

Welcome to Virtual Training

4 Step Checklist

1. Download the Zoom meeting app
2. Get your participant handouts
3. Attend the check in meeting to learn how to use Zoom
4. Attend the virtual training

Helpful Resources

1. Getting started with Zoom (pg.2)



2. Preparing for Virtual Training (pg.4)



Technical Needs




- Strong (wired) internet connection.
- Reliable computer or laptop.
- Use a Hands-free headset (not a speaker phone)- we encourage this but not required.
- Use a Webcam-we encourage you to have your camera on if available. Include a picture on your profile to add personalization.
- Software for virtual classroom platform (download Zoom). You should not need administrative rights to complete this task.

Getting Started with Zoom


- 1) If you have never participated in a Zoom meeting, check out this video:
<https://youtu.be/hlkCmbvAHQQ>

Windows | Mac

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.






- Sign in to Zoom then click **Join**.


Join

3. Enter the **meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your **default name** to appear.
 - If you're not signed in, enter a display name.



Join a Meeting

Meeting ID or Personal Link Name 

Grant MacLaren

Do not connect to audio

Turn off my video

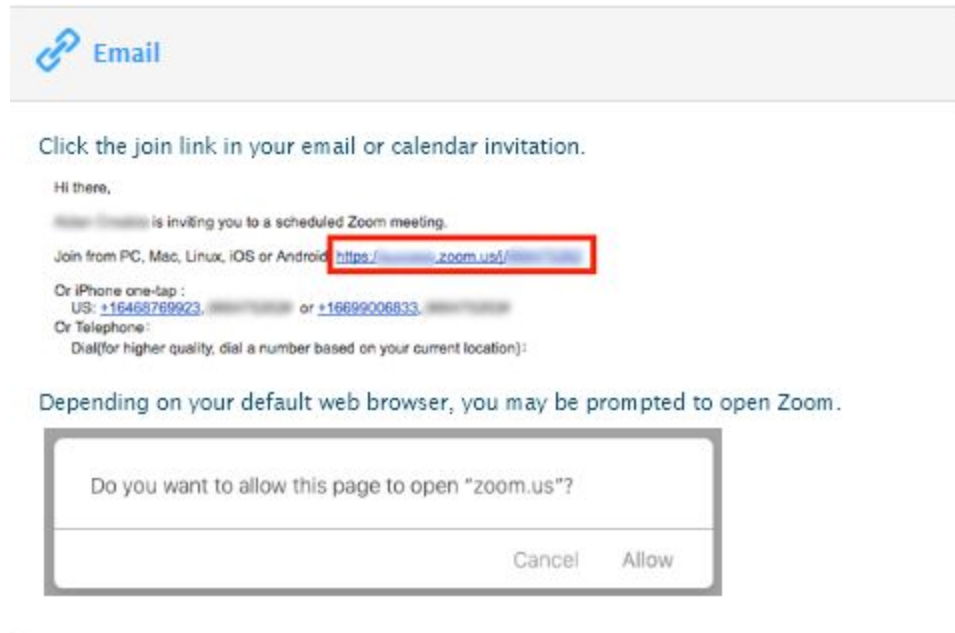
 

4. Select if you would like to connect audio and/or video and click **Join**.

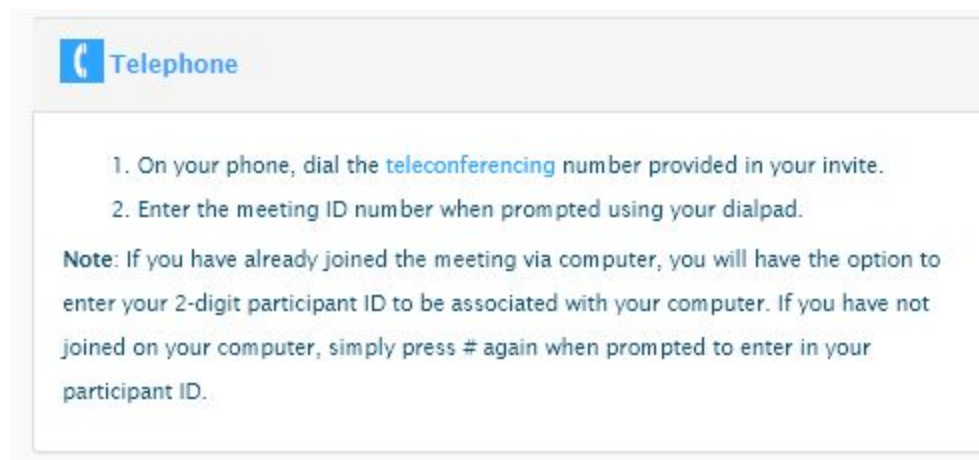
Prerequisites

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting. You will also be asked for the password.

Here is an example of the invite you will get for your virtual training.



If you are joining via telephone, you will need the teleconferencing number provided in the invite.



Preparing for Virtual Training

<p>Other Preparation</p>	<ul style="list-style-type: none"> • Find a quiet space to focus and learn. • Know how to set your devices to “do not disturb” mode. • Create a sign for your door or some other sign so family members and co workers know you are going to be on a training call. • You may want to think about posting a sign on your front door asking people not to ring the doorbell. • Have dog or cat treats available to quiet noisy pets. • Test your connection by either attending the pre-session or by using the provided link at least 72 hours prior to class start time. • Locate participant handouts, if needed.
<p>10 minutes before</p>	<ul style="list-style-type: none"> • Connect to the virtual classroom using the link found in the calendar invite. • Put away distraction (including “to do” lists that are in view). • Close out of email and instant messaging programs. Join the session ready to actively participate. • Hang up your “do not disturb sign”. • Have your pet treats handy. • Set your devices to “do not disturb” mode. • Have participant handouts. • Smile-we are all in this together.