

ZOOM INSTRUCTIONS FOR ODF PEER-TO-PEER SESSIONS

ODF Instructions for first-time Zoom users – online Video meeting:

(*insert date/time zone, etc here...*)

As a first time user, there are two (2) options for you to access Zoom. The first time you use this platform will require more time to 'sign up' in order to log in and join the meeting. I suggest that you allow up to 15 minutes to accomplish this prior to the meeting start time.

Important Note: For those who work in organizations who are likely to have firewalls that prevent downloading the Zoom extension, you may alternatively download the Zoom App to your phone or will need to find an appropriate location with stable, high-speed internet access (home, Starbucks, other).

Option 1: Using the 'link' to join and will not sign up for a Zoom account

Prior to the starting time for the meeting, click on the join link (below)...and you will be guided through a series of steps that download the operating program for Zoom.

Join via this 'link' from PC, Mac, iOS or Android: (*insert hot link here...*)

Option 2: For those who sign up for a Zoom account

1. Go to <https://zoom.us/>
2. click on the "Sign Up Free" orange-colored button to get a Free account

Once you have your Zoom account, all you need to do to join my meeting is to:

1. Open Zoom on your computer
2. Click on the 'Join' icon
3. Enter this Meeting ID: (*insert Meeting ID number here...*)

...and you will automatically join 'this' meeting.

Zoom Best Practices Checklist:

- Use a computer with a stable, high speed internet connection
- **Use a Headset** – be sure to plug it in before starting Zoom
- Don't assume that you will be in a quiet space (kids, dogs barking, etc) -- **Mute yourself at all times...** either via the Mute button in Zoom or if your headset is equipped
- First time users, test out accessing Zoom – in ADVANCE – by using 'the hot link' provided
- Arrive 5 minutes early
- Sessions will be recorded, unless otherwise indicated
- Confidentiality will be maintained in **ALL** ACE-it sessions

Important Logistical considerations:

- **This is a VIDEO conference, there will not be a call in number.**
- **For the best audio, BE SURE TO USE YOUR HEADSET**...to avoid echo feedback and to ensure a clear recording.
- **If you are planning to use an iPad** (rather than your computer), the process will be different since the operating system is distinctive from a computer. We suggest you test your ability to join well before the event. Please [watch this short video tutorial](#) for how to join using an iPad.
- **Remember:** With Zoom, you can enter/join a scheduled meeting without 'the host' present.

- In the 15 minutes prior to the start of our meeting, there will be a 5-10 minute orientation to 'the basic features' in Zoom so that we can have a successful meeting together. NOTE: The screen shot below is of a Zoom meeting window with those 'basic features' visible and 'circled in colours' for easy reference:
 1. Upper right corner, in **PINK**, is the option for toggling between **Gallery & Speaker views**
 2. Lower left corner, in **GREEN**, is the icon for **Mute**
 3. Lower left corner, in **YELLOW**, is the **Video On/Off** icon
 4. to the right side on that tool bar, in **RED**, is the **Chat** icon – allows you to see & type notes in a sidebar

