

## ZOOM USER GUIDE

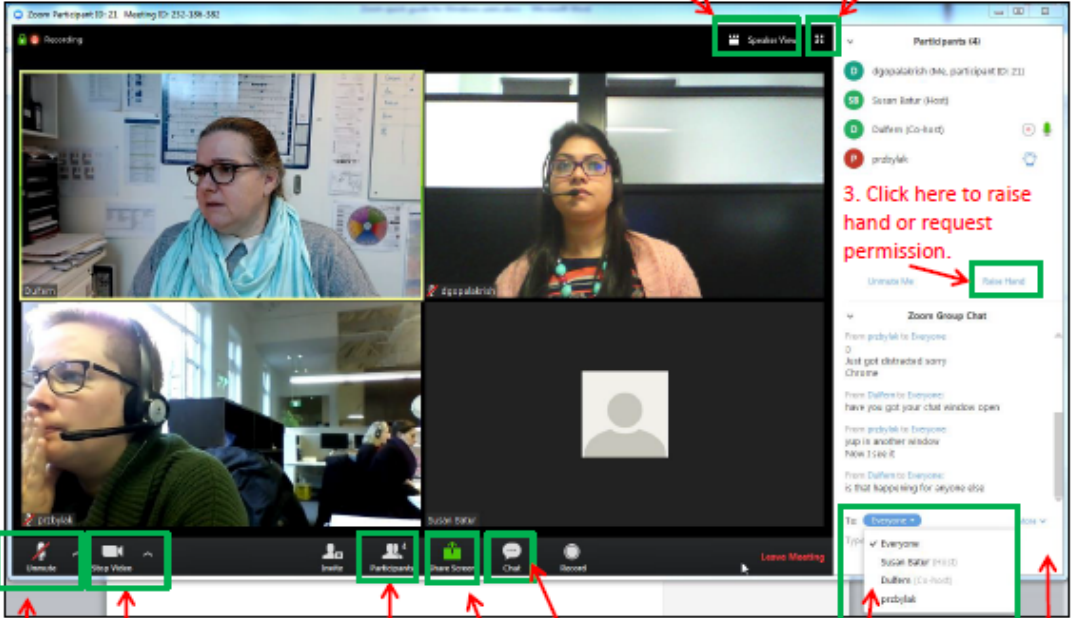
### BEGINNER INFO

#### First Time Using Zoom

- You do not need to set up a Zoom account to join a meeting as a participant. You simply connect via your phone or computer using the meeting invite information. Or you can create a free account at <https://zoom.us/signup>
- Want to listen to audio only: On the meeting invitation information, find the phone number for your location/area (usually the first listed), enter meeting ID and participant ID.
- Want to listen and view presentations/presenters from your computer or phone:
  - Install Zoom launcher before meeting with downloads for Windows, Mac and phones at <https://zoom.us/download>.

#### Using Main Menu Options on Computer

##### Main menu options



The screenshot shows the Zoom desktop client interface during a meeting. The main window displays a grid of video feeds for participants. On the right, there is a 'Participants' list and a 'Zoom Group Chat' window. At the bottom, there is a toolbar with various icons for meeting controls. Red arrows point to specific icons with numbered callouts explaining their functions.

1. Click here to change the participants view to Speaker or Gallery view.
2. Click here to enter or exit the full screen mode.
3. Click here to raise hand or request permission.
4. Type inside the text box and press Enter to send a text to everyone.
5. Click the To field and select a participant to send a private message to that participant.
6. Leave the meeting
7. Click Chat to view the Chat window and text your tutor or other participants.
8. Click to share your screen with others
9. Click Participants to view the participants list and the Raise Hand option.
10. Click the Start/Stop Video button to transmit/hide your
11. Click the Mute/Unmute button to mute or use your microphone.

