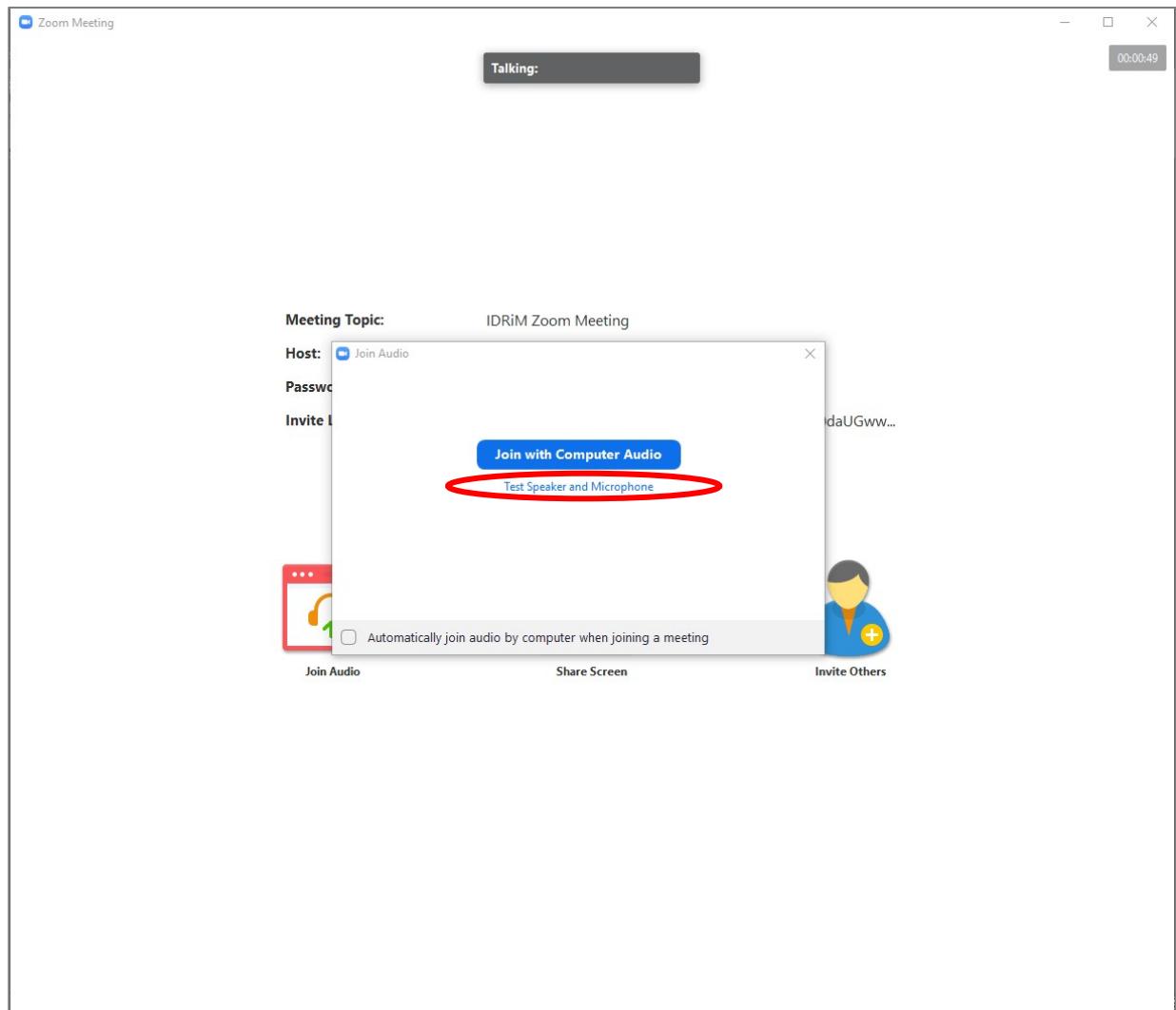


Zoom instructions for workshop participants

Before Joining

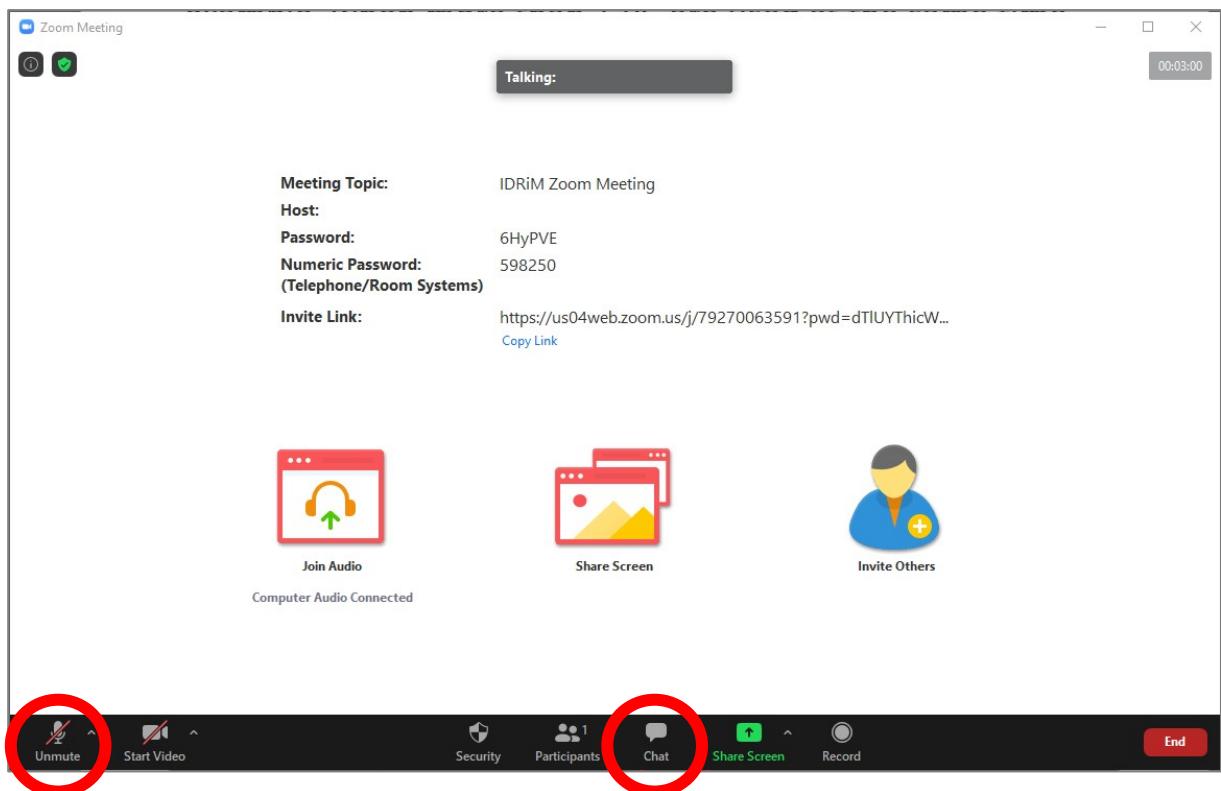
Please test your computer audio before you join the virtual room.



Microphone Settings

Your microphone is **Muted** by default when you join the meeting. You are kindly requested to keep it muted until your turn to speak comes. Please unmute your microphone only if you need to speak, when the host asks you something or when you have questions.

Please note that if there are other participants using loudspeakers in the same room, audio issues may arise. For example, when more than 1 PC are used at the same time and even 1 microphone is on, a howling noise may occur. Therefore, using headphones is recommended.



Audio Settings

If you cannot hear or your voice cannot be heard, please make sure you have selected the correct loudspeaker and microphone devices in your audio settings. If this does not work even though your audio settings are correct, please check that your microphone is not muted and/or the switch on your headphone set is set to ON. Please use the chat so as not to hinder the presentation progress, if you encounter any problems with your audio.

The top screenshot shows a software interface with a red circle around the 'Mute' button in the control bar. The bottom screenshot shows the 'Settings' window with the 'Audio' tab selected, displaying speaker and microphone volume controls and various checkboxes.

