

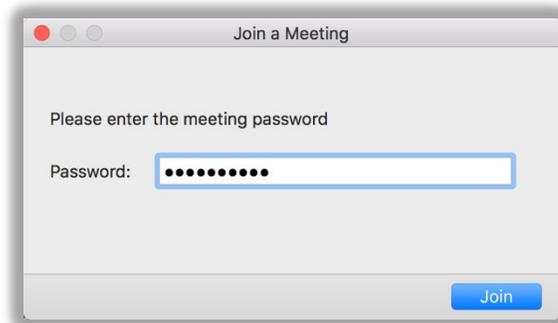
Online Meeting Tips for Attendees

For meetings using Zoom

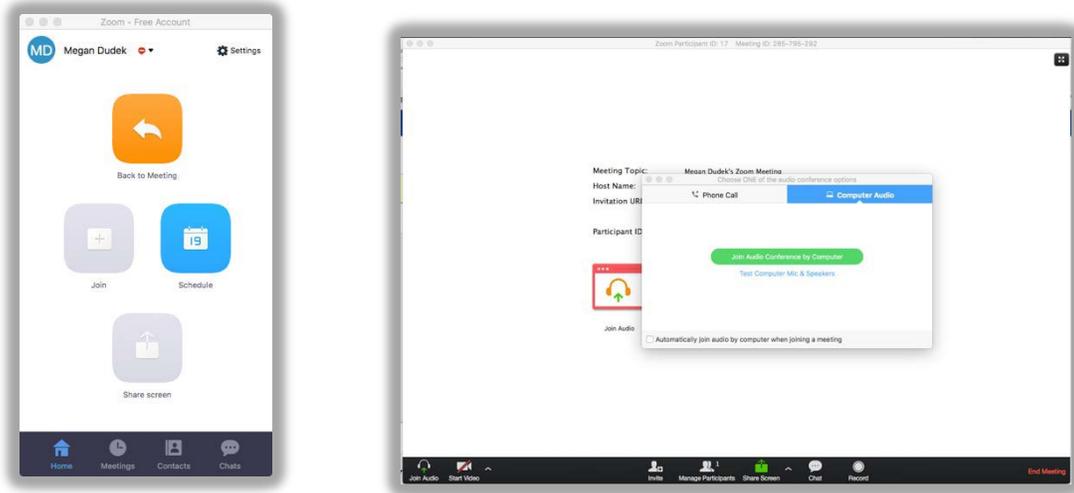
At least 15 minutes prior to the meeting start time, please go to <http://zoom.us> to download the Zoom software onto your computer (free), if you don't already have it. Making sure that the software is loaded this early gives you the opportunity to bring in IT support if you have any problems.

- **Always** use a wired, high-speed internet connection. Do not attempt to attend an MCLS workshop or program through a wireless internet connection or Virtual Private Network (VPN) connection. If you must use a wireless connection, know that it is possible that your connection will drop and you will miss some of the webinar.
- Arrive at least 10 minutes prior to the start time of the meeting so that there is time to do any last-minute troubleshooting.

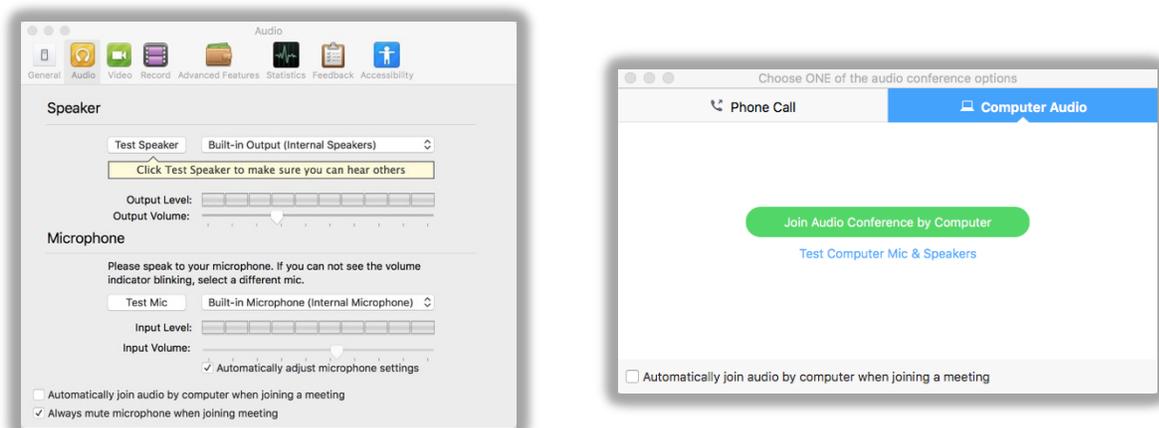
When you first arrive in the meeting, a new window will pop-up asking to Launch Application click on **OK/Open Link**. You may be required to enter in a Password, if so, enter in the Password and click on **Join**.



