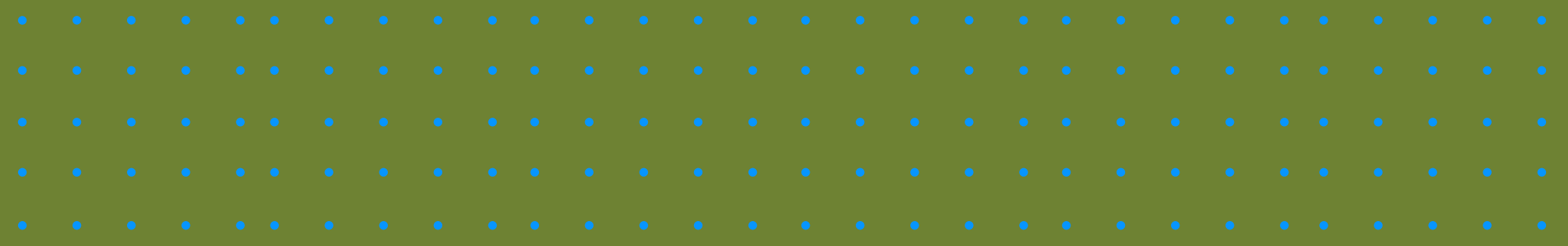


# Zoom

for Meetings & Workshops



# Using Zoom

If you have not used Zoom, you can download and test it on your device or computer prior to the meeting. <https://zoom.us/meetings>

Or, you can attend the meeting via your web browser (e.g. Google Chrome, Internet Explorer, etc.) by clicking on the meeting link. If you choose this option, it may take up to 5 minutes to connect to the meeting.

You do not need a Zoom account to attend a Zoom meeting as a participant. However, if the host requires profile authentication, you will need to create an account.

While Zoom can be accessed on a computer, laptop, phone or tablet, we *strongly recommend* using a computer or laptop.

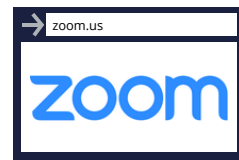
# Getting Started



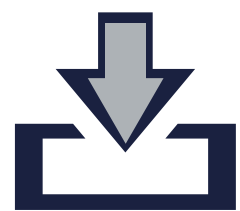
You'll receive an email with the meeting or workshop access link the day before.



Plan to join the meeting 10 minutes before start-time to troubleshoot any issues.



Once you click the meeting link, your default web browser will open.



If you have not already downloaded Zoom, it will suggest that you do so. Note, you do not *need* to download it and can continue in your web browser. If you choose to, the download process is usually very quick.



If you are unable to connect via Zoom, you can phone-in using the phone numbers provided in the meeting invite or from [this page](#).

# What you need



## Speaking and Listening

Most laptops have a built-in microphone and speakers. If your set-up does not have a microphone and/or speakers, we recommend plugging in headphones with a built in microphone.



## Seeing and Being Seen

You will need a webcam so we can see each other. Most laptops, tablets, and mobile devices have a built-in webcam.



## Staying Connected

You will need a stable internet connection. If your WiFi is spotty, consider attaching an ethernet cable to connect directly to your internet router.

# Make the most of it

## **Be present**

Turn your video on, put away your cell phone, close/ mute tabs.

## **Be brave**

We're learning together. Don't be afraid to try out new digital tools and engage (use chat, raise hand, vote, speak).

## **Use Mute**

When not speaking, mute yourself to reduce background noise and improve sound quality for everyone.

