

## Your Zoom Meeting Invitation

Saverio is inviting you to a scheduled Zoom meeting.

Topic: Toronto MGCC Tech Zoom

Time: Jan 21, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85208801959>

Meeting ID: 852 0880 1959

Passcode: F 1thall

One tap mobile

+19292056099,,85208801959#,,,,\*2383798365# US (New York)

+13017158592,,85208801959#,,,,\*2383798365# US (Washington D.C)

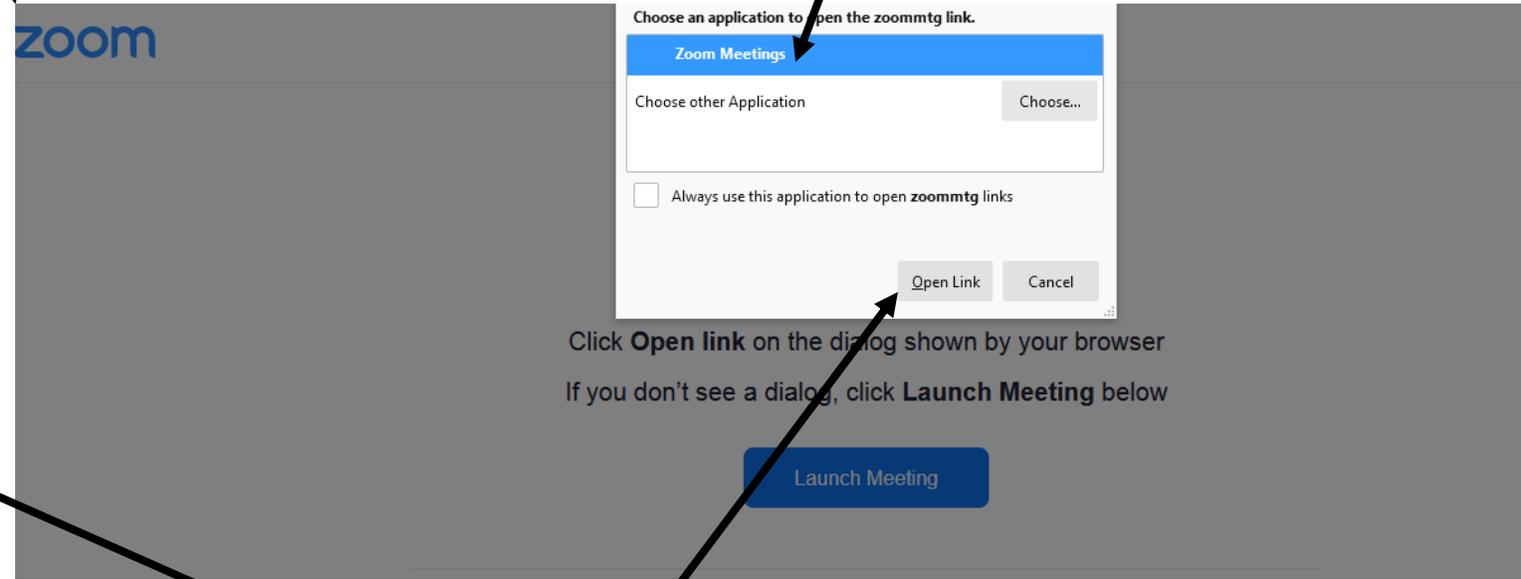
Example only

**ZOOM TIPS – based on using a PC desktop, there may be variations depending on the device you are using.**

1. Click on this Link

2. This window will open in your browser, e.g. Firefox, Google Chrome, or Microsoft Edge/Explorer

3. Zoom Meeting is highlighted



### Note:

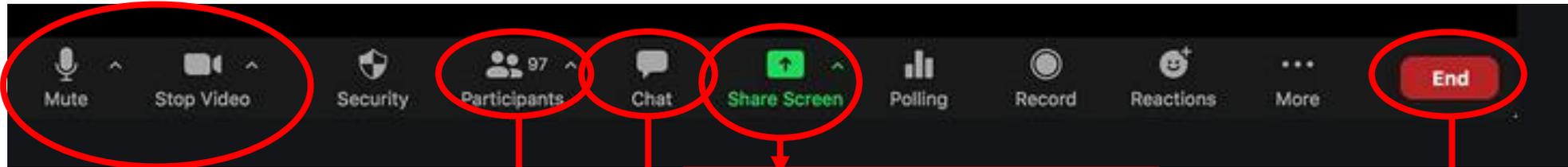
If you have the Zoom App on your device you can open the app and then enter the Meeting ID and Passcode. Chances are that if you are reading this you don't have the App because you have not Zoomed before or are not familiar with the application.

4. Click on the Open Link button.

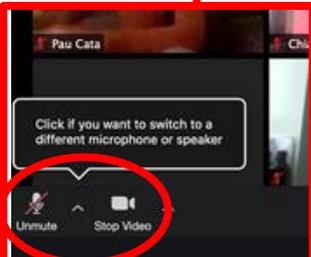
If you are asked for a password/code it is included in your invite. You will then get a message asking you to wait or you may get in immediately



# The Main Tool Bar



Mic is Active and Video is On

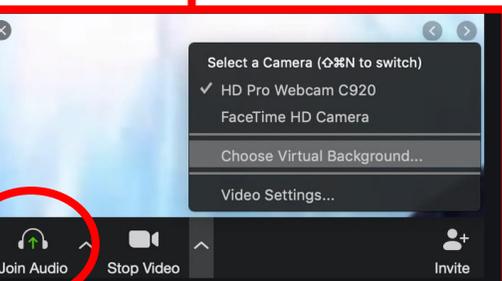


A red line through the mic or video means they are muted. Click on the icon to un mute.

