

Downloading Zoom

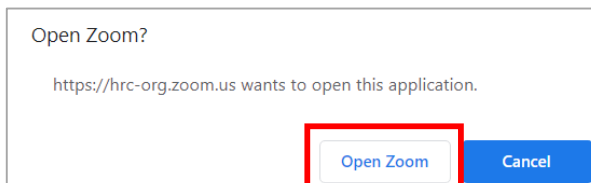
You will need to download the Zoom app for your personal computer or phone **before** attending the meeting.

- To download the app for your computer (PC/MAC), go here: <https://zoom.us/download>.
- You can also find the Zoom app for either your android or iOS device in their specific App Store.

IMPORTANT: Zoom does have a web version that you can use to join meetings. However, you will NOT be able to join breakout rooms using this version. **Please join via the Zoom app on your computer or phone.**

Joining a Zoom call

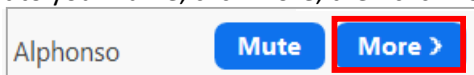
- Click on the Zoom meeting link. You can usually find this link in the calendar invite.
- You will see a pop-up asking if you want to open Zoom. Click **Open Zoom**.



- Once Zoom opens, it will ask if you want to join with computer audio.
 - In you want to to use your computer audio, click **Join with Computer Audio**.
 - If you want to join by phone, click the tab that says Phone Call. Then call the number listed. When prompted, enter the meeting ID and then your Participant ID. **It is very important that you stay on the line and enter your Participant ID.**
- To change your name or add your pronouns, click on Participants in the toolbar at the bottom of the screen.



- Next to your name, click More, then click Rename.

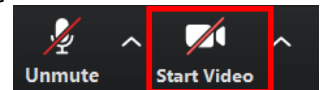


- Type your name, organization, job title

Using video

Please turn on your video so that others can see you. This allows for better interaction and relationship building.

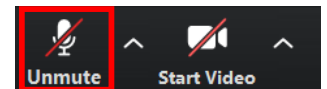
To start your video, click on the Video icon in the bottom left corner of your Zoom screen. Click the icon again to stop the video.



Using the microphone

To speak during a meeting, click **Unmute** in the bottom left corner of your screen. When you are finished speaking, click Mute.

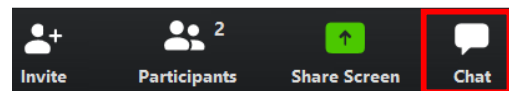
Please keep your phone on mute when you are not speaking, so that others cannot hear background noise coming from your microphone.



Chat

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to the entire group.

- While in a meeting, click **Chat** in the meeting controls.



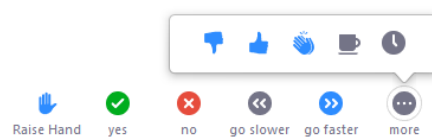
- This will open the chat on the right. You can type a message into the chat box.



- Chat is used to collect feedback during training activities.

Non-verbal feedback icons

At the bottom of the Participants List, you will find several icons that allow you to quickly respond to questions or provide feedback to the facilitator.



Keyboard Shortcut
[Raise hand / Lower hand]:
Alt+Y / Option+Y