

ACCS Zoom Video Conference Worker 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

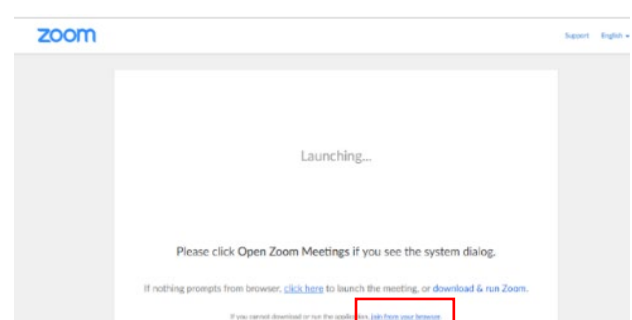
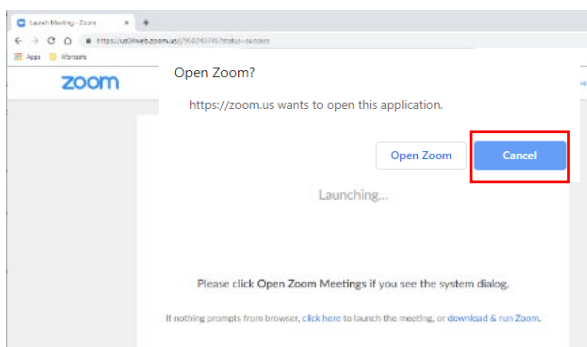
Zoom is a video conferencing application that you can use on any device, including a computer, tablet or a smartphone. You can access it by installing the Zoom app on your device or through an internet browser on your device.

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 via the Link

1. You will be sent an invitation via email which includes a link to the Conciliation Conference via Zoom, as well as 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.
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 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.
- Once the host approves your access you will join the meeting.



How to Connect to your Conciliation Conference via the Zoom Application

Note: You do not need to sign up to Zoom to be able to join your conciliation conference, however you can sign up for a free account if you want to.

Zoom Application – iPhone & Android

- Open App Store (iPhone) or Google Play Store (Android) and search for “**ZOOM Cloud Meetings**”
- Install the application on your device
- Open the application and click “**Join a Meeting**”
- Enter the ‘**Meeting ID**’ (located in your invitation) and enter your name in the ‘**Screen Name**’ section.

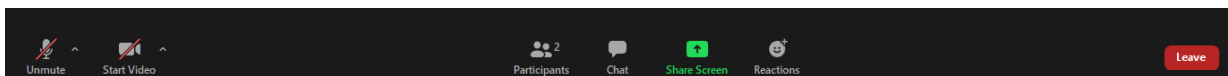


Note: you can choose to turn off your video if you would like to join the conference without your video on.

Click “**Join**” and you will then be prompted to enter the meeting password (located in your invitation)

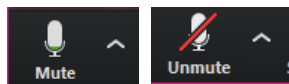
How to use the Participant Controls

The participant controls appear at the bottom of your screen.

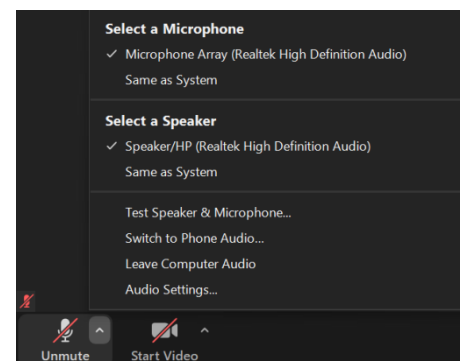


Mute / Unmute & Audio Settings

You can mute and unmute your microphone by clicking on the mute button. The host also has the ability to mute you.

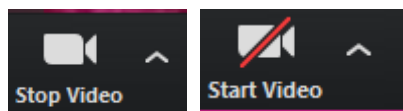


If you click on the arrow (^) next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio option.

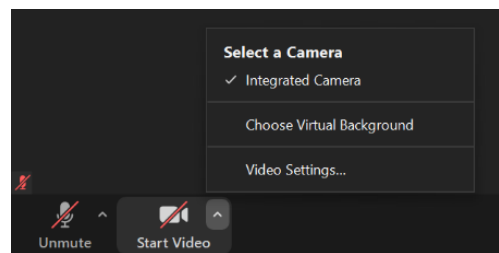


Video Start / Stop & Video Settings

You can turn your camera on and off with the Start/Stop Video button.

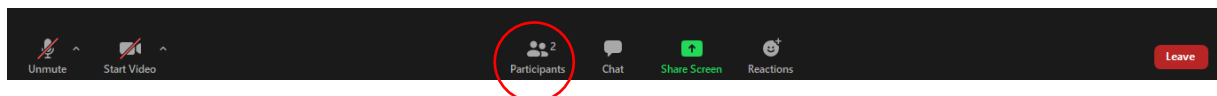


If you click on the arrow (^) next to the start/stop video button, you can change webcams, access your Zoom video settings or select a virtual background



Participant List & Raise Hand Function

If you click on the Participants button, 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 – hover over your name to change it if you need to.



Raise Hand – located at the bottom of the participants list. Notifies the host and shows a prompt to simulate hand raise.

Screen Layout / Viewing Options

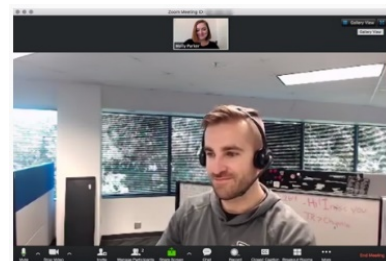
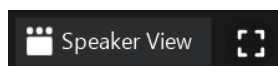
Located at the top right-hand side of your screen, are your layout and view options.



Clicking on the box on the far right will enter full screen mode.

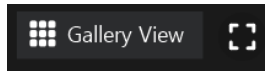
Speaker View

Speaker view is the default layout and will switch the large window between 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

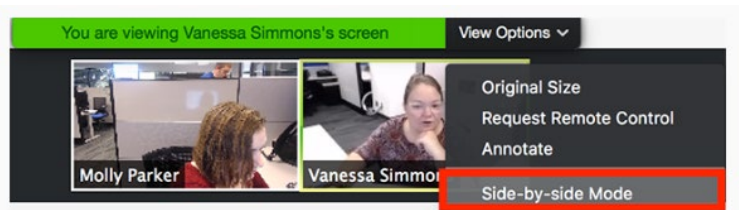