Top Screenshot (Control Bar):

- Join Audio
- Share Screen
- Invite Others
- Computer Audio Connected
- Select a Microphone
 - Internal Microphone (Conexant SmartAudio HD)
 - Same as System
- Select a Speaker
 - Speakers (Conexant SmartAudio HD)
 - Same as System
- Test Speaker & Microphone...
- Leave Computer Audio
- Audio Settings...
- Mute (button circled in red)
- Start Video
- Security
- Participants
- Chat
- Share Screen
- Record
- End

Bottom Screenshot (Settings Window):

- General
- Video
- Audio** (selected)
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Speaker:

- Test Speaker
- Speakers (Conexant SmartAudio HD)
- Output Level: [Slider]
- Volume: [Slider]

Microphone:

- Test Mic
- Internal Microphone (Conexant SmartAudio HD)
- Input Level: [Slider]
- Volume: [Slider]
- Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

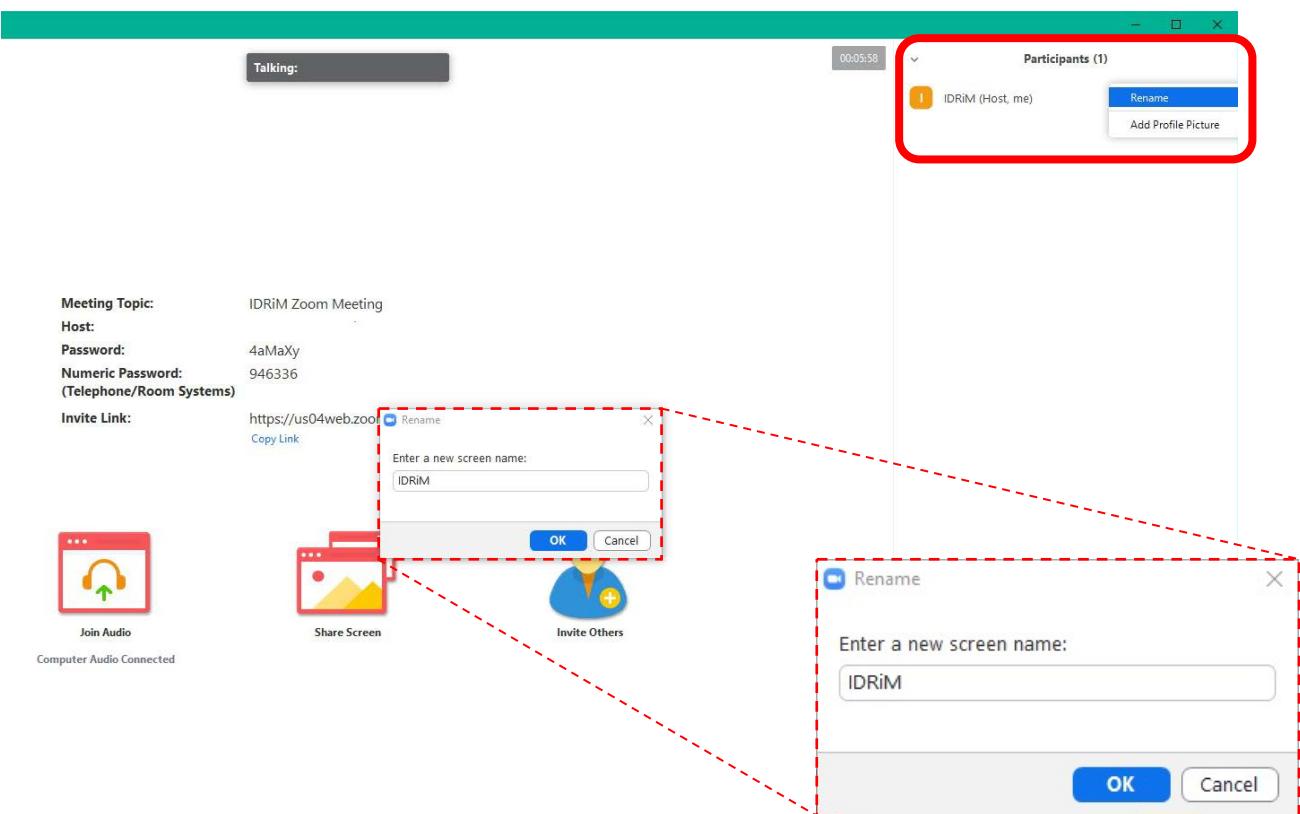
Sync buttons on headset

Advanced

Session Participants and Changing Your Name

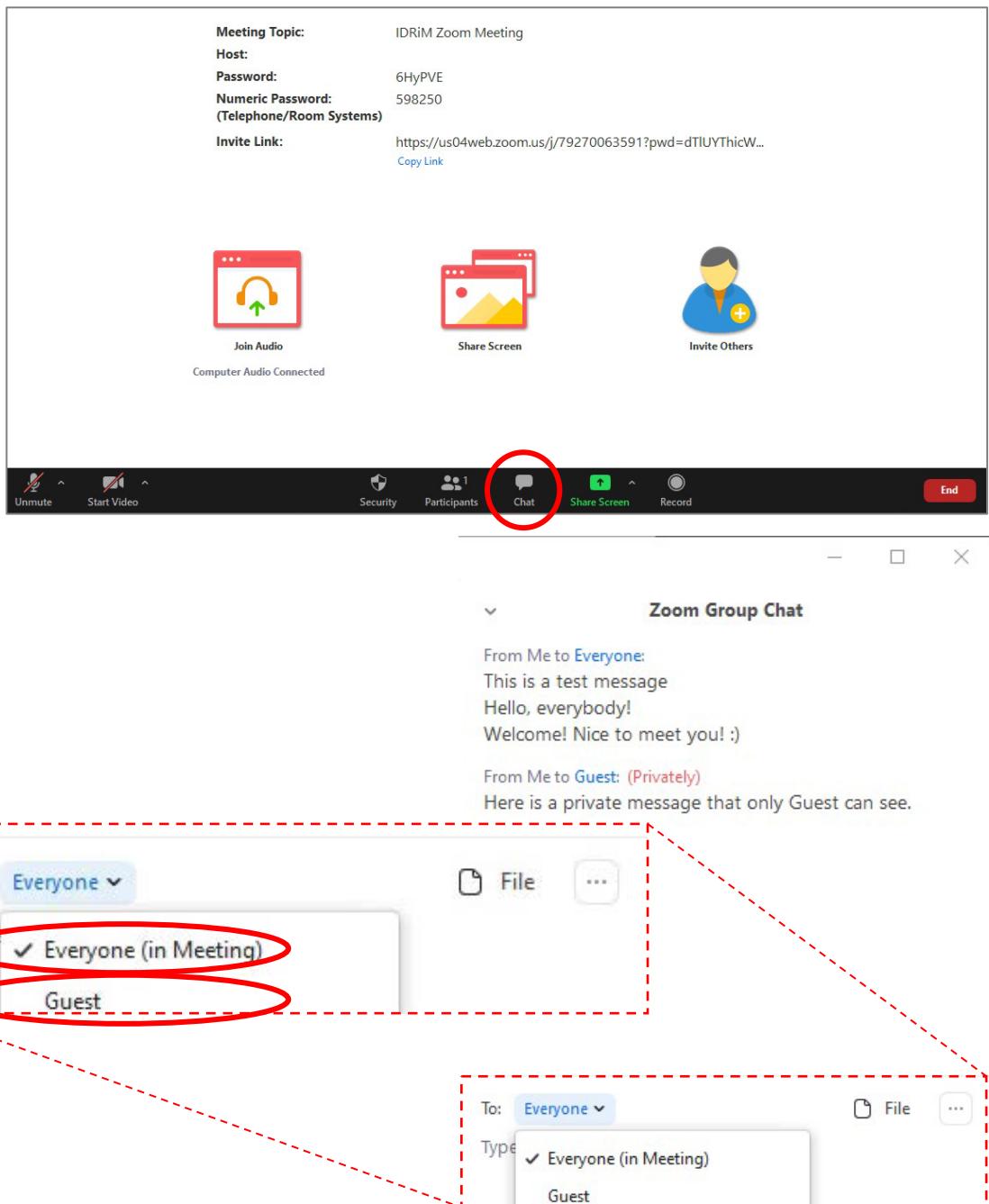
When you click on **Participants**, all connected participants are shown. Your name appears at the top of this list. Also, you can see their status of microphone and video.

