



## Zoom Instructions: Virtual Convention Users

### Requirements for Viewing Presenters and Presentations:

- PC or Mac (for virtual sessions we ask that you use a desk top or PC for your ongoing virtual sessions instead of a mobile device for the best experience)
- High speed internet connection
- Webcam
- Headset/earbuds with microphone
- A quiet location for joining meetings

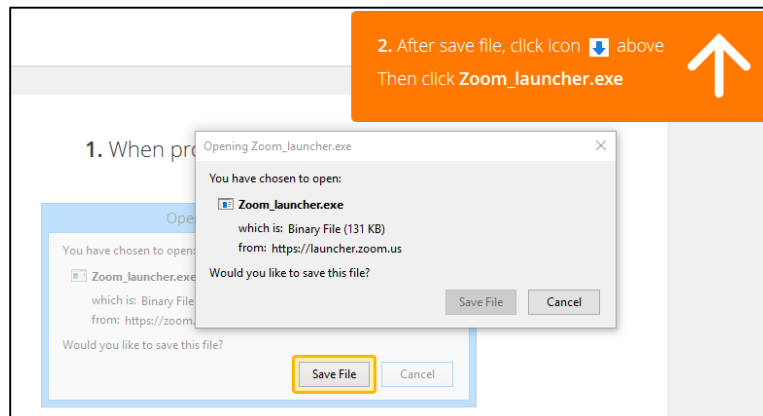
### Requirements for Joining Via Phone (Audio Only):

- Phone (either mobile or land-line)
- A quiet location for joining meetings

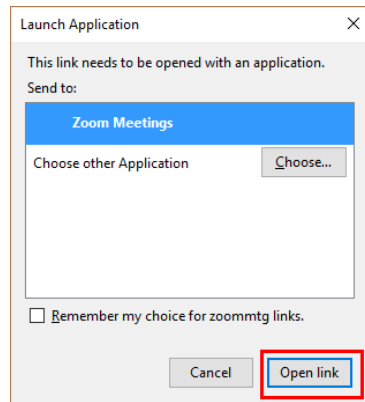
**If you have tech challenges with Zoom after following the steps below and attending your first session,** please contact [mmcdaniel@pncpa.com](mailto:mmcdaniel@pncpa.com). If after following these steps you still need more support, contact the Zoom Support <https://support.zoom.us/hc/en-us> or 1.888.799.9666 ext 2 to get additional support.

### Setting up Zoom on your system:

1. Click on the Zoom meeting link sent out by your presenter/session host via the course announcements (or whatever method your presenter uses)
2. The first time:
  - a. Download the Zoom app at <http://zoom.us/download>
  - b. Run the Zoom launcher

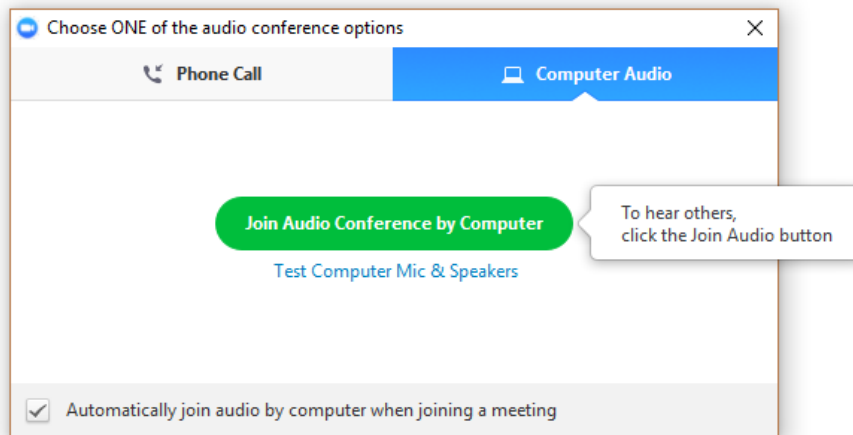


- c. Launch the application by clicking on 'Open link' when prompted:



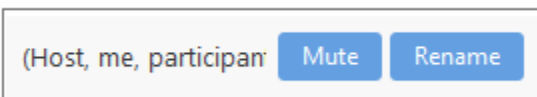
## Audio and Video Setup

After joining the Zoom meeting you will be prompted to join the meeting's audio. Select 'Join Audio Conference by Computer'.