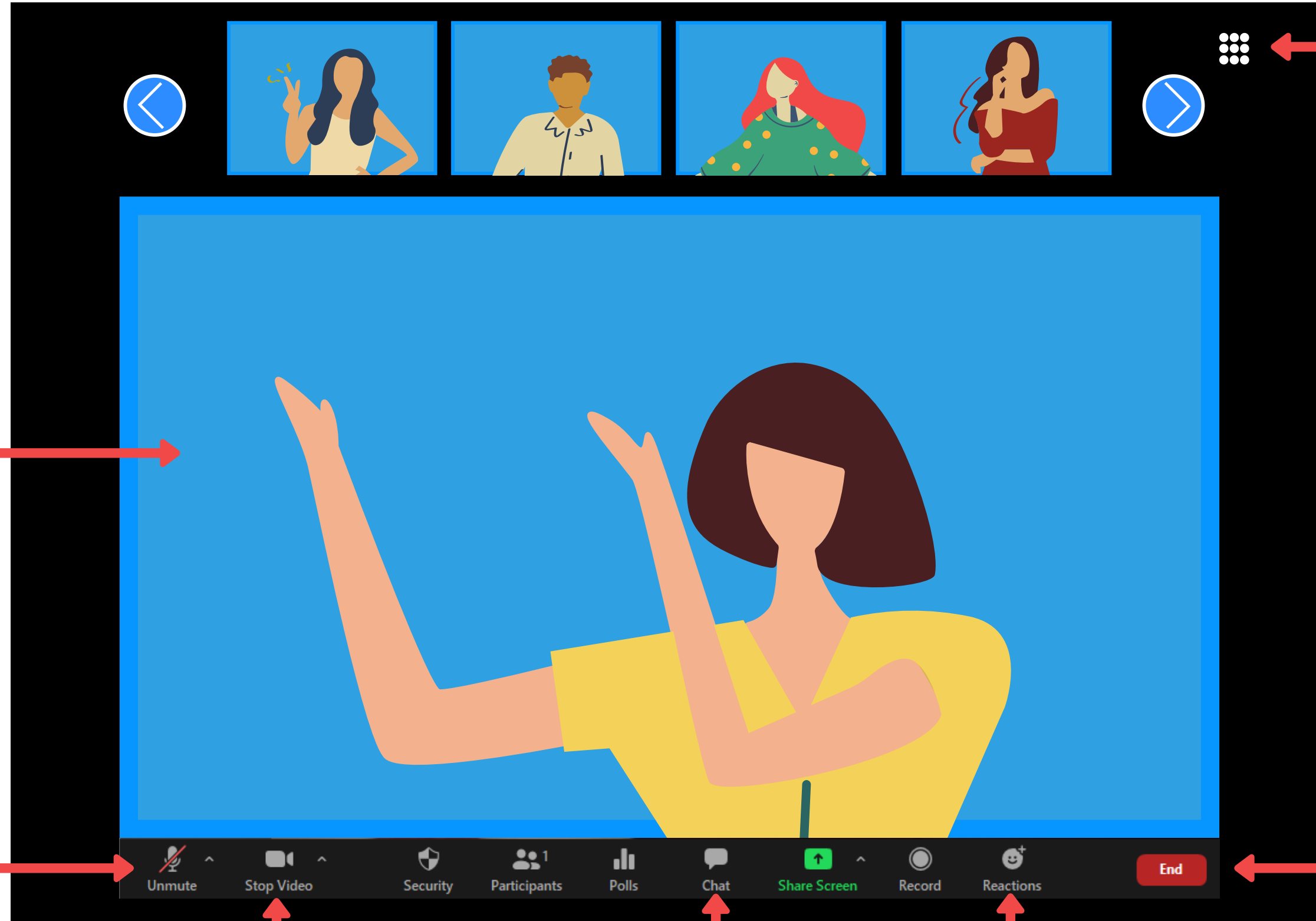
## **Prepare**

Read through these pages carefully and check out the Zoom [QuickStart Guide for New Users](#).

## **Tech Support**

Visit the [Zoom Help Centre](#) for videos, tutorials, and FAQs.

# Zoom Cheat Sheet



This image shows the "Speaker View" which highlights the current speaker.

Click "Unmute" to speak. "Mute" at all other times. To same something short, press the space bar on your keyboard.

Click "Start Video" or "Stop Video" to show or hide your video.

Click "Chat" to view the chat window and send messages to the group or specific people.

Click here to react to what people say.  
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Click here to switch between "Speaker View" (show presenter) & "Gallery View" (shows all participants)

Click to leave the meeting.