

SummerSessions2020

August 12, 2020

Zoom Instructions for Participants

Before the SummerSessions

1. You will need a computer, tablet, or smartphone with headphones and mic/speaker and if possible, a webcam. All participants will have an opportunity to test your audio immediately upon joining the conference.
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 Link:

https://cpg.zoom.us/meeting/register/tJwld-uvqDIsEt3pEml6I6iYXpC2_t4E9Szn

3. Check out these short videos and written instructions on how to join a Zoom Meeting:

English video and written Zoom instructions:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Spanish written instructions (English video):

<https://support.zoom.us/hc/es/articles/201362193--C%C3%B3mo-me-uno-a-una-reuni%C3%B3n->

Spanish video:

<https://www.youtube.com/watch?v=TA8m-mzcbNs>

To join the conference

1. 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.
2. 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.” In order to listen to language interpretation, you must join the meeting with computer audio, not dialing in via your phone.
3. If you are having audio trouble, join via your **phone** while remaining on the video conference (language interpretation will not be available):
 - Dial the phone number provided in your invitation
 - Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad. (You may be requested to enter the meeting passcode.)
 - If you have already joined the meeting via computer, you will have the option to enter your 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:



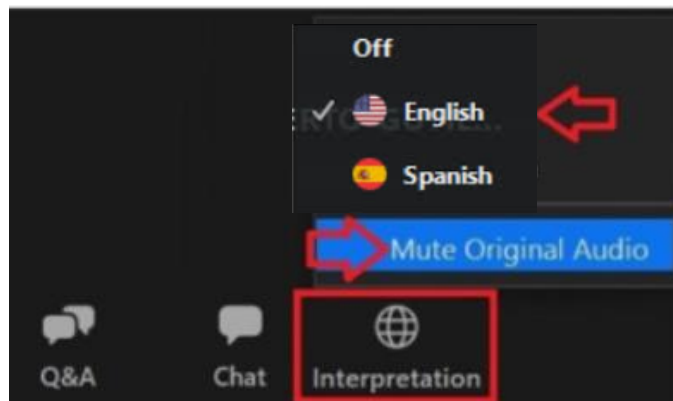
Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/StopVideo”)
- 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.



4. Access audio language interpretation by clicking the interpretation icon in the Participant controls and choosing your preferred language. You can mute the original audio if you are having trouble hearing the interpreter.



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.