

Instructions for connecting to a GVWG meeting with Zoom

The GVWG online meeting is a live, interactive meeting where you are able to actively participate in discussions, see others in the meeting and be seen by them. Large meetings will be moderated to enable us to act as 'traffic cops' to welcome people entering the meeting, manage speakers and monitor the text chat function.

What you will need to participate in the meeting:

You can connect to the meeting with either your computer, smartphone or tablet. Your smartphone, tablet, notebook or laptop will have everything you need to listen, view and participate in the meeting.

If you are connecting with your computer you will need the following items connected to your computer:

- Speakers or headphones to listen to the meeting
- Microphone if you want to be able to speak during the meeting
- Camera if you want others to see your face. We encourage you to join with video if you have that capability.

To connect to the meeting:

Click the link that was emailed to you. A browser window will open and, if you haven't already used zoom on your computer or device, Zoom will initiate a download of the software that you need.

You do **not** need to sign up for an account with Zoom and you definitely do not need to enter a "free trial" of a paid account. It is FREE to join our meeting through Zoom. You **do** need to download the software if haven't already done so.

Setting yourself up in the meeting:

When you first join the meeting, you will come to a waiting room. This is additional security for the meeting to prevent any unwelcome participants or internet trolls. Please use your full name on your zoom profile so we can identify you and welcome you into the meeting.

When you enter the meeting, you may be prompted to join with audio and video. You can use your phone as audio if needed. That should be one of the options.

You can connect your audio and video so that you can hear the demo, and so that others can see and hear you. Go to the bottom row of the Zoom window, and you will see a row of icons. The far left is a microphone icon. This is where you mute or un-mute your own microphone. Next icon to the right of that is a video camera icon. This is

where you turn on or off your video, enabling other people to see a thumbnail of you on live video. Click those icons to turn on or off your audio or video.

If your video and audio don't connect automatically, click on the triangle to the right of the microphone icon, open the dropdown menu, and choose "Audio Settings". Here you can choose which speaker and microphone you are using, and can check them to see if they are working.

On the left side of the settings window is a sidebar. Choose "Video" to select which camera your computer will use to connect to the meeting.

Note that your audio will be muted automatically when you first join the meeting. It is considered good etiquette to keep your microphone muted, unless you are asking a question, to keep the background noise down. We may mute everyone if there is a lot of noise. You can still un-mute yourself to comment or ask a question.

Using the Chat feature:

There is an icon labeled Chat at the bottom of the Zoom window. Click that and a sidebar opens on the right with a Chat Window. You can choose from the dropdown at the bottom above the message window and message either everyone or an individual.

Asking questions or speaking during the meeting:

Depending on the meeting there will be one or two scenarios:

If there is a presentation or demo you in progress – Click on the Raise Hand icon next to your name in the chat window to indicate you would like to speak or type your question in the chat. The moderator will then alert the speaker and either repeat your question or enable your microphone.

If there is general discussion in progress - You can un-mute your microphone and comment or ask questions during the discussion. If you can't find an opening to speak or aren't being heard you can use the Chat feature.

Leaving the meeting:

You can leave any time. And you can come back by clicking the link again and joining the meeting. To leave the meeting, click "Leave Meeting" at the lower right of the Zoom window.