## General Etiquette

- Keep your line muted at all times and be sure to “unmute” your line when you want to be heard (using computer, mute/unmute button is located in bottom left corner of main menu).
- Use the “Nonverbal Feedback” tools, like “Raise Hand”, rather than simply interjecting (see instructions below).
- Stay near your computer and listen closely to the discussion; be ready to use nonverbal feedback or unmute your line quickly, as necessary. If you start talking and are muted on your computer, you may see a message notifying you to unmute yourself.

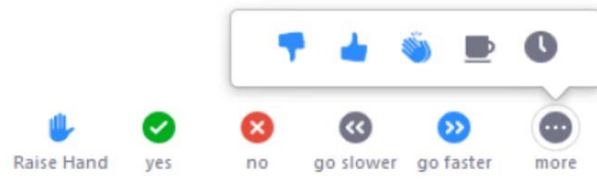
## Identify Yourself in Meeting

- If using your computer for audio, please make sure your participant name is your full first and last name. Click Participants at bottom main menu, then the “...” to the right of your info and choose Rename to edit your name.
- If calling in with your phone, FIRST start the Zoom session, THEN enter your participant ID to make sure your name is displayed on the participant list (not just your phone number).

## Providing Nonverbal Feedback during Meetings

To provide nonverbal feedback during the meeting:

1. Click the Participants button.
2. Click one of the icons to provide feedback during the meeting. The icon will appear next to your name in the participants list.

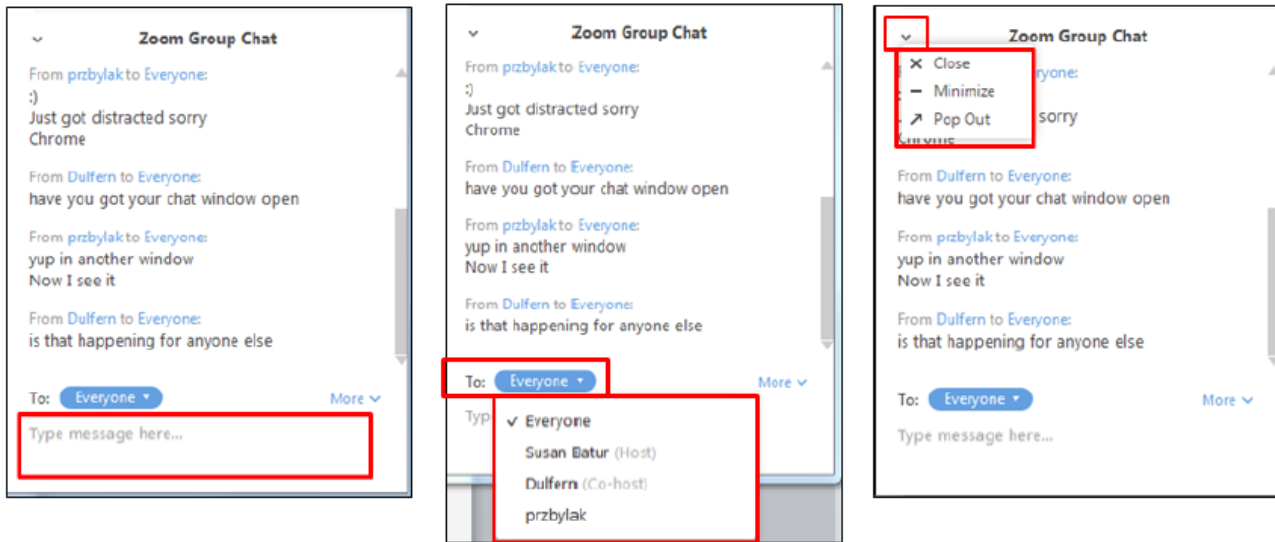


3. Click the icon again to remove it. Note: You can only have one icon active at a time.
4. There are quite a few icons available - please primarily use only the following icons during our meeting:
  - Raise Hand/Lower Hand to participate in the discussion or ask a question.
  - Yes or No.