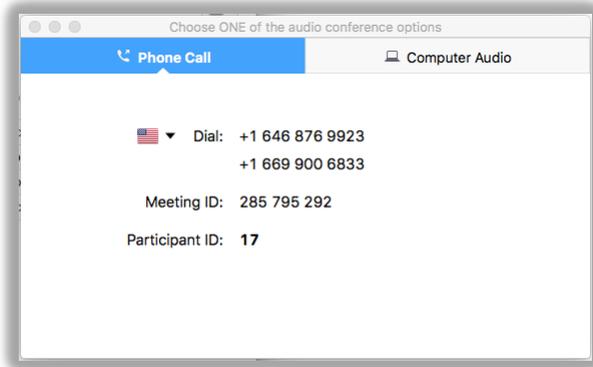
Two windows will open, the Account window and the actual Meeting window.



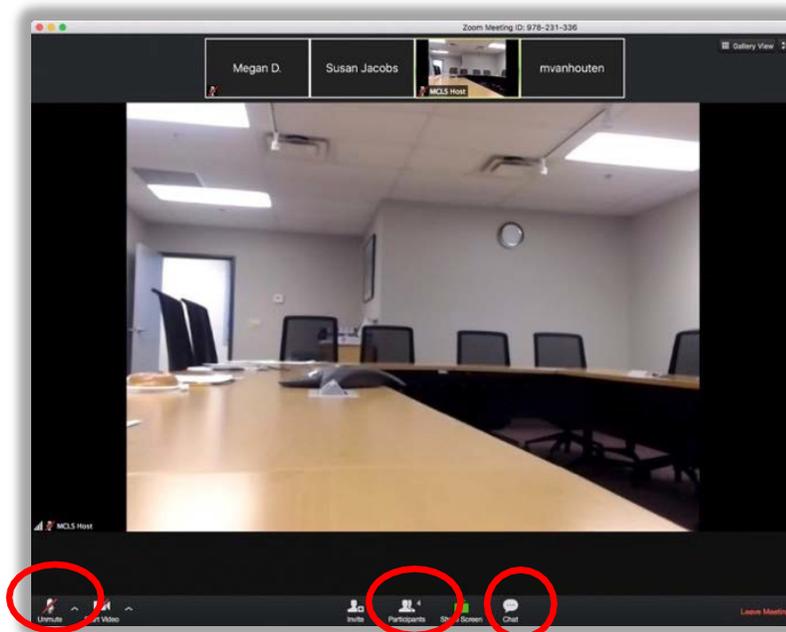
The Meeting window will give a choice to set-up audio by **Phone Call** or **Computer Audio** (using VoiceOver IP). You can test audio by clicking on **Test Computer Mic & Speakers** before connecting to Audio. Click on **Test Speaker** to test audio – it will play a sound. Click on **Test Mic** to test audio input - it will record then playback the recording. You are not required to have a microphone enabled to participate in an MCLS workshop, and you can join by computer audio even without a mic. Close out after testing and click on **Join Audio Conference by Computer**, once you do that your Meeting will open.



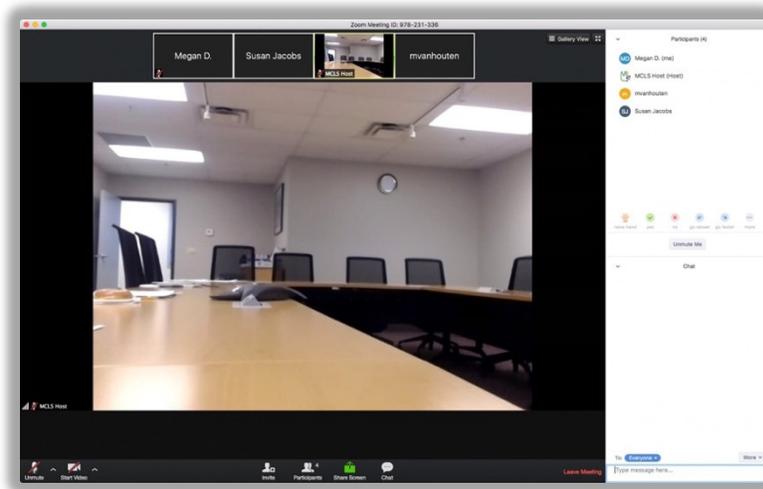
If you prefer to dial-in for audio, click on the **Phone Call** tab instead. The following window will display with instructions to call in. This will be a long-distance phone call.



Once the meeting is open, it will look something like the following. Those who are participating with video will be displayed across the top. After connecting to Audio, your microphone will be automatically muted. Mute/Unmute your mic using the **Mute/Unmute** option in the lower left. Keep your microphone muted until you want to ask/answer a question. This helps reduce the amount of feedback that may happen during the webinar. Most everything can be done via the lower toolbar. Move your cursor in Zoom at any time to display the lower bar with all of the various options. Click on **Participants** and **Chat** to monitor the participants and chat.



