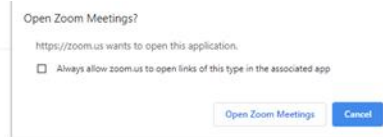# CAG 2020 Zoom Tips

Requirements for Attendees

- PC or Mac computer (either desktop or laptop)
  - You can also use a mobile device; you may want to place it on a stand
- High-speed internet
- A quiet location

Testing Your Connection/Join Meeting Test

- You can test your internet connection and see what a Zoom meeting looks like by joining a test meeting at https://zoom.us/test
- You can either join through the Zoom application or through a web browser
  - The first screen you see will be a preview of you on video
  - You will be directed to test your microphone and speaker before the test meeting opens and asked to confirm what audio you are using
  - The test meeting looks just like a real Zoom meeting and will give you the chance to try out the features

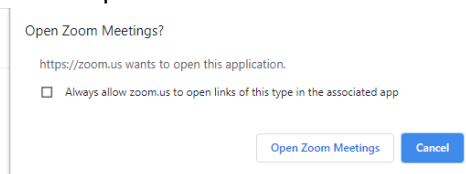## Accessing the Zoom Meeting/Conference Session

- You do not need a Zoom account to attend a session or to present
- You will be sent an invitation for your session with a link
  - When you open the link, if you haven't downloaded Zoom before, you will be prompted to do so
  - We encourage you to download the Zoom application for optimum ease of use
  - To download Zoom, visit https://zoom.us/download and download the Zoom Client for Meetings

zoom

Open Zoom Meetings?

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

Support   English ▾

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

- o If you are unable to download third-party applications onto your computer, or would prefer not to, you will also be given the option of opening the meeting in a web browser
   - ▪ Close the Open Zoom Meetings? dialogue box before clicking on the open in browser option

Open Zoom Meetings?

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

If you cannot download or run the application, join from your browser.

- • After downloading, or if you already have Zoom installed, or are opening in a browser, you will be directed to the meeting/your session
    - o You will be placed in a waiting room; the meeting host will bring you into the session
        - ▪ Please join your session about 5 minutes before the start time
    - o Once you are in the session, select your microphone and speaker
        - ▪ At the bottom left of your screen you will find the microphone icon, click the arrow to the right and select your microphone and speaker
        - ▪ Once you have made the selection, click on Test Speaker & Microphone to confirm that they are working
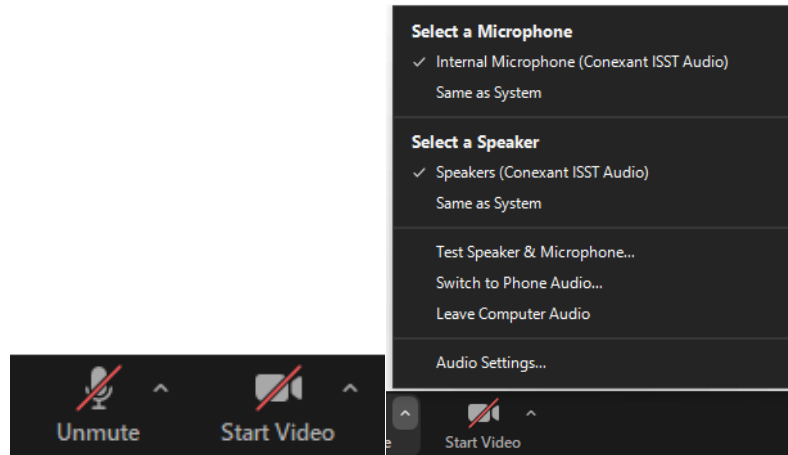
o   You will initially be muted: the host will control the microphones for attendees

o   You may start you video at this time: click on the Start Video icon to immediately start video or click on the arrow to the right to open the menu to select a specific camera
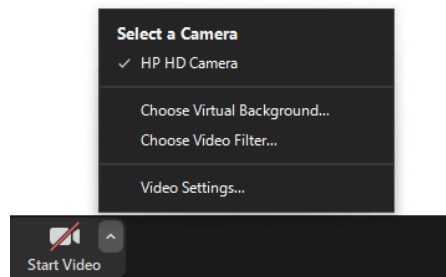

o   You do not have to join with video to watch and listen to the speaker; your name will appear on the screen instead

o   You can stop sharing your video or restart your video at any time by clicking the video icon at the bottom of your Zoom screen

During the Meeting/Conference Session

- You will remain muted for the meeting
- You will be able to use the chat function to communicate with the host
  - o   The chat function allows you to type comments and questions which the host will then share with the speaker
  - o   To use chat, use the menu at the bottom of your Zoom screen; it appears when you move your cursor to the bottom of the screen
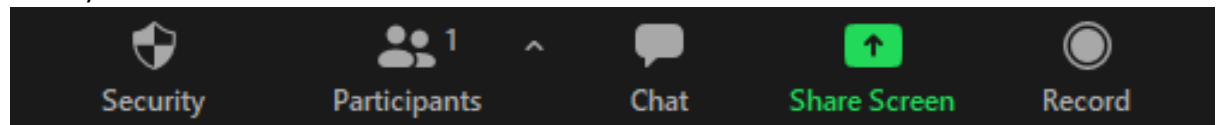
  - o   When you click on chat, the chat window will open

Zoom Group Chat

To: Bridget Ker (Privately)
Type message here …
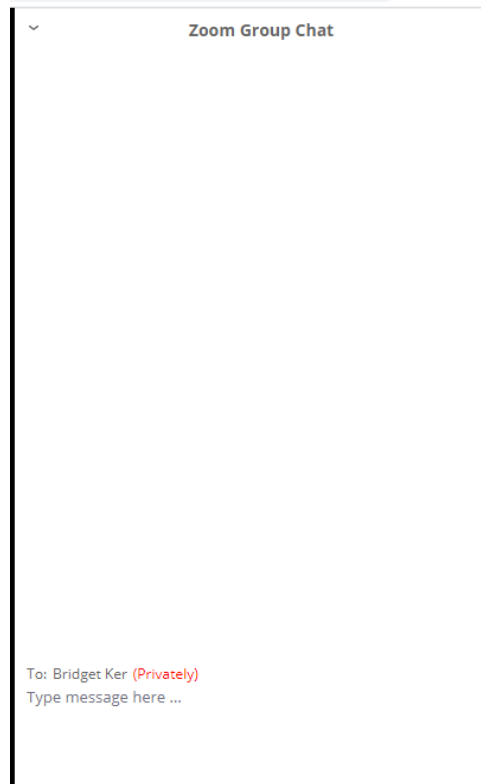
- o Type your message in the lower box, your message and reply will appear in the larger box above

Meeting/Conference Session Q&A

- There will be a Q&A at the end of the session
  - o Please submit your questions through the chat function; you can do this at any time during the session
  - o The host will share these with the speaker who will answer them at the end of their session

Ending the Meeting/Conference Session

- The host will end the meeting
  - o You may leave the meeting early by clicking the End button on the task bar at the bottom of your screen