Compassionate Friends of Canada: Zoom Guidelines for Participants

Device Screens and Options

Please note that it is recommended that you use a desktop or laptop computer when hosting and/or attending a Zoom meeting. You can certainly use a mobile device such as a table, ipad, or smartphone. If you are using a mobile device, you will need to touch the screen of your device to see some of these options. On your mobile device, most options are visible when you touch the screen on your device and then touch the meatball menu for additional options. Below is an overview of the different menus you might see on your mobile device.
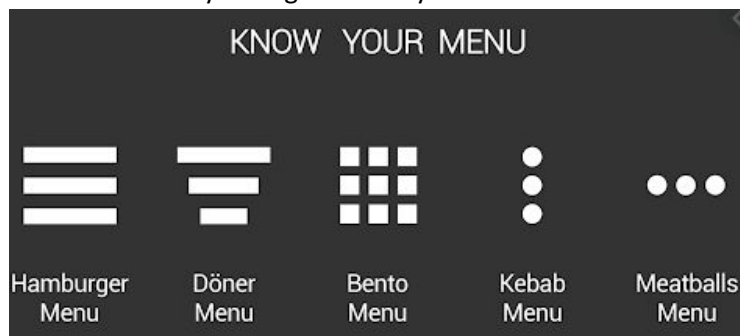
Joining a meeting

There are multiple ways to join a Zoom meeting: by entering a Meeting ID, clicking an invitation link, or using your web browser. You can use whichever method works best for you.

Before the meeting:

- Be sure you have **downloaded the most current version of the Zoom app.** You do not need to create a Zoom account. Anyone can join a meeting using the Zoom mobile app or desktop application for Windows and Mac (the app uses 3 MB of space for first time users).
- Be sure your browser is up to date (older browsers can be problematic and not necessarily built for video or other Zoom features).
- **Test your audio ahead of time.**
- **Test your video ahead of time.**

- If you have a Zoom account, you may wish to Choose a Zoom virtual background (or an image of your choice), if desired. This is available to all Zoom accounts, free or paid. See below: Virtual Background Set-up

To join using the Meeting ID:

1. From the Zoom main screen, click *Join*.
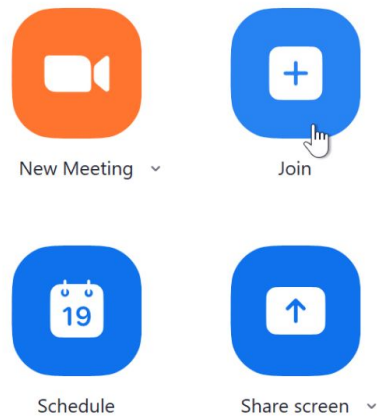
2. Enter the *Meeting ID*, and click *Join*.

3. Enter the *meeting password*, and click *Join Meeting*.

4. You'll be asked if you want to join with or without video. Select *Join with Video*.

5. Before you enter the room, you may be placed in the Waiting Room first. If so, you'll stay here until the host allows you to join. The meeting host will begin admitting people a few minutes prior to the start of the meeting.

Please wait, the meeting host will let you in soon.

Molly Parker's Personal Meeting Room

To join using an invitation link:

Another way to join a meeting is through an *invitation link*. When you click a Zoom link, Zoom will ask if you want the app to take over. Select Open Zoom, and you'll go through the process of joining the meeting. You may need to grant Zoom permission to use your camera and microphone, especially if this is your first meeting.

Please join Zoom meeting in progress ➤

Adam Farrell <infofarrell@gmail.com>
to me ▾

Join Zoom Meeting
https://us04web.zoom.us/j/78078361989?pwd=SzBob2JXTXRFSjRIZWc3djAvNnVVUT09

Meeting ID: 780 7836 1989
Passcode: t9F4Eb

Note: As with any link in an email, verify that the email is legitimate and trustworthy before clicking. The TCF Zoom meeting link invite should come from the TCF chapter facilitator.

To join using a web browser:

Finally, if you can't run the Zoom app for some reason, you can join a meeting using a web browser on your desktop or laptop. Keep in mind that the web browser version of Zoom is more limited, and is not available on mobile devices. It is recommended to use the latest version of Google Chrome.

1. Go to zoom.us/join and enter the *Meeting ID*.

Join a Meeting

814 7422 1091

Join
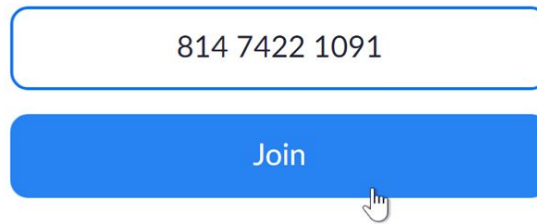
2. Select *click here* near the bottom of the window. If a box appears asking you to use the Zoom app, just hit *Cancel*.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

3. Click *join from your browser*.

If nothing prompts from browser, click here to launch the meeting, or **download & run Zoom**.

If you cannot download or run the application, join from your browser.

4. Enter the meeting password and join the meeting.

To leave a meeting, click *Leave Meeting* in the bottom-right corner, then confirm you wish to leave.

Record   Reactions   **Leave Meeting**

During the meeting:

- Set your preferred view of video participants (e.g. gallery view, active speaker, mini, etc.)
- If you happen to get dropped from the call, simply reconnect to the meeting using the link and/or meeting ID and password.
- Minimize background noise:
  - When not speaking, "mute" yourself to reduce background noise
  - If possible, wear earbuds or a headset (wired is quietest)
  - If on your phone, "dock" it. Any movement will come across as noise for the other participants.

How to Maximise your Digital Experience

- **Be as present as possible:** Turn video on, put away phone, close/mute tabs.
- **Take care of yourself:** A short 5-minute break will be provided mid-way for you to get up, stretch, use the toilet, grab some water, etc.
- **Look to the participant list** to find and use people's preferred names, pronouns, etc.
- **Be brave:** Digital engagement may use new tools. Don't be afraid to test them out (but not when someone is sharing).
- **Be creative:** Take advantage of the various ways to engage (chat, raise hand, vote, speak).
- **For tech support**: join the meeting at least 5-10 minutes before the start time to allow for basic troubleshooting. If the tech issue you are having is not critical to your participation, write it down and connect with the host or a friend after the meeting to find out how to resolve the issue for the next time. This will be less disruptive to the flow of the meeting.
- **Just like an in-person event, we'd like to see your face and know your name!** This means:
  - If possible, please join with video on.
  - Please add your name, pronouns, and/or child's/sibling's if applicable. Sometimes Zoom will display you with generic names like "user". This is like having a name tag at an in-person event!
- **Please stay on mute except for when you'd like to speak.** This will help with overall sound quality for the whole group and limit background noise.
- **Check out Zoom's "Chat box" function.** This is another way you can interact with the host and other workshop participants. You can also seek tech assistance here.

Troubleshooting Tips:

- **Connection Issues**
- **Joining a Meeting**
- **Join a Test meeting** (to familiarize yourself with Zoom)
- **Test your audio**
- **Test your video**
- **Echo during meeting**
- **Video/Camera not working**
- **Video Layout**
- **Virtual Background set-up**

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