

# Basics for FOC Zoom Workshop Attendees

## Before the Workshop

We will not be able to help individual members who might run into technical issues accessing Zoom during the workshop. Follow these basic rules.

1. The device that you use for the Zoom meeting must have a camera and a microphone.
2. Load the latest version of the Zoom app well before the class. For PC or Mac, go to [zoom.us](https://zoom.us) to download the Zoom app. For cell phones and tablets, in the app store or Google Play, download Zoom Cloud Meetings.
3. On <https://zoom.us/>, watch some of the How to Videos, such as “Getting Started with Zoom Meetings” and “Zoom Meetings.”
4. Explore the controls, such as Chat, Participants, Audio, Video, by starting a meeting with yourself or a friend. Learn to adjust your screen between Gallery View and Speaker View. Go to <https://zoom.us/> to learn about Side-by-Side Mode for Screen Sharing.

Additional resources are available in the Zoom Help Center, <https://support.zoom.us/hc/en-us>.

## Joining the Workshop

- Join the meeting ten minutes before starting time.
- Be sure that your first and last names appear on your video thumbnail. If other names or numbers appear instead, click the three dots on your image and select **Rename** from the drop-down list.
- Do not use virtual backgrounds. They are distracting because they make your image fade in and out, and they distort the image if you hold up your work to share.
- Use only one device to join the Zoom meeting. For example, do not join the meeting with a laptop and also join with a cell phone. If the teacher allows, you may use a cell phone or document camera to show your work in real time.

## During the Workshop

The teacher and the coordinator will have protocols for how the workshop will proceed, for how to ask questions, and how to share your work. In general, follow these rules for participants:

- Mute yourself except when you are asking a question.
- Use the **Participants** panel to see who is in class. The teacher may request that you use the **Raise Hand** tool in the Participants panel to ask questions.
- Check **Chat** to see messages. The teacher might provide specific guidelines for how to use **Chat** in their class.
- Double-check your video image if you move your camera or change lighting.