When you click on **More**, next to your name, the **Rename** window will appear. You can change your displayed name from the options.



Questions/Comments

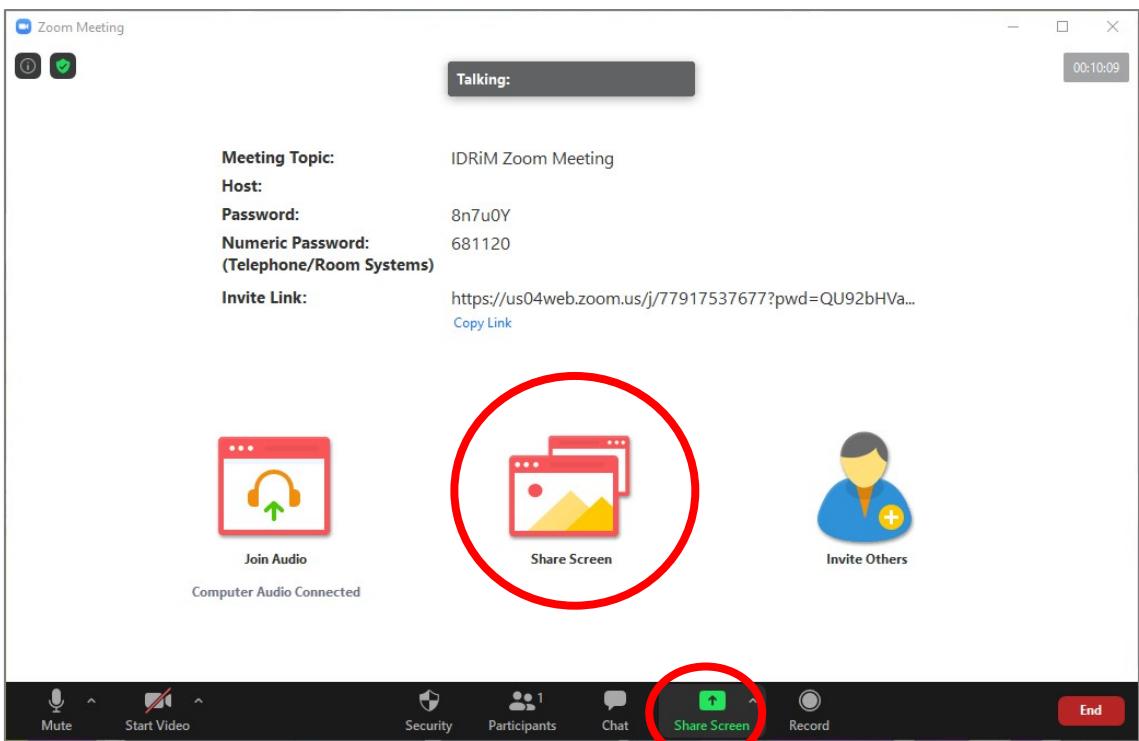
Please use “Raise hand” bottom to get permission from the session chair before you speak if you have any questions. When you click on **Chat**, the screen comes up on the right bottom. Please select **Everyone** and send your message if you like to send it to all participants. Please select [Presenter], [Host] or any other particular person from the list, if you like to speak to them directly.



Screen Sharing

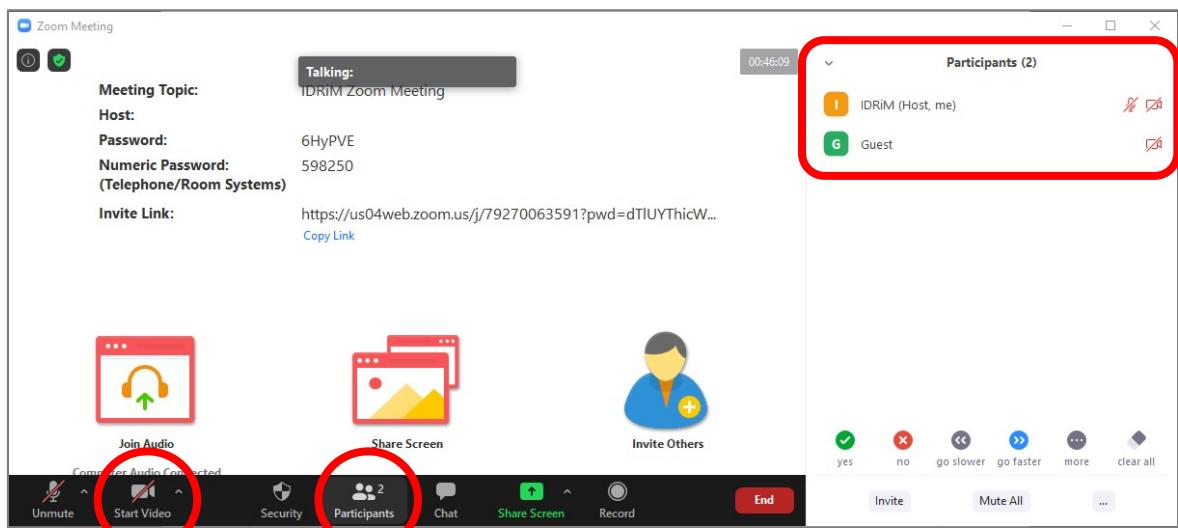
Please start sharing your screen when your turn comes. Click on the **Share Screen** button in the main window or the green **Share Screen** button in the bottom toolbar to do so. Please DO NOT share your screen before or after your turn, as this will restrict others from sharing theirs.

Please present your PowerPoint and other materials in full screen mode to make it easy for all participants to view. Please click on the red **Stop Share** in the toolbar at the top of your screen to stop screen sharing once you finish.



Video

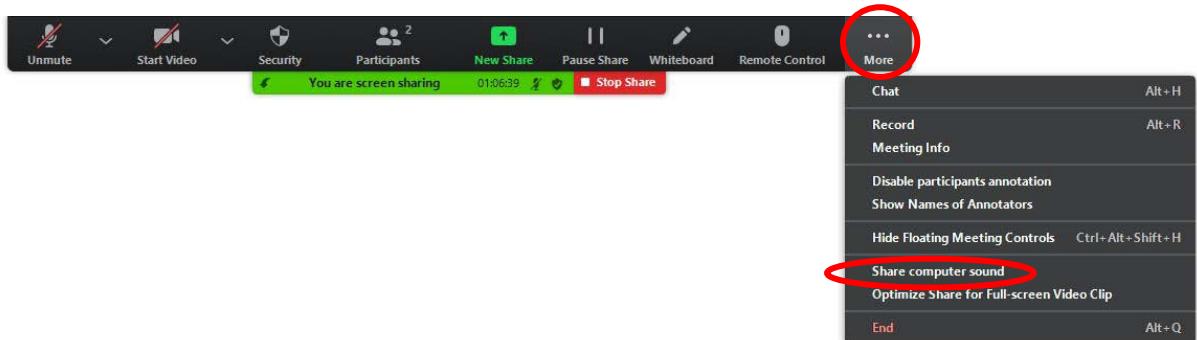
It is not mandatory to turn your video on if you would prefer to present only by sharing your slides and using your audio. However, please click on **Start Video** if you would like to show your face or share your screen. Please do not turn on video when it is not your turn.



Audio Sharing for Playing a Video

There are more than 1 ways to share your audio when you play a video, and one of them is to click on **Share computer sound** from the dropdown menu that appears after clicking on **More** in the toolbar at the top of your screen (when screen sharing is enabled).

Note: Please test the method before you use it in your presentation to avoid any problems.



Exiting

Please click on the red **Leave** button and confirm by pressing the **Leave Meeting** button that pops-up when you wish to exit the session.

