# ZOOM INSTRUCTIONS for WCI VIRTUAL PROGRAMS

TWO DAYS BEFORE THE PROGRAM

🔸 **Two days before the meeting**, you will receive a Zoom invitation e-mail from WCI.

🔸 The e-mail will provide a link to join the Zoom meeting. (See sample screenshot of the e-mail you will receive on page 2.)

🔸 Please, read Zoom Meeting Tips and Etiquette on page 5 of this document.

🔸 If you already have a Zoom account, make sure the software is updated ahead of time to avoid spending time updating on the day of the meeting. *To update:*

    o   *On your Zoom home page, click on your profile picture*.
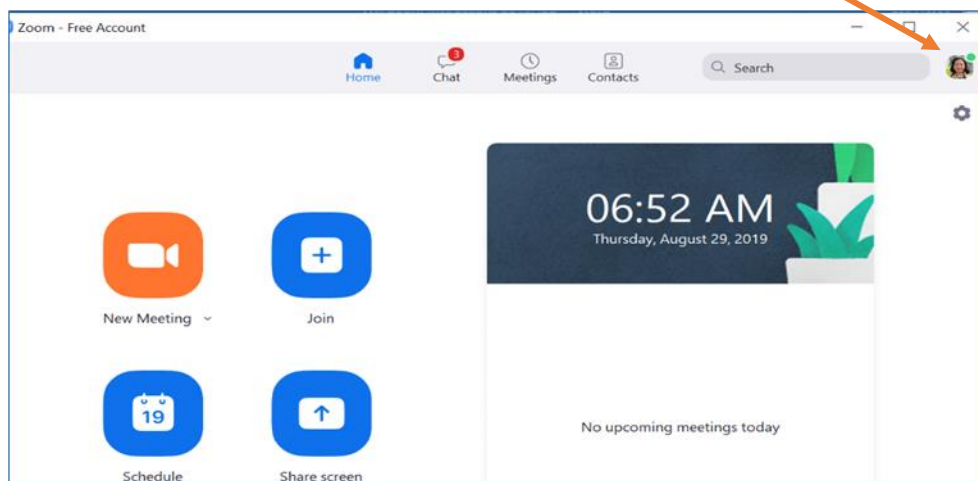
    o   *A dropdown menu will appear. Click on **Check for Updates**.*
    o   *If an update is needed, you will be prompted to do so. Click the **Update** button.*
    o   *You may need to update multiple times. Continue updating until you receive a message that says 'You are up to date.'*

ON THE DAY OF PROGRAM

🔸 Two hours before start of program, you will receive a reminder email with the Zoom link from WCI.

🔸 Please be on time.

🔸 *If you are using a computer or iPad*

> Starting 10-5 minutes before, open the *invitation e-mail* sent by the host, then **click on the Zoom Meeting Link**.

Join Zoom Meeting
https://us02web.zoom.us/j/xxxxxxxxxxx

Meeting ID: xxx xxx xxxx
Password: xxxxxx

Click on this link to join. This is just an example. Your invitation e-mail will have the meeting ID and the password.

Security feature. You may be prompted to type in a Password. The invitation e-mail will contain the password for the meeting.

> After you click on the meeting link, follow the onscreen instructions to set up Zoom. Instructions may vary slightly from computer to computer. You may be asked for a password to enter the meeting room; use the password provided in the invite.

> If you do not already have the Zoom app in your computer, you may be prompted to download. This is a very easy and short process. Follow the instructions.

> If the host enabled the Waiting Room feature, you will see this message below. Be patient, you will be admitted shortly.

Please wait, the meeting host will let you in soon.

> If the host has not yet started the meeting, this message (below) will appear. Be patient; you will be connected shortly.

Please wait for the host to start this meeting.

> **Once you** are accepted by the meeting host, the **Participant Control panel** (below) will appear at the bottom of your **screen**. If using an iPad, the menu will most likely appear on the left-side and/or at the top of the screen.
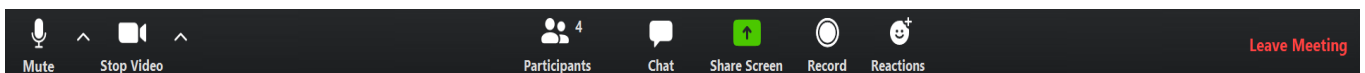
Click on the Microphone icon to Mute/Unmute
Click on the Camera icon to Stop/Start your video
Click on the Chat icon 💬 if you wish to type a question or a comment

Note: When WCI is using the **Zoom Webinar format**, the participants are view-only attendees. Only the Presenters will be seen and heard. The participants will be able to communicate via the Q&A and **Chat** features. Sometimes, the Polling feature will be enabled and used.

