SEEC Virtual Forum Networking Activities - Zoom Guide

Additional support can be found at https://support.zoom.us/
For Live Support during networking activities - contact Ryan Dana [(rdana@lgc.org)](mailto:rdana@lgc.org)

Joining the Networking Activity

1. If you have never used Zoom before, you can *[join a test meeting](#)* to familiarize yourself.
2. To join the meeting by invitation, click the link that was sent to you in your confirmation email.
3. If you are unable to join by invitation link, follow these instructions to join the meeting manually.
   a. Locate the 9-digit Meeting ID from your registration email.
   b. Sign in to the Zoom Desktop Client or Mobile App.
   c. Click or tap **Join a Meeting**.
   d. Enter the 9-digit Meeting ID, and click **Join** or tap **Join Meeting**.
   e. If prompted, enter your name and email address, then click **Join Meeting** or tap **Join**.
4. If you are unable to locate the Webinar ID, visit *https://californiaseec.org/2020-forum/*, and register again for the webinar. Upon registering, you will receive an automated email from Zoom listing the Webinar ID.
5. Choose your audio source:
   a. Either - Computer/Internet audio OR
   b. Dial-in on phone
      i. Dial your local phone number from the numbers below. If you get a busy signal, try one of the alternative numbers:
         1. San Jose, CA: 669-900-6833
         2. Houston, TX: 346-248-7799
         3. Washington: 253-215-8782
         4. Maryland: 301-715-8592
         5. Chicago, IL: 312-626-6799
         6. New York: 929-205-6099
      ii. Enter the Meeting ID found in your registration/confirmation email.

Zoom Functions

As an attendee, the following functions available are Mute/Unmute, Start Video/Stop Video, Viewing Participants, Chat.

Mute / **Unmute:** Mute and unmute your microphone. Audio Controls (click the **^** arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full *[audio settings](#)*.
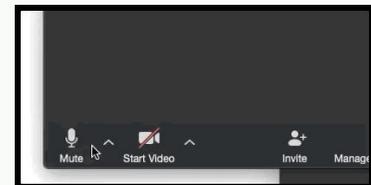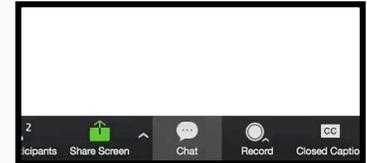
Start Video / **Stop Video**: Turns your camera on or off. Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a *virtual background (if enabled), or access your full video settings*.

Participants: See who's currently in the meeting.

Chat: Access the chat window to chat with the participants and hosts. *Learn more.*
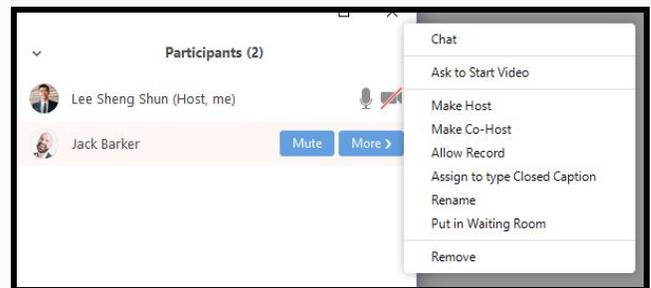
Other Instructions

To see multiple speakers: use Gallery View by selecting the 4x4 Grid icon, at the top of the panel.

To rename yourself: move your mouse to activate menu on the bottom of the screen, click participants option, click/highlight your name in the participant list, choose rename and type in the name you would like to use.

For the Speed Networking Event in particular, please rename yourself following this format - First Name, Last Name (Pronouns, Organization). Spell out your organization (try to avoid acronyms).

Breakout Rooms

Some Networking Activities may use breakout rooms to split the participants into smaller groups. Below are instructions on how this feature works;

Joining a Breakout Room
1.   The host will need to invite you to join the breakout room.
2.   Click **Join**.
3.   If you click **Later**, you can join by clicking the Breakout Rooms option in your meeting controls.
4.   Through meeting controls, click **Join Breakout Room**. You will have access to full *controls* similar to the meeting.
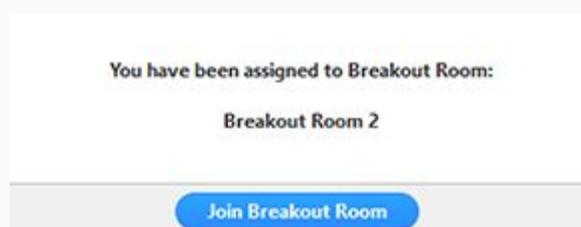
Asking for help
If you click Ask for Help, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

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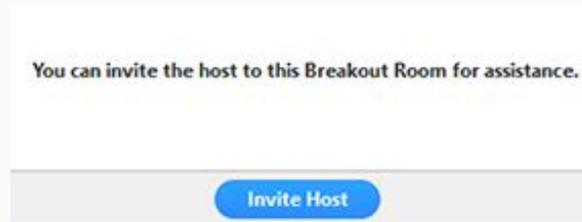
Leaving the breakout room
You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click Leave Breakout Room.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the time in Breakout Rooms ends, there will be a countdown timer and you will automatically be placed back into the main meeting room.

Troubleshooting

1. **My video/camera isn't working.**

Read tips on troubleshooting a camera that won't start or show video.

2. **There is echo in my meeting.**

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. *Learn about common causes of audio echo.*

3. **Audio isn't working on my mobile device.**

Read tips on troubleshooting audio that isn't working on your iOS or Android device.

If you are still having issues, please *submit a request*.

FAQ'S

1. **Where do I download the latest version of Zoom?**

You can download the latest version of Zoom from our *Download Center.*

Learn more about downloading Zoom.

2. **How do I use Zoom on my PC or Mac?**

After downloading Zoom, *learn how to use the Zoom Desktop Client.*

3. **Do you need an account to use Zoom?**

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. All SEEC Virtual Forum activities will allow you to join as a participant without creating an account.

4. **My workplace has blocked access to Zoom, can I still participate in SEEC Virtual Forum networking activities?**

Engagement activities are only available through Zoom due to the limited engagement functions available through Youtube livestream.

However, all webinars will be livestreamed to *LGC's Youtube channel*: *https://www.youtube.com/channel/UC3Bi0eDMxxYV0Rrhc_DiXEw*

Any unanswered questions can be directed to Ryan Dana at rdana@lgc.org*.*