Instructions for Zoom

Thank you for registering for a NYSNA educational class!

Because we will be using Zoom for your class, and due to the interactive nature of the class, we strongly encourage you to use a personal computer or tablet. It is possible to attend via a mobile device or to dial-in from a landline, but this will make it harder for you to receive the information we share in the zoom chat, or to view the screen where we will share slides, videos and other audiovisual media.

The following instructions detail the steps you must take to attend and successfully participate in the class.

A few days before your class

- ✓ From the computer you will be using to attend the class, click on the following link to download the required Zoom software https://zoom.us/support/download

- ✓ Test your computer's audio (microphone and speakers). You can use this Zoom test meeting tutorial to ensure your audio is working https://support.zoom.us/hc/en-us/articles/115002262083

- ✓ Consider finding headphones that connect to your computer. This improves the quality of sound when you speak in the class.

- ✓ Familiarize yourself with the software. Watch this brief tutorial (https://youtu.be/qsy2Ph6kSf8) on how to login to the class on Zoom.

Day of your class

- ✓ Prepare to log-on at least 30 minutes before your class starts.

- ✓ Get your computer set up by signing into the Zoom session early via the link provided. You may be placed in a "waiting room" until the presenter is ready to start.

- ✓ Make sure you are comfortable, have a drink, something to snack on, and limit potential distractions as much as possible.

- ✓ Listen to the Zoom instructions given at the beginning of each class.

- ✓ Use your headphones, and please remember to mute yourself (or to be muted by the Zoom host) unless you are speaking. Background noise is disruptive for everyone, yourself included!

- ✓ Be prepared to rename yourself. Your zoom name is what is used for attendance and participation, so we need your full name. Sometimes you may log in and appear as "iPhone" or something like that. You will need to manually rename yourself in that case. See *How to rename yourself instructions* below.

- ✓ Your participation is crucial to your learning – please be sure to ask questions, make comments and actively listen. To ensure democratic and equal participation, please be prepared to **raise your virtual hand**, and use/contact staff via the chat box with any questions or concerns you may have. See *Providing nonverbal feedback during meetings (participants)* below.

- I don't know what to do with the zoom link I received via my email. Review this tutorial on joining a meeting https://support.zoom.us/hc/en-us/articles/201362193

- My video isn't working https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working

- My audio (microphone or speakers) isn't working. Test your audio https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

- **In addition to the support we listed above, if all else fails, please contact zoomhelp@nysna.org or any additional help.**

How to rename yourself

On computer
Step 1: When in a meeting, click on '**Participants**' at the bottom of your screen in the calling bar.
Step 2: Hover the mouse pointer above your name until you see the option to select '**More**'.
Step 3: Once you see it, click on it and select Rename.
Step 4: Enter your desired name in the text field and click on '**Ok**' to confirm your selection.

On Phone
Step 1: During the meeting, tap on '**Participants**' to bring up the list of participants in your meeting.
Step 2: Now find and select your name from the list and tap on it.
Step 3: Select '**Rename**' and enter your desired new name in the text fields to change your name.

Providing nonverbal feedback during meetings (participants)

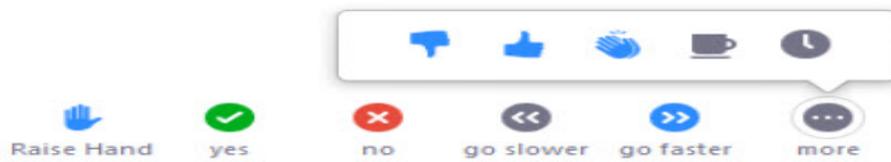To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click the **Participants** button.

3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

   Note: You can only have one icon active at a time.

   Raise Hand   yes   no   go slower   go faster   more

- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
  - agree
  - disagree
  - clap
  - need a break
  - away