



ZOOM HOW TO

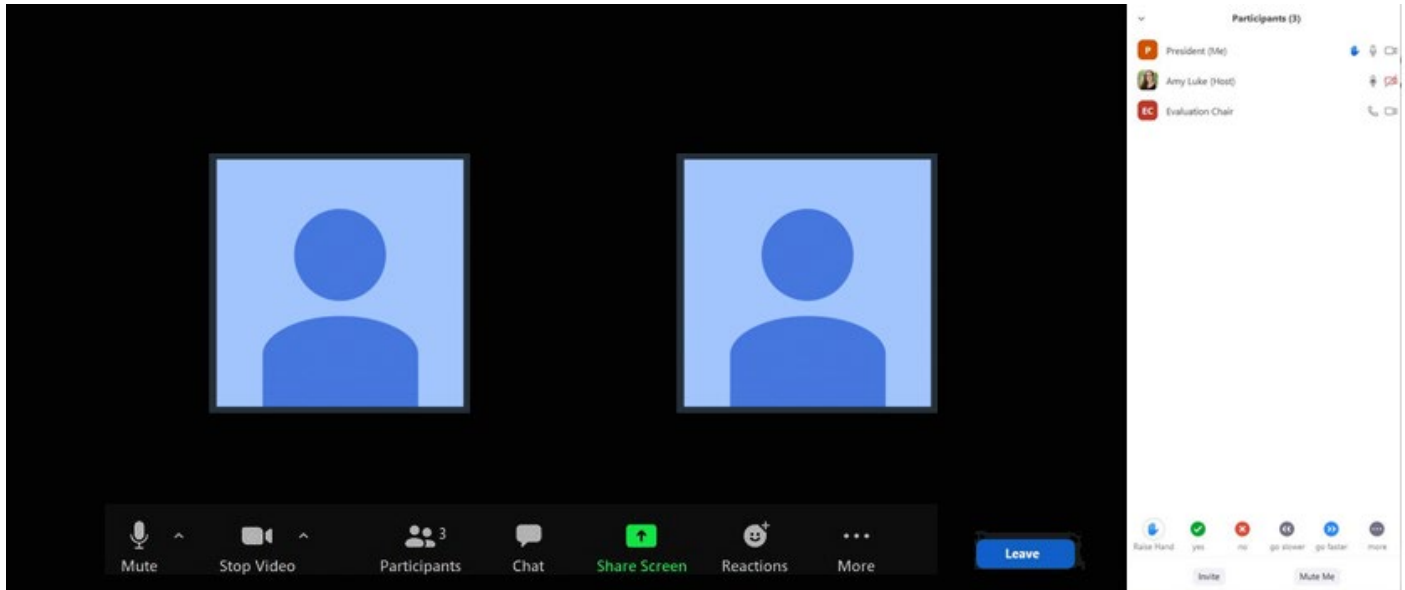
- You will receive a Meeting Schedule with the individual Zoom links to be used. Click on the invite link and Zoom will redirect you to a webpage.
- If you do not already have the Zoom application, the webpage will ask you to download the Zoom program, once downloaded, install and open it. Zoom should automatically open the meeting from the invite link. If that does not open, go back to your email and click on the invite link now that you have Zoom.
- Grant the necessary permissions to Zoom to use your camera and microphone to get started and join the meeting, you may need to wait for the host to begin the meeting or admit you.

ZOOM TIPS

- Please dress professionally and afford the virtual accreditation meeting all of the decorum of an on-site meeting.
- Plan to join the meeting early to allow time for any program or update download that may be needed, or if you need to troubleshoot your video or audio connections.
- When you are not speaking, mute your audio to cut background noise. It is Zoom etiquette to remain muted unless you are contributing to the meeting; please remember to unmute yourself before you begin talking. If you need to take a call, or direct your attention away from the meeting, turn off your video too. An icon will remain with your name displayed and this helps to not distract the proceedings.
- Speak clearly to ensure meeting attendees can understand what you are saying. Some attendees may be working with a slower internet speed or lower bandwidth and clarity will help with comprehension.
- Zoom allows two types of display views, “Gallery View” and “Speaker View” that can be adjusted in the upper right corner of the meeting window. In large meetings, Speaker View is useful to display a large main image of whoever is talking. Gallery View gives thumbnails of all attendees, highlighting a box around whoever is talking, but with large meetings there may be multiple pages to scroll through to see who is highlighted.
- Use the Chat feature wisely. Comments to “Everyone” will be seen by all participants, including guests that enter the meeting. **(Private)** messages can be sent to individuals by name to ask questions or conduct side discussions.
- A desk light to illuminate your face is helpful for you to show up on video, often we are joining from backlit rooms that make it difficult to see expressions.
- If you have low bandwidth, slow internet, or an unstable connection, turning off your video and using audio only will take less bandwidth and help receive the proceedings of the meeting clearly.



SCREENSHOT



Move your mouse over the window to display a toolbar of options.

Mute: Click here to mute and unmute the audio coming from you, you will still be able to hear the meeting.

- Clicking on the ^ next to the microphone icon will also let you adjust which microphone/speaker you are using, as well as switch to phone audio if you are having issues with your computer.

Video: Click here to turn on and off the video coming from you, you will still be able to see the meeting but will display a blank icon with your name.

- Clicking on the ^ next to the camera icon will let you adjust which camera you are using, as well as change a virtual background or access other video settings.

Participants: Click here to access a display on the right that lists all the participants in the meeting. As the host of a meeting you can also access additional actions to control what other participants can do in the meeting.

Chat: Click here to access a display on the right that lists messages to Everyone. Direct messages to and from you will appear here also but will have a **(Private)** label.

Share Screen: Use cautiously, as your whole window will be projected to take over the screens of all participants in the meeting or breakout room you are in. This can be used to share documents under discussion.

Reactions: A thumbs-up or clapping symbol will appear on your image square to indicate a non-vocal response.

More: This may include a number of additional features, depending on the meeting. Breakout Rooms, which will display the rooms you have been invited to join. Ask For Help, which can be used to summon



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the NWCCU host to your Breakout Room for assistance. Record, if you have the permissions to record the meeting.

Leave: Be cautious to select whether you intend to Leave a Breakout Room, or the Meeting entirely. If you accidentally leave the meeting, you can re-enter using the meeting link and be admitted from the waiting room.