## Chat Function

- The chat box allows participants on their computer or phone app to write questions or statements without interrupting the presentation/discussion.
- Participants are encouraged to use the chat box if they want to send a message privately to a specific person (I.e. meeting host or other participant) or to send a message to “everybody” in the meeting.
- Please use the chat box if there is a lot of background noise around you or if you are having issues with your microphone or unmuting yourself.

## Chat Function Continued



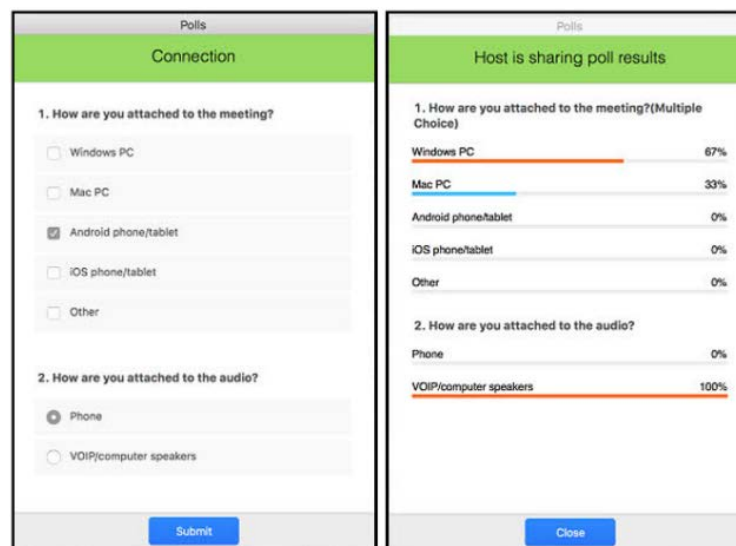
## Question & Answer Sessions

Depending on the event/meeting and how many participants join, you will either be asked to share your questions/answers through two options. Please wait until the host announces the time to ask questions rather than interrupting.

1. Option 1: Unmute yourself to verbally ask your questions directly to the host or presenters, after raising hand or being called upon.
2. Option 2: Write your question in the chat box so the host can address these during an appropriate time or in the order asked.

## ADVANCED INFO

Polls: When a host asks participants to answer a poll question, a small poll window will appear.



Select your answer(s) and click the "Submit" button (image on the left).

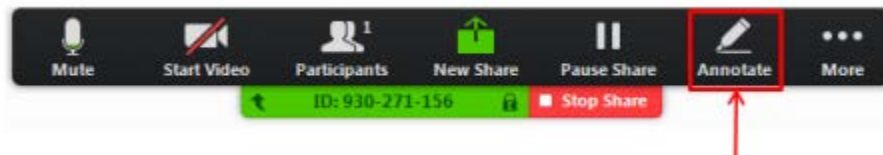
## Polls Continued

- Some polls will allow for multiple answers as indicated by a checkbox, while others will only allow 1 answer, as indicated by a radio button.
- Be sure to check for a scroll bar in case there are more questions further down the poll.
- The host will close the poll and display results in your polling window.
- After a few moments, the moderator will stop sharing the poll results and the polling window will close. You can select the "Close" button and close your polling window early if you prefer.

