



ZOOM Instructional Guide For Virtual Conference Participants

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Signing Up and Activating Zoom (optional)

*Please note that it is not necessary to create a zoom account in order to access the conference workshop sessions. If you do not want to create a Zoom account skip to “Joining a Conference Session, Exhibitor Showcase, Memorial and Award Videos, Welcome, or Meet the Exhibitors.”

- 1) Open a web browser and go to zoom.us/signup and
- 2) Enter your email address.
- 3) You will receive an email from Zoom (no-reply@zoom.us).
- 4) Go to your person email inbox and open the email from zoom
- 5) In this email, click Activate Account.
- 6) Select **no** when asked if you are signing up on behalf of a school
- 7) Enter in our first and last name

If you are adding Zoom to a Chromebook:

- 1) Open a web browser and go to zoom.us/signup
- 2) Add extension - get pics and add the rest of the steps

Signing in to Your Zoom Account on the Web (optional)

- 1) Open a web browser and go to zoom.us/signin.
- 2) Enter your username and password (if you do not remember your credentials click on forgot password and follow the prompts).

*If you are on the Zoom homepage, zoom.us, both the signup and signin options are in the upper right hand corner of the Zoom page.

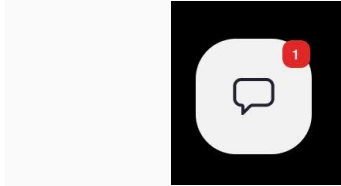
Joining a Conference Session, Exhibitor Showcase, Memorial and Award Videos, Welcome, or Meet the Exhibitors.

*You do not have to create a zoom account in order to access a Zoom session.

- 1) Use the clickable Conference at a Glance Grids to enter any room or session during its scheduled time frame. Click on any conference session name, exhibitor name/logo, memorial and award videos, welcome, or the CAACE conference help room link, all in [blue underlined font](#). A small window will pop up with the website link, click on the link that pops up and you will automatically be sent to corresponding the Zoom session.

Entering the Presentation

1. Participants will see the waiting room screen until the session begins or until the proctor is able to let you in.
2. When in the waiting room, please pay attention to the bottom of your screen for a possible message from the proctor to pop up . The proctor may be relaying any important session info or materials that the presenter may want you to get for the session.
 - If a message pops up, you will see this icon:

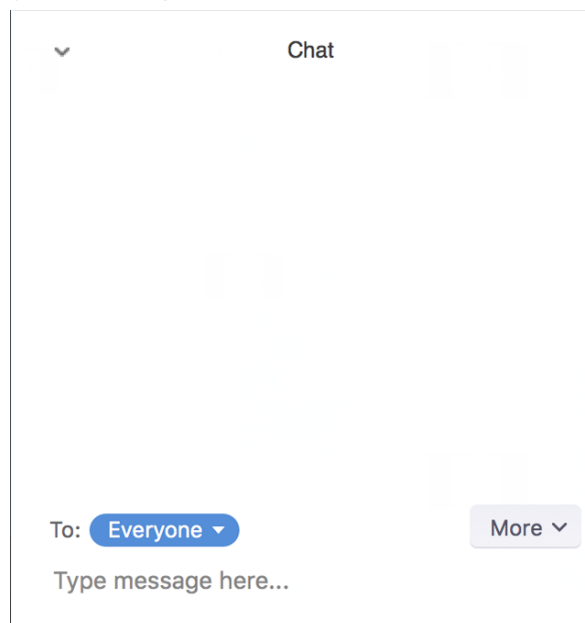


3. Once the session is ready to begin, the proctor will let all participants in
4. If you are trying to enter a session after the session has already begun, you may have to wait a minute or two until the proctor can let you in. *Please be patient, the proctor has a lot of responsibilities.

Using the in meeting Chat Box

*Please note that you are only able to send a message to the host, presenter, or to everyone

1. While in a meeting, click Chat in the meeting controls to open the chat window.
2. Click on the drop To: down menu towards the bottom of the chat box to select who you would like to type a message to.
3. Type your message where indicated, then press enter or send.



4. When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.

Understanding Break Out Rooms

Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Click Join.
3. If you choose Later, you can join by clicking the Breakout Rooms option in your meeting controls.



4. Click Join Breakout Room.

You have been assigned to Breakout Room:

Breakout Room 2




Join Breakout Room

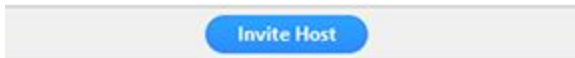
You will have access to full [controls](#) similar to the meeting.

Asking for help

If you click Ask for Help, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click Ask for Help in the meeting controls.
- 
2. Confirm that you would like assistance by clicking Invite Host.

You can invite the host to this Breakout Room for assistance.



Invite Host

Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click Leave Breakout Room.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

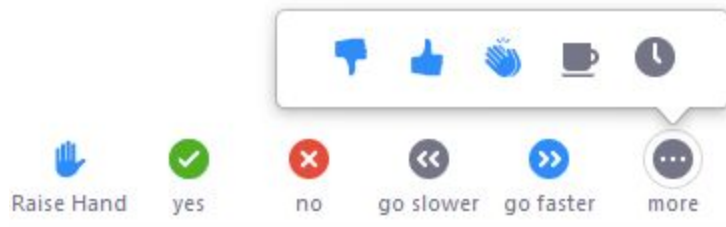
Meeting Reactions

*Please only use meeting reactions if a presenter is asking for feedback or questions. Use the chat box in any other situation.

1. In your meeting controls, click Reactions.



2. A thumbs up and clapping icon are available
3. For additional reactions click on the participants icon
4. Click the type of reaction you would like to send (Not all sessions and all computers have access to all of the reactions)



5. Reactions will then appear in the corner of your participant video or next to your name in the participants tab and will automatically disappear

Conference/Zoom Etiquette

- If you do not like a workshop session, simply click on “end” in the lower right hand corner and then click on “leave meeting”. You are then welcome to join another session.
- If you have questions during the presentation, please follow the instructions given by the proctor as to how and when to ask the questions. If you joined the session late, send a chat to only the proctor asking them to explain any pertinent information you.
- All participants are asked to refrain from acting in a disruptive manner.
 - If the microphones are unmuted, please remember to mute your microphone at all times unless you are speaking. Also, please double check that your microphone is muted if your environment becomes noisy, you have to answer a phone call, or if you need to talk with someone who is physically with you.
 - Please minimize your questions so that all participants have the ability to have their questions asked and also so that participants can communicate with the presentation proctor if they are having difficulties.
- If a proctor feels that a participant is being disruptive, they will ask the participant to stop. If the participant continues to be disruptive, the proctor can send the participant to the waiting room.

*It is up to the discretion of the proctor to allow a participant to re-enter the presentation.

For Help During the Conference

There will be a CAACE Conference Help Room open from 8:15 a.m to 4:30 p.m. in case any participant has questions or needs help. To access this room please click on the link below or the link at the bottom of your Conference at a Glance Grid.

CAACE Conference Help Room Link: <https://us02web.zoom.us/j/84582650397>