Number of people attending

If you are presenting you will be granted access by the host. Other wise this will not work. However, if the host has not blocked this and you click on it you may be sharing your screen with everyone. (see sample following page)

Click here to end the session. You can leave at any time.



Mic is not connected click to Join. Similar for video

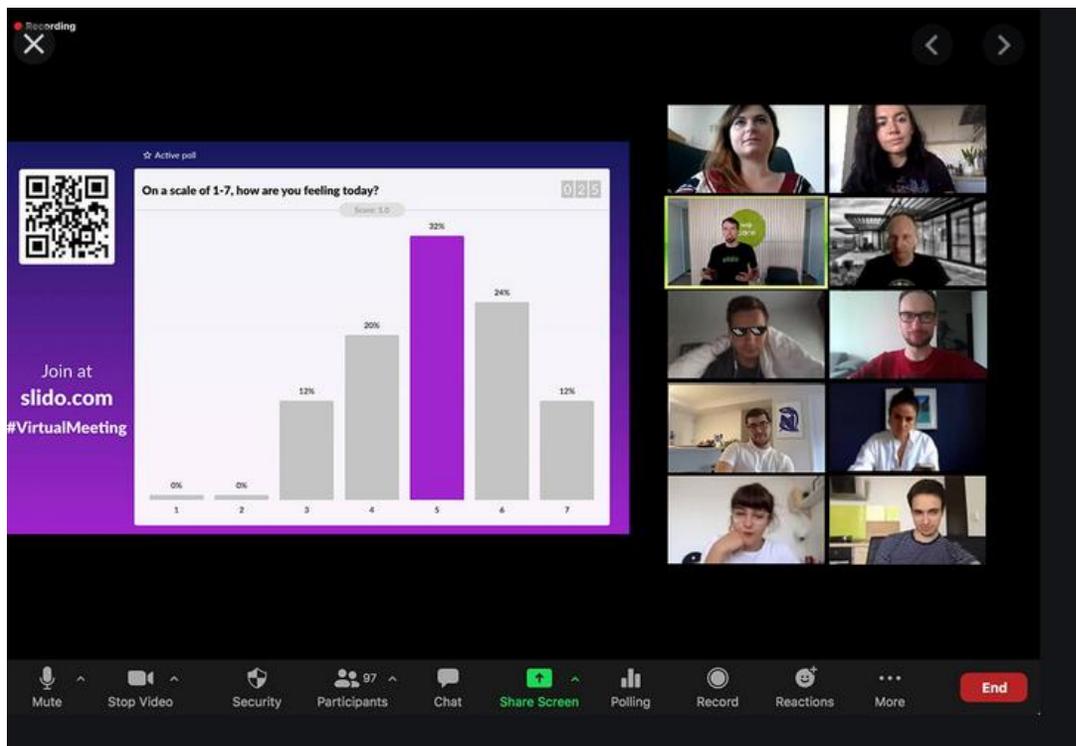
**Chat** is where you ask questions or see what questions are asked. If you are asking a question of the presenter then ensure it is set to "everyone" so the presenter and participants can see the questions asked. You can also chat privately with other participants just select their name. When a new comment is added the chat will light up. The list of chats will show up at the side or top of the screen, you may move it to a location that meets your needs.

## Notes:

Only the most common buttons are covered.

If the tool bar is not visible on your screen move your mouse to the bottom of the Zoom screen and it should show up.

It may also be at the side or top of your screen.



## Shared Screen View

One of the participants is presenting from their computer and are sharing their screen.

The side bar can be in Gallery, as shown, or speaker view.

## General Tips/Etiquette

1. **Mute Your Mic:** Unless you are speaking ensure your mic is muted. It can be annoying to others as any background noise at your location may be heard, e.g. dog barking, TV, someone using the washroom. And your screen will pop up to anyone who is in speaker view.
2. **Un Mute Your Mic:** don't forget to unmute your mic if you want to speak or are called upon to speak.
3. **Mind Your Camera:** if your camera is enabled anything that you are doing will be seen. If you are on a portable device don't forget to turn off your camera before you go do something that you don't want others to see, e.g. go to the washroom.
4. **It May Be Recorded:** many Zoom sessions are recorded for future reference. As with anything going into the internet it can end up in public domain. So if you don't want your image out there block your camera. Don't say/do anything you may come to regret. Remember Jeffrey Toobin.
5. **Check Your Mic and Camera:** when logging in you will be asked to share your Audio and Visual. There usually is a screen that pops up before you are accepted to the meeting where you can test these.
6. **Bigger is Better:** many sessions may include presentation material which is much easier to see on a larger screen.
7. **Who are You:** if your device has a name, e.g. myipad, it will show up as the name on the screen. No one will know it's you. You may be asked to enter a name when going into a Zoom session. Use your real name so others will know who you are.