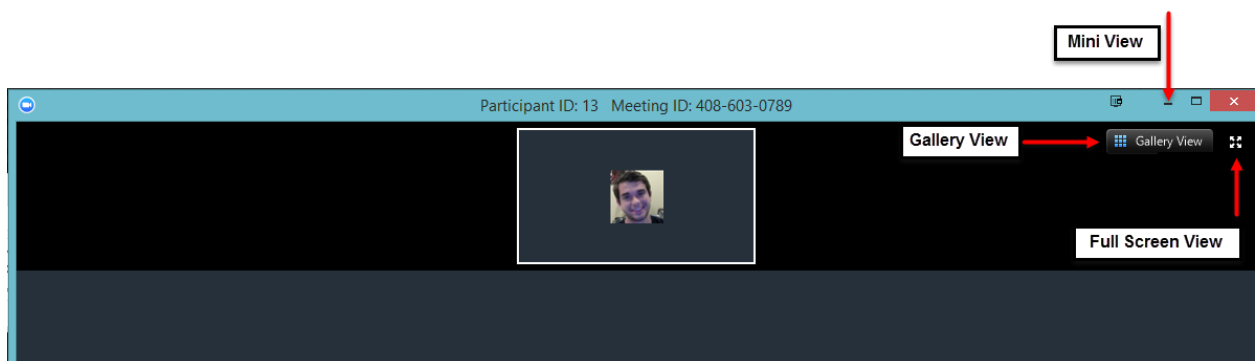
## Participants List

The participants list shows all the active members in the meeting. To open the participants list, click "Participants" in the bottom menu. This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participants list.

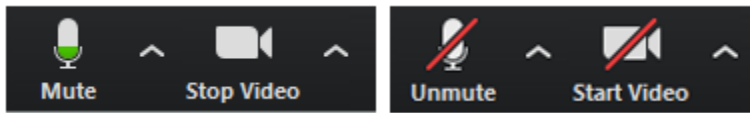


## Participating in a Zoom

1. **Find a quiet location and minimize interruptions.** Starbucks and other busy retail locations are not appropriate. Turn off email and any other notifications.
2. **Mute your microphone when not speaking.** This habit will help everyone have the best listening and learning experience. On occasion where you do not have a headset, muting your mic when not speaking is even more important. We do ask that you use a headset and mic as a typical virtual session habit. See item 8 for the visual on how to mute/unmute.
3. **Join the meeting on a computer (desk top or laptop);** typically your virtual sessions may not be adequately supported on a mobile device although we realize there may be exceptions on occasion where you need to use a mobile device for a virtual session. Check with your professor about expectations for your course.
4. **Join a practice session and test your audio and video prior to the first session.**
5. **Swap View.** Zoom allows you to choose your view from **Full Screen Window, Gallery, Speaker View** and **Mini**. To enter Full Screen mode double click anywhere on the meeting screen or click the Full Screen icon in the upper right corner of your screen. Switching between the Gallery View (everyone's images added into the area in equal size) and Speaker View (one person-the speaker is big and rest of the camera images are smaller and scrolled across the top) can be done in the upper right corner. Also the Mini-Window view is accessed by clicking on the minimize icon in your window. When in this view, you can move the mini video window around the screen.



6. **Mute Yourself / Stop Webcam.** To mute, click the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off.



7. **Chat.** Chats may be sent to all meeting participants or privately to specific individuals. Choose the appropriate person for private chat using the dropdown menu next to the “To:” field.

