



## New to Zoom Tips

### What you will need to get started:

- Access to high-speed internet
- A webcam and microphone (built-in to laptop or tablet)
- If no access to webcam, a smart phone will suffice

### Once the meeting is scheduled:

- You will receive an email meeting invitation with:
  - A link to the Zoom meeting with meeting password;
  - The meeting agenda and any handouts for the meeting; and
  - Contact info for SRCAC training specialist to schedule technical support call if needed.

### Joining the Zoom meeting:

- Join the meeting at its scheduled time by clicking the Zoom link in email invitation.
- You will be prompted to enter the meeting password provided in the email invitation.
- The SRCAC training specialist will admit you to the meeting.
- You will want to test your audio after joining by clicking on the arrow next to the microphone icon in the lower left-hand corner of the screen. The training specialist can walk you through this if you have questions.

### During the Zoom meeting:

- Housekeeping - The SRCAC training specialist will begin with Zoom meeting instructions
  - Make sure your screen/camera are stationary during the meeting.
  - Lighting in front of you provides higher quality images.
  - Keep your audio on mute during the meeting to lessen distractions.
- Meeting participation - If participants would like to ask a question or join in the discussion, use the "raise hand" feature.
  - When called on by presenter, unmute audio to join the conversation.
  - The chat box feature allows for participants to share ideas or questions for the group. This will be monitored by the presenter throughout the meeting.
  - Click on the participant tab so that you can see the names of everyone in the training.
  - You can keep the participant list and chat feature open at the same time.
  - The presenter will be able to share a screen for everyone to see slides or a white board feature to document ideas.
- When the meeting is nearing its end, there will be a brief evaluation questionnaire provided, then the presenter will close the meeting.