

SummerSessions2020

July 15 & 23, 2020

Zoom Instructions for Participants

Before the Summer Sessions

1. You will need a computer, tablet, or smartphone with speaker and headphones. You will have an opportunity to test your audio immediately upon joining the meeting.
2. Upon registration, you will receive an auto-generated email from Zoom notifying you of your registration and providing the necessary information for you to join the meeting. **Keep this email!**

Registration Links:

Day 1, July 15

<https://cpg.zoom.us/meeting/register/tJEvf-yhqDgjE9NymUmr6gcMWRISVruKVfPI>

Day 2, July 23

<https://cpg.zoom.us/meeting/register/tJApcO6sqDMqH9Hi5fPPmln8cZblbzcZXCWJ>

3. Check out this short video (with written instructions) on how to join a Zoom Meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

To join the conference

4. At the start time of your conference session, click on the link in your invitation to join via **computer, tablet, or smartphone**. You may be instructed to download the Zoom application.
5. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”
6. If you are having trouble hearing the meeting, you can join via your **phone** while remaining on the video conference:
 - On your phone, dial the teleconferencing number provided in your invitation
 - Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad
 - If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID.

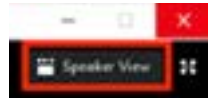
Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.



Virtual Conference Norms

Webcams

- Feel free to show your webcam during networking and breakout periods
- Turn off your webcam during session presentations
- Select “Speaker View” during Zoom presentations to help with your bandwidth usage

Audio

- Keep your audio on “Mute” at all times during session presentations
- “Unmute” only when you are asking a question or making a comment during Q & A periods
- Use the Zoom “Chat” panel for written questions and comments

Use the “Raised Hand” icon

Located within Zoom’s “Participant” panel, to indicate that you have a question or wish to make a comment during the Q & A period.