

ACCS Zoom Video Conference Participant Guide

Purpose

This document provides some general information about Zoom, and details the steps required to join your scheduled Conciliation Conference using Zoom Video Conferencing.

Overview

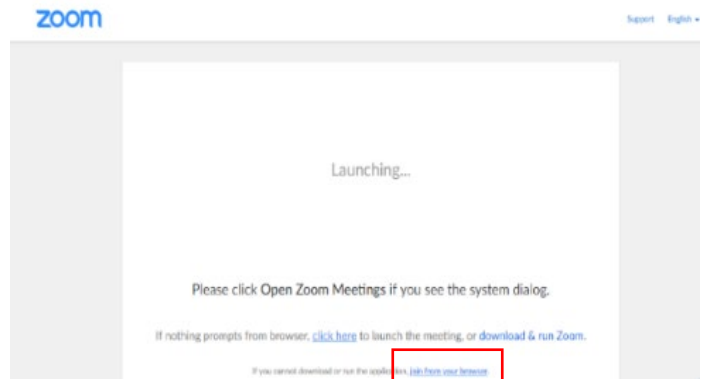
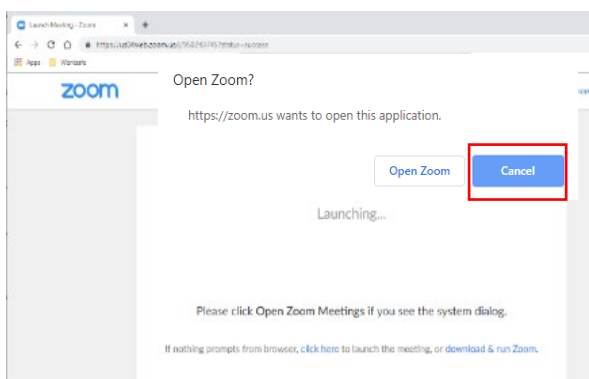
Zoom is a video conferencing application that you can use on any device, including a computer, tablet or a smartphone. You can access it by installing the Zoom app on your device or through an internet browser on your device.

The quality of your Zoom experience will be dependent on a good internet connection. We recommend connecting to Zoom video conferencing from a location that has reasonable internet speed, whether via WiFi or a cellular network.

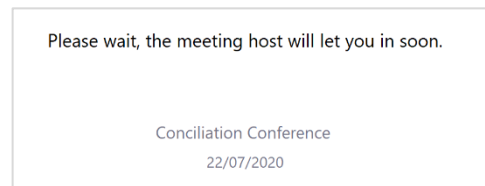
If at any point during the conference you find that you are unable to communicate through Zoom, please inform the Conciliation Officer by email or phone so that they can assist you to communicate through Zoom or through an alternative method.

How to Connect to your Conciliation Conference

1. You will be sent an invitation via email which will include a link to the Conciliation Conference which will occur on Zoom. You will also be sent a meeting ID and password.
2. Click on the link provided in the email invitation or right-click on the link to copy and paste the link into your preferred web browser (pictured).
3. You may be instructed to 'Run' the Zoom application. You can choose to "Open Zoom, you do not need to run the application. Simply select 'Cancel' and navigate to the bottom of the meeting launch and select 'Start from your Browser'.

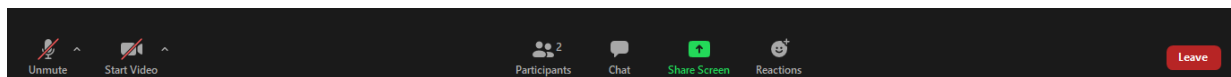


- Once the Zoom meeting has launched you will be placed directly into a virtual waiting room. For first time users, you may be required to enter your name so that the host can see who is waiting.
- You will be instructed to hold in the waiting room until the host approves your access (pictured).
- Once the host approves your access you will join the meeting.



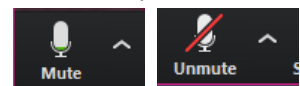
How to use the Participant Controls

The participant controls appear at the bottom of your screen as pictured below.

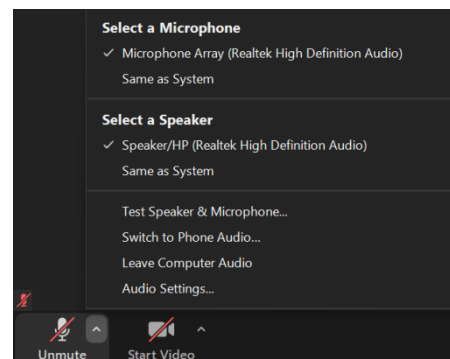


Mute / Unmute & Audio Settings

You can mute and unmute your microphone by clicking on the mute icon (as pictured). The host also has the ability to mute you at any point during the conference. .

