ZOOM GUIDE FOR NORTHERN LIGHTS TRAINERS

Zoom is a web-based, video-conferencing tool that can be used to support interactions between trainers and participants in Northern Lights trainings.

Getting Started

Participants do not need a Zoom account to join meetings, but trainers do need an account to host a meeting. CCV will provide Zoom accounts to NL trainers. You will receive account information via email. If you have trouble accessing your Zoom account, please contract your resource advisor.

Zoom requires a high speed data/internet connection and can be used on any computer, laptop, smart phone or tablet with a camera and mic *and/or* headphones with a mic. CCV Zoom accounts do not support phone audio options, so make sure to set your meeting to use computer audio only.

Log in to your account at http://zoom.us using your CCV email, username@vsc.edu and the password you created during set-up.

Hosting & Scheduling a Meeting

Go to "Profile" to add an image and create a personalized link for your meetings. You can share your Personal Meeting ID (found in Profile) at any time to invite others to a meeting.
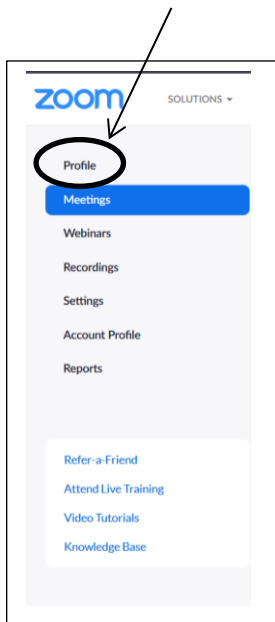
To schedule a meeting in Zoom and Outlook, select the link to "Meetings" to set up your meeting options. For audio, make sure to select "computer audio" only.
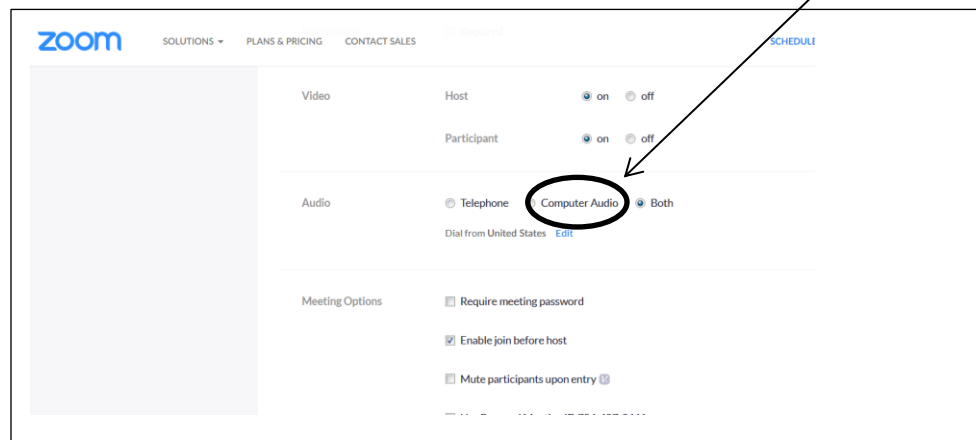
To start a meeting, select your meeting link. Zoom will launch in a web browser or from the Zoom app for mobile devices. Your browser may ask you how to open Zoom. Select appropriate option. This may include a one-time download for your browser.

Using the Zoom Menu Bar

1   2   3   4   5   6   7   8   9

| 🎤 Mute | 📹 Start Video | | 👤 Invite | 👥¹ Manage Participants | ⬆ Share | 💬 Chat | ⬤ Record | ⊞ Breakout Rooms | **End Meeting** |

Once you have started your meeting, use the menu bar to:

1. Mute/unmute audio and video for yourself and participants
2. Start/stop video camera
3. Invite people to join your meeting
4. See a list of participants
5. Share/stop sharing your screen, desktop or certain documents and application Share a white board for collaboration
6. Open the chat window to communicate with participants
7. Record and save your meeting
8. Create breakout rooms for discussion
9. End meeting

For more detailed information and video tutorials, go to the Zoom online knowledge base at: https://support.zoom.us/home