If you do not have computer or internet access, you may call the meeting using your smartphone or a traditional phone. See instructions below.

⚜ *If you are joining in by phone*

► **Smartphone:** Download the free Zoom mobile app from your iPhone App store or its equivalent in Android phones.
- Open the Zoom app on your smartphone.
- Tap on Join a Meeting. In the Join a Meeting screen, type in the Meeting ID and your name.
- Click Join.
- Allow audio and video prompts.
- You may also join the meeting by clicking on the Zoom Meeting link on the e-mail sent by the host (see sample e-mail below). Follow the prompts.
- Use your phone's Silent Mode to mute/unmute.

<div align="center">

Join Zoom Meeting
https://zoom.us/j/5519310888

Meeting ID: xxx xxx xxxx
Password: xxxxxx

One tap mobile
+13017158592,,6506907210#,,,,0#,,112794# US (Germantown)
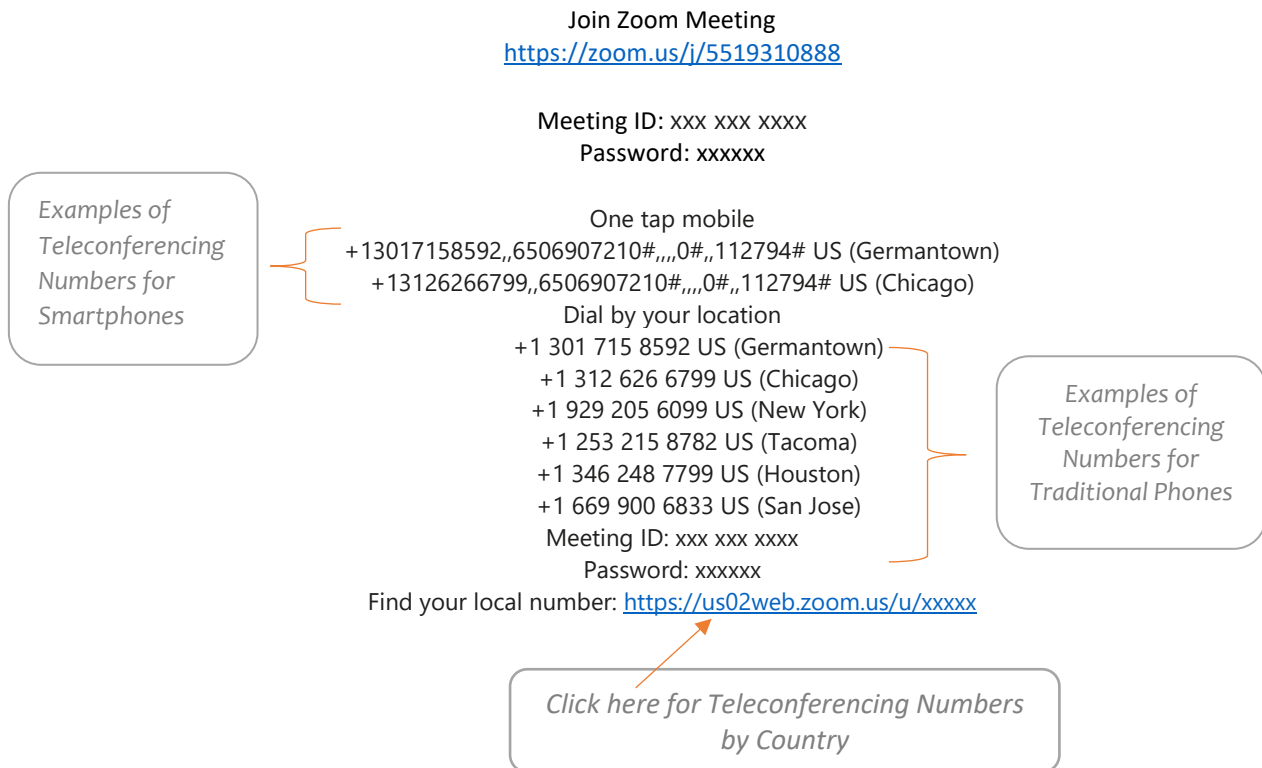+13126266799,,6506907210#,,,,0#,,112794# US (Chicago)
Dial by your location
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: xxx xxx xxxx
Password: xxxxxx
Find your local number: https://us02web.zoom.us/u/xxxxx