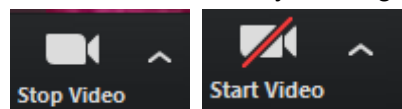


If you click on the arrow (^) next to the mute button, you will see the additional options for audio settings (pictured). This will let you change your microphone, leave the computer audio or access the audio option.

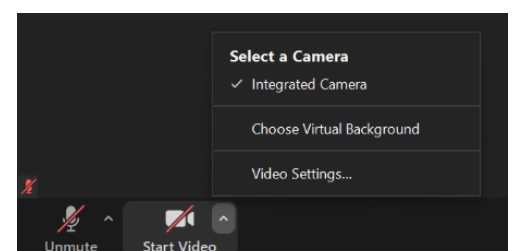


Video Start / Stop & Video Settings

You can turn your camera on and off by clicking one the Start/Stop Video icon as pictured below.

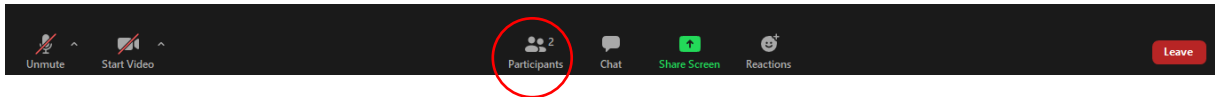


If you click on the arrow (^) next to the start/stop video button, you can change your webcam, access your Zoom video settings or select a virtual background (pictured).



Participant List & Raise Hand Function

If you click on the Participants button at the bottom of your screen, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.



Rename – to rename yourself, hover over your name and click the ‘Rename’ button.



Raise Hand – located at the bottom of the participants list. Clicking this button is a one way to notify the Conciliation Officer that you would like to speak.

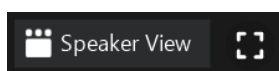
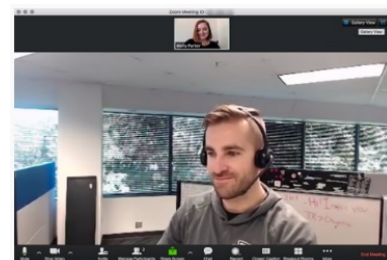
Screen Layout / Viewing Options

Zoom also provides multiple options for how you may want to view your screen and all participants in the conference. You can find the options at the top right-hand side of your screen, by clicking on speaker view. The options are detailed below.



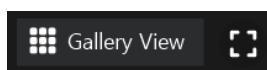
Speaker View

Speaker view is the default layout for Zoom. In this layout, the primary image on the screen will switch around based on who is speaking. If it is a one on one meeting, it will display your window at the top and the other participant’s window below.



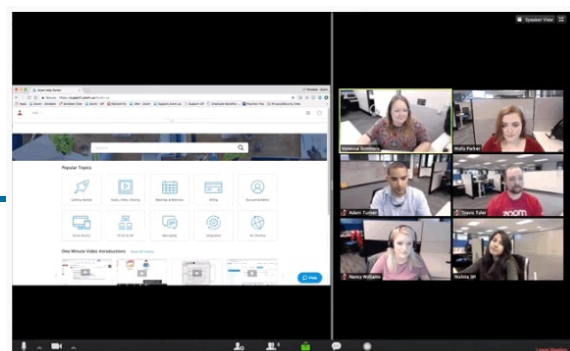
Gallery View

Gallery view enables you to see all participants in the conference on one screen. This is the recommended view for a Conciliation Conference as you can see all participants at all times.



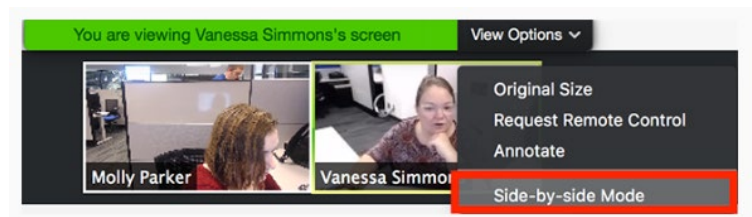
Side by Side Mode

In some circumstances, a participant may choose to share their screen so that everyone



can see a document or some other piece of information (that is on their own computer). When the screen is being shared, you can choose to have a **Side-by-Side Mode**. This enables you to see the shared screen alongside either the Speaker View or Gallery View options.

Click on the **“View Options”** and choose **“Side-by-Side Mode”**



Questions

If at any time during the Conference you are unsure how to proceed, please let the Conciliation Officer know.