower left corner of the Zoom screen to perform various functions:

- Turn camera on/off ("Start/Stop Video"): this prompts the monitor to allow you to be seen. **You have the option to choose whether or not you would like to appear on screen.**

- Mute/unmute your microphone (far left) - this prompts the monitor to allow you to speak. **You will automatically be muted upon joining. You must request to be unmuted if you would like to say something to the group.**

- Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand if you have a question.

- You may also use the "chat" feature to ask a question or make a statement and choose between allowing all participants to receive the message or a specific person in the group.

- Change your screen name that is seen in the participant list and video window.

- You can choose between "speaker" and "gallery" view. "speaker view" shows the speaker who is currently speaking while "gallery view" shows all of the meeting participants at once.