

# Understanding ZOOM and being ready for the GSU Convention

## Zoom Basics and help

This link below contains how to videos and help topics to assist you in how to use zoom.

<https://blog.zoom.us/quick-info-how-to-zoom-new-videos/>

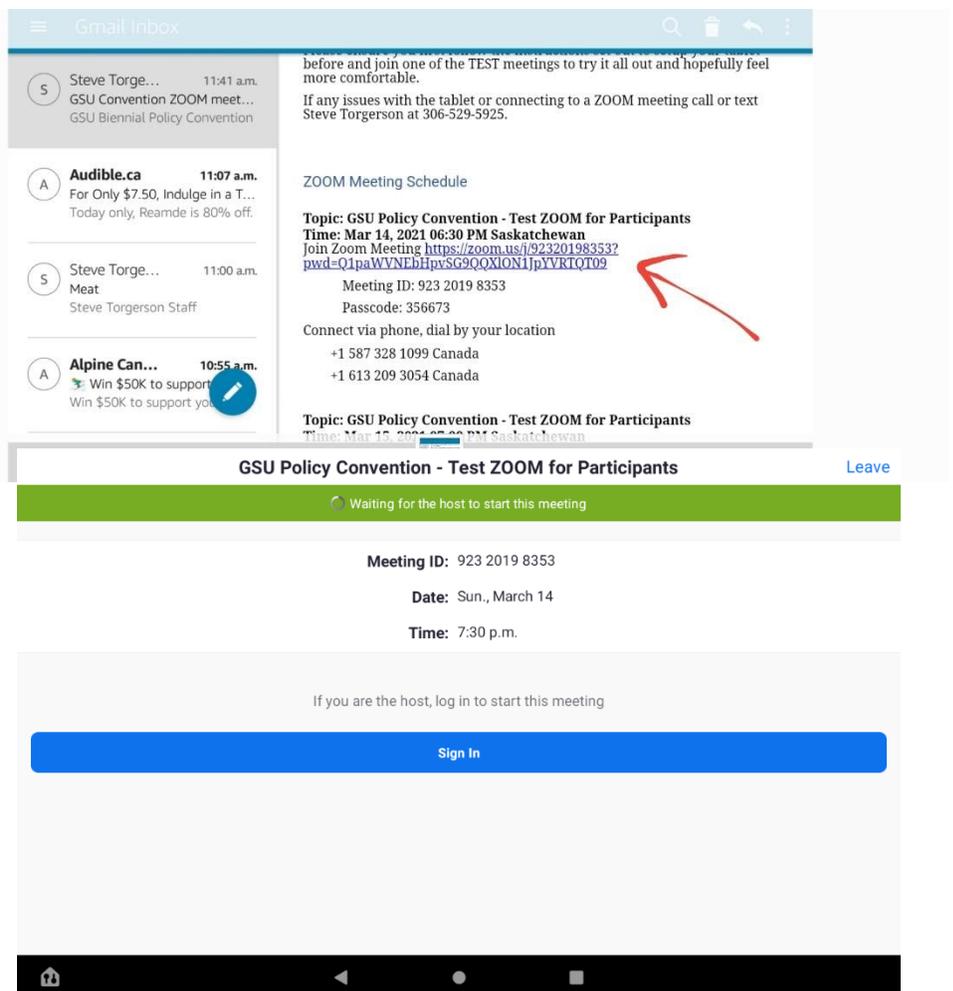
We have included the basics below to help you navigate ZOOM.

## How to join a ZOOM meeting

You do not need to sign up or log into ZOOM on your tablet to join a meeting. All you need to join a meeting is the ZOOM app downloaded on your tablet and the ZOOM meeting link. (The ZOOM test meetings links and the ZOOM convention link will be emailed to you in March using the email you used to sign up for the GSU convention.)

Once we send the ZOOM meeting links, feel free to play around and click a link for one of the test meetings (see graphic on the right) - even before the meeting date - just to see how it works. You will be asked if you want to continue on ZOOM of Silk Browser, select ZOOM always.

No one will be on the meeting to let you join the meeting, meaning you won't be able to enter - but you can see what happens to get a bit more comfortable with the process.



## What you will see once you are in your ZOOM meeting

On the test meeting day, the meeting host - Steve - will let you join the meeting.

At the bottom of the screen is a slide up menu that will appear when you move your cursor around or near the bottom of your screen. This menu has the main actions for you to use during your ZOOM Meeting.



## Parts of ZOOM Meeting Main Menu

**Mute** – use this to mute your microphone whenever you are not talking. When muted you will still be able to hear the meeting and can click mute any time you do want to speak. It is a good idea to keep it off during sessions to minimize background noise and disturbances.

**Stop Video** - use this button to shut off your video.



**Participants** - These are the people who are already connected to the ZOOM meeting and participating.

To see who the participants are, click the Participants button at the bottom then a side panel opens with a list of participants.

**Chat** - Clicking the Chat button at the bottom will open a Chat side panel so you can see all the chats taking place.

Make sure you pay attention to who is chatting and who you are replying to as there is a drop down box to let you decide who you can chat with or reply to.



\*You can also open Participants and Chat at the same time and have both open on the side panel.\*



**Leave** – When the meeting or session is over you can click the red Leave or END button. If you accidentally leave the meeting and want to re-enter the same ZOOM meeting, just click the original link found in the GSU email and Steve will let you back in.

## Troubleshooting

**Audio** - If you are having trouble hearing the audio check that your headphones are fully plugged in. Try unplugging them or trying a different set if there is still no sound. You should also check that the mute button isn't giving you a warning because sometimes it will ask about connecting audio over the internet. If that warning shows up, just click it to allow.

**Video** – if there is no video or the video is freezing or stuttering the issue might be with the WiFi or the tablet is struggling to process the incoming signal. Close any other apps open on the tablet and check to see if someone else is using your WiFi at home, that may reduce the speed of your WiFi.

**Connection** – if you are struggling to get a good connection to the ZOOM call you can mute and shut your video off. Sometimes there is a lot of bandwidth being used at once and it slows down your internet speed on WiFi.

**Not sure what is happening?!** Call or text GSU Staff Representative Steve Torgerson and he will try to assist with the technical issues.