

ZOOM GUIDE FOR NORTHERN LIGHTS PARTICIPANTS

Zoom is a web-based, video-conferencing tool that is easy to use and may be used by NL trainers and participants to communicate and engage with others in your training.

Getting Started

You will need:

- Internet connection
- Computer, laptop, mobile device or tablet with audio, camera, and mic
- Optional - headphones or earbuds

Joining a Meeting

Your trainer will provide a Zoom meeting link. It may look like this:

Jane Doe is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting:
<https://zoom.us.JanesMeetingRoom>

Zoom will launch in a web browser or from the Zoom app for mobile devices. Choose to open the Zoom application. You can download a free Zoom app for your phone or tablet.



Using the Zoom Menu Bar



Once you have joined a Zoom meeting, use the menu bar to:

1. Mute/unmute audio and video
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, white-board or certain documents and application
6. Chat with participants
7. Leave meeting

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



ZOOM PARTICIPANT GUIDE

~ Tips & Best Practices for Northern Lights Participants ~

- Make sure you are in a **quiet environment** where you will not disturb others nor be disturbed during meeting.
- **Join your meeting early** to allow time to test your audio/video and make sure it is working and set up properly.
- **Use headphones or earbuds** with a mic if possible to avoid background noise.
- You may need to **keep yourself muted** when not speaking to avoid feedback and other external noise from interrupting the meeting.
- Using a camera for video is optional. **Communicate with your trainer** on what will be required.
- Be prepared and aware – **avoid distractions** and be mindful of your appearance and environment. Remember, you are presenting yourself to others by video.
- **Technical difficulties?** If you have issues please access the Zoom guides, <https://support.zoom.us/home>. For best results we recommend you use a tablet or a desktop/laptop. **Review system requirements** at: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
- **Questions?** Contact your resource advisor.