## Annotate

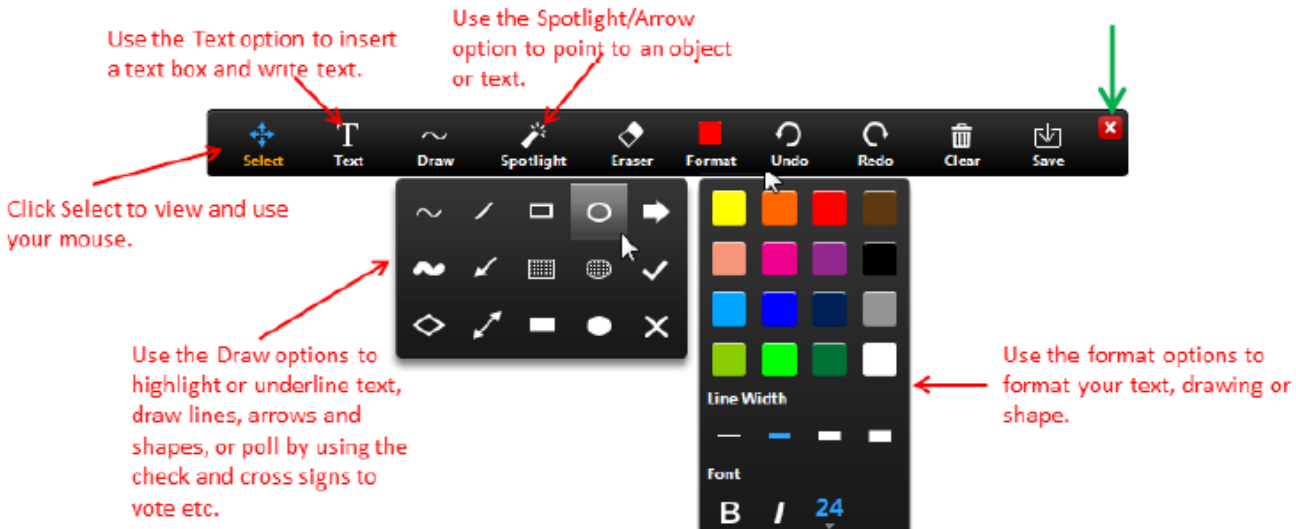
Hosts can ask participants to annotate (draw, comment) directly onto a shared screen showing, for example, a map to mark locations of interest.

- Toggle over top of screen to drop down menu and click Annotate.



- Select which Annotate tools the host asks you to use for the activity.

## Whiteboard/Annotate tools menu



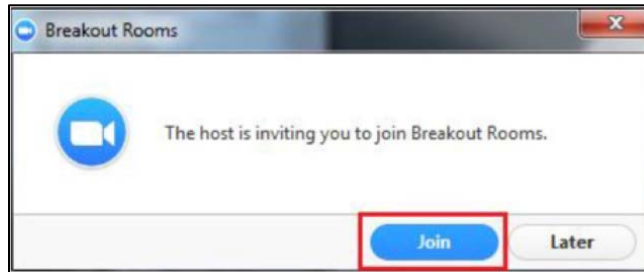
Most common Annotate Tools we ask you to use include:

- **Text:** Insert text (i.e. location, issue)
- **Stamp:** Insert predefined icons like a check mark or star
- **Arrow:** Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name to point out your annotations to the group
- **Undo:** Undo last step of your annotation
- **Draw:** Insert lines, arrows, and shapes

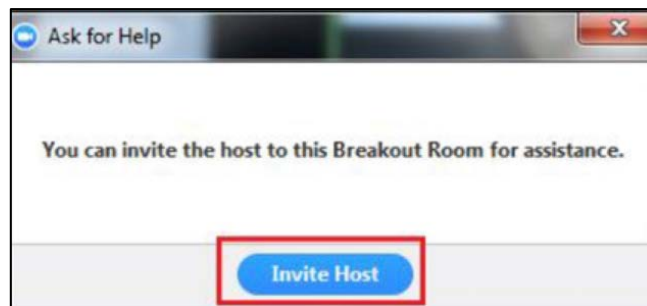
## Breakout Sessions

Participants will be randomly placed into breakout sessions, with a facilitator, to discuss or complete an activity in smaller groups. Participants may then rejoin the main group to share their feedback.

1. The host of the meeting will open all breakout rooms. You will automatically be placed into your randomly assigned breakout room.
2. You will be prompted to join a breakout room and you will see the following notification. Click "Join Breakout Room" to enter.



3. You will then be able to speak on audio, show your webcam, share screens, and chat as normal with only the participants in the breakout room.
4. You can also ask for help from the host, while in the breakout room. Click the "Ask for Help" at the bottom of your screen.



5. When the host is ready for participants in the breakout rooms to return back to the main meeting, your group will receive a prompt to return. You will have 60 seconds to finish your discussion before you are returned back to the main meeting.