</div>

Examples of Teleconferencing Numbers for Smartphones

Examples of Teleconferencing Numbers for Traditional Phones

Click here for Teleconferencing Numbers by Country

► **Traditional Phone:** Enter the teleconferencing number provided on the invitation (based on your location.)
- When prompted, enter the Meeting ID using your dial pad.
- You may be prompted to enter your Participant ID and/or Meeting Password. Follow Instructions.
- Once you have successfully joined, a phone message will announce that you have joined the meeting.
- You will appear as a phone symbol on other participants' screens.
- To mute or unmute your phone: *6

DURING THE MEETING

The *microphone, video (camera), participant,* and *chat* controls are on the bottom of the Zoom window. If there is a red line through the microphone or camera it means they are off; no red line means they are on and everyone can see you and hear everything.

- Keep yourself muted when not speaking. Make sure to "Unmute" yourself before speaking.

- IMPORTANT: Please do not respond to any Zoom call that is not from the meeting host. If you do, Zoom will assume that you are leaving the meeting and you will be disconnected.

- TO RECONNECT, follow the instructions below for "IF YOU ARE JOINING LATE."

IF YOU ARE JOINING LATE (or NEED TO RECONNECT)

- GO TO THE INVITATION E-MAIL then CLICK ON THE ZOOM MEETING LINK
    * You will be connected. *Please do not call the host once the meeting has started.*

    IMPORTANT: Participants already attending the meeting should not respond to any other zoom calls. If you do, you will be disconnected from the meeting. TO RECONNECT, GO BACK TO THE INVITATION E-MAIL AND CLICK ON THE LINK.

ZOOM MEETING TIPS & ETIQUETTE

- Be on time! The virtual meeting room will be open approximately 10-5 minutes before the meeting; so, try to join a few minutes before the meeting is supposed to start.

- Find a quiet location in your home and place your device on a flat surface.

- Turn off your cell phone ringer and tell everyone in your household you will be participating in a Zoom meeting to minimize disruptions.

- For the best display of your image on the camera, sit in a well-lit room but make sure you are not sitting in front of or next to a window or a lamp.

- Turn off your camera (Stop Video) and your microphone (Mute) if you need to do something or speak to someone in your household.

- To avoid disrupting the flow of the meeting due to background noise, please make sure that your microphone is muted at all times. **Unmute yourself only when speaking**. Here is why:

  Zoom has a voice-activated switching feature that will direct its camera to sounds that could interrupt the speaker and distract participants. Zoom picks up any ambient sounds, such as:

  - Paper shuffling; pen tapping; squeaky chair;

  - Throat clearing; coughing; sneezing; chewing; whispering;

  - Outside traffic; barking dogs;

  - Coffee maker; running water;

  - Checking of e-mail, text messages, etc., and all other noises related to clicking on a keyboard

- If you have an urgent message that cannot wait, or if you need to leave the video conference early, click on the Chat icon to type in your message. The system is defaulted to send the chat message to "Everyone publicly and privately." So, unless you specify, remember that everyone will be able to see your message.
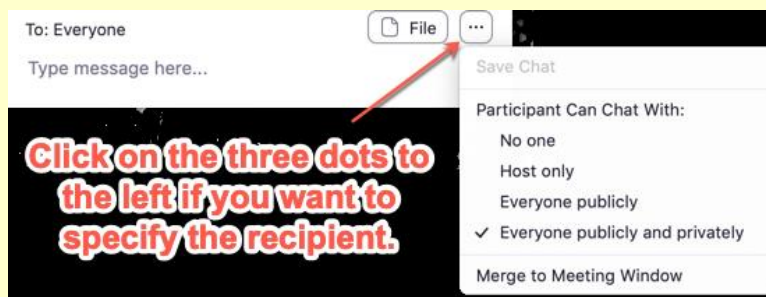
We look forward to seeing you on Zoom soon!