JOINING A ZOOM MEETING SESSION

It is recommended that you complete the following steps 10 minutes before the Zoom meeting begins.

Join the Zoom Meeting

From your email, click on the link provided. This will launch the Open Zoom Meetings? dialog in your web browser. Click Open Zoom Meetings this will launch the Zoom meeting in your application.

When logging in please ensure Your Name is changed to your name as it appears on your T-card for attendance and to be admitted into the session. NOTE: When you are admitted into the Zoom Meeting you can change your name to your preferred name.
During the Zoom Meeting

1. To turn off your microphone, click on Mute. When it is turned off, there will be a red diagonal line across the microphone icon and the word Unmute underneath. Click the ^ arrow next to Unmute/Mute to adjust your speaker and microphone volume in Audio Settings.

2. To turn on your microphone to speak, click on Unmute. Your microphone is on when the red diagonal line disappears, and the word underneath is Mute.

3. To turn off your camera, click on Stop Video. When it is turned off, there will be a red diagonal line across the video icon and the word Start Video underneath. Click the ^ arrow next to Start Video/Stop Video to adjust your camera view in Video Settings.

4. To turn on your camera to show yourself, click on Start Video. Your video is on when the red diagonal line disappears, and the word underneath is Stop Video.

5. It is recommended to use the Raise Hand icon before speaking. To do so, click Participants. This will open a menu on the top left corner, click Raise Hand and you will be in queue.
6. You can also rename yourself by hovering your cursor over to your name on the Participants list and clicking more and Rename. This will open a dialog box for you to enter in your name. Click OK once you are done.

7. To send a chat message, click the Chat icon. This will open a chat menu at the bottom left corner. Click Everyone to chat.

8. To privately message a staff member, toggle to the v and select the staff’s name you would like to message. You will know it is a private message if there is a red (Privately) message next to the staff’s name.

9. To turn on subtitles, click Closed Captions and click Show Subtitles.

Ending the Zoom Meeting

To leave the zoom meeting, close the zoom application. Alternatively, you can click leave at the bottom right side of the screen.