Once **Participants** and **Chat** are opened, the Meeting now looks like the following. All participants will display in the **Participants** panel. Chats can be sent to individual participants or everyone. Do not only send chats to the Host, send them to either **Everyone** or the presenter. The default upon opening a Meeting is **Everyone**.

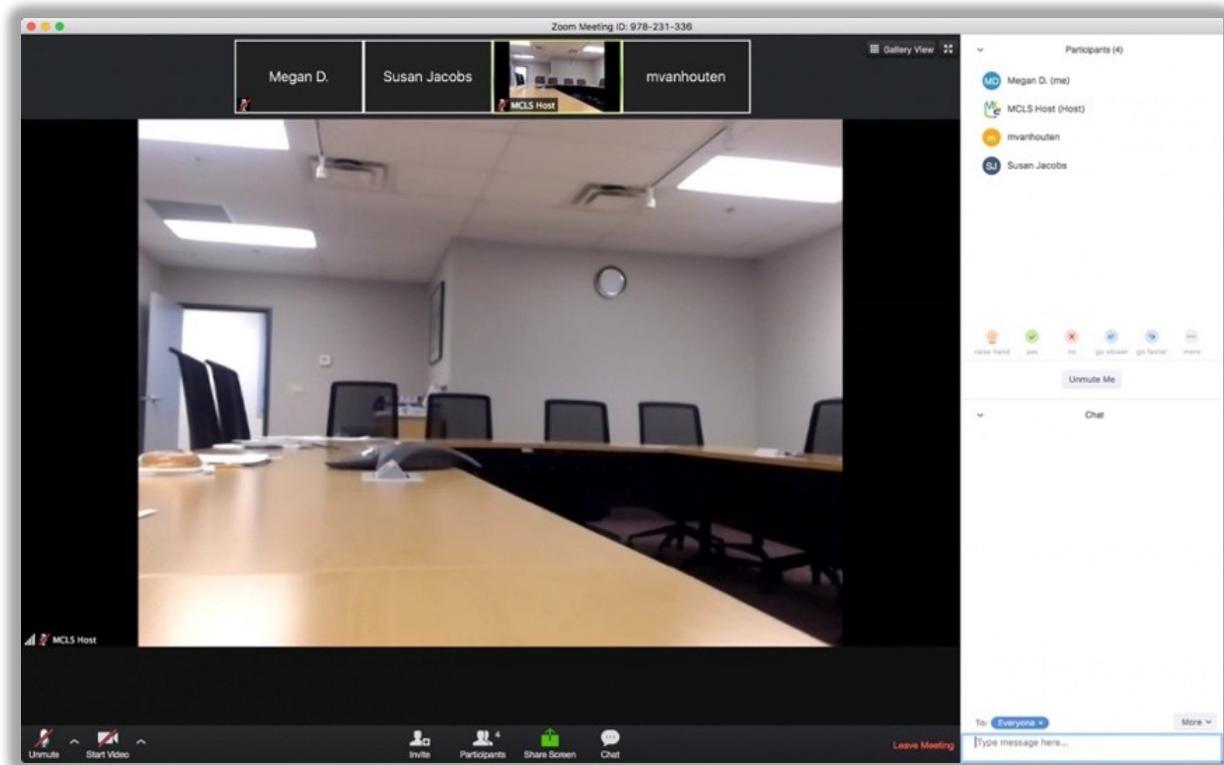
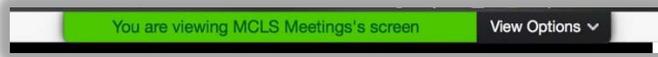


- Using a headset or ear buds during the online meeting can help you hear more clearly and can be less distracting to your office neighbors.

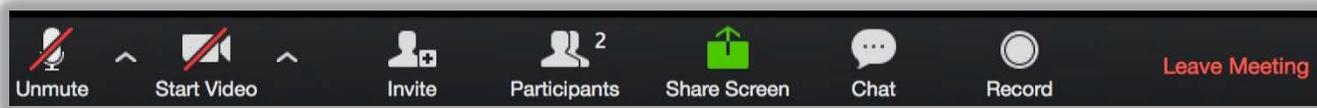
To connect to video, click on **Start Video** in the lower menu bar. Connecting to video is not required. Once video is enabled, click on **Stop Video** to disconnect video. **PLEASE NOTE** that many MCLS webinars are recorded and sometimes posted.



When the presenter is sharing their desktop or file, it will display in the Meeting. Those with video will still be displayed across the top. When the screen is shared – hover your cursor in Zoom to bring up the top and bottom options using the **View Options** drop-down in the top you can **Exit Full Screen** or **Fit to Window** or **Original Size** to resize the presenter’s presentation as needed.



If the toolbar disappears, you can always view it again by moving your cursor in Zoom.



Click on the arrow next to Unmute display the options to **Select a Microphone**, **Select a Speaker**, **Leave Computer Audio** or view the



Audio Options...

Click on the arrow next to **Start/Stop Video** to display the options to **Select a Camera** or view the **Video Settings...**

