

# ZOOM TIPS AND GUIDELINES

## for participants



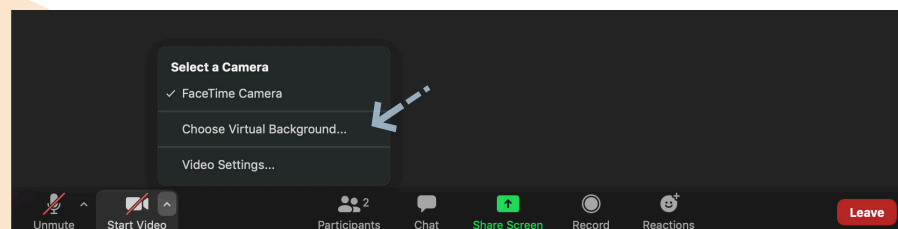
### How do I connect to a Zoom meeting?

- You can use a computer, laptop, tablet or a mobile device to use Zoom. The best way to see all of the features is by using a laptop or computer.
- You can also phone in to the workshop using your mobile device. However, you may not be able to participate in all activities or see what's being shared on the screen.
- You do not need a Zoom account to join the workshop, but if you would like to create your own (free) account ahead of time you can go to [www.zoom.us](http://www.zoom.us). If you have an existing Zoom account, log in before signing on to the meeting, and you'll have even more options available to you.



### Setting up for a Zoom meeting

- Log on about 10-15 minutes before the start of the meeting to test our audio and video settings and to give yourself time to resolve any technical issues without missing the meeting.
- Test your audio and video on the device you are using here <https://zoom.us/test>.
- A headset will make your speaking and hearing audio much clearer and reduce any background noise.
- Ensure proper lighting so that other participants can see you. Avoid setting up with any videos or lighting behind you so that you aren't backlit.
- Adjust your device so that the camera so that your image is centred in the camera.
- Some people prefer to use a Virtual Background. If you want to use a Zoom background, you can find them free online.

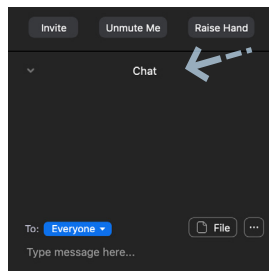
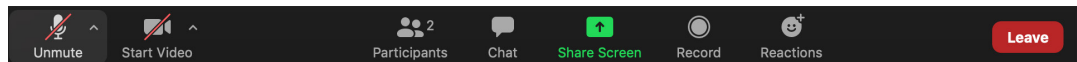
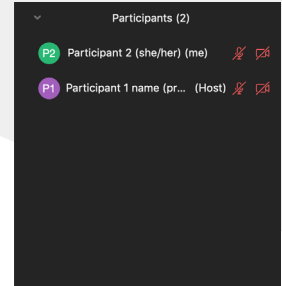




## During the Zoom meeting:

**Identify yourself:** As soon as you enter the Zoom workshop, make your Virtual Name Tag, with your name, (pronouns) and local. →

**Mute/unmute:** Mute your microphone upon entering the meeting. Throughout the meeting, it is best practice to mute yourself unless you are speaking. This will reduce background noise and make it easier for others to hear during the meeting. Often, the moderator will mute participants if they aren't muting themselves.



**Chat Function:** To use the chat function, click on the “chat” icon beside the “participant” icon, and the chat window will pop open to the right of your video screen. You can type questions here, and even send private messages to the host and other participants on the Zoom meeting. Remember that all messages are saved in the Zoom chat (even the private ones!) after the meeting has finished.



## Tips for success

Learn the basics of Zoom, including how to mute and unmute yourself and how to private chat. Here is a link to videos you can use to learn how to use Zoom.

<https://support.zoom.us/hc/en-us>

Zoom works best when you have a strong internet connection; otherwise, you will not be clear when speaking and may have difficulty hearing or seeing the video. Some steps to strengthen your Zoom connection/internet include:

- Close all other unrelated applications and documents on your computer or tablet
- Turning off your video
- Turning off other devices that may use the internet for that day.
- Instead of using wifi, hardwire to the internet with a cable.
- You can also go here to test your internet using Zoom <https://zoom.us/test>.

