Helpful Tips for Using Zoom

Joining Our Virtual Meeting via Zoom

The simplest way to join a zoom webinar is to click on the meeting link sent to you via email. If you have already downloaded Zoom click "launch meeting". Otherwise, click "download and run Zoom". If you cannot download and run Zoom, you can click "join from your browser". You will be prompted to enter the webinar ID provided to you in your registration email. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.

If you would like to download Zoom in advance click here: https://zoom.us/support/download*.*

Be sure to access the Zoom link at least 15 minutes prior to the start of the Meeting to minimize technical issues. The host will be signed on 30 minutes prior to the start of the meeting.

Raise Your Digital Hand

If you hover over the bottom of your zoom window, you'll see buttons. You can click the "Raise hand" button to raise your hand in the Meeting. If you have the button with 3 dots, you can click that button and a menu will pop out with "raise your hand" as one of the options. When you press "Raise Your Hand", your digital hand will be raised. Press the same button to lower your hand.

Chat Feature

If you hover over the bottom of your zoom window, you'll see buttons. You can click the Chat button to access a chat panel on the right of your zoom window. You can use this chat panel to send messages during the Meeting. At the bottom of the chat panel, you will see a "to:" field with a dropdown menu to select who you would like to message. Below that is a text box where you can type your message. To send your message press enter and whoever you have selected will receive your message.

Asking Questions

There will be a Q&A near the end of the meeting where Members can ask their questions using the Q&A button at the bottom of their screen or raise their digital hand to ask their question verbally. The moderator will be directing chat questions to the Board Chair. If you'd prefer to ask a question verbally, raise your digital hand during the Q&A and you will be placed in the queue. Once you are called upon, your mic will be unmuted. We ask that you state your name clearly prior to asking your question. Your mic will be turned off after your question has been answered.

Guests will have no Camera abilities and limited Microphone abilities during the Meeting:

All attendees will be muted with video capabilities turned off, in the event that you have raised your digital hand and have been given the floor by the Meeting host, the moderator will turn on your microphone. Your mic will be turned off after you speak.

Technical Difficulties

If you experience issues:
- Check your internet connection
- Be sure you use the correct Zoom link provided by the host.

TIPS for effectively using Zoom

New to Zoom? Check out Zoom's Quick Start Guide for New Users here:
https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users.

npscu.ca

- Find a quiet, distraction free space to participate in the Meeting.
- If you expect to be using the microphone during the Meeting, consider your environment. Background noise is often amplified by your device's microphone.

Tip: Be aware of your bandwidth and internet usage. This can include closing any extra or open browser tabs.

Zoom has many support articles, guides, and other helpful reference material on their website. Visit the Zoom Help Center to explore https://support.zoom.us/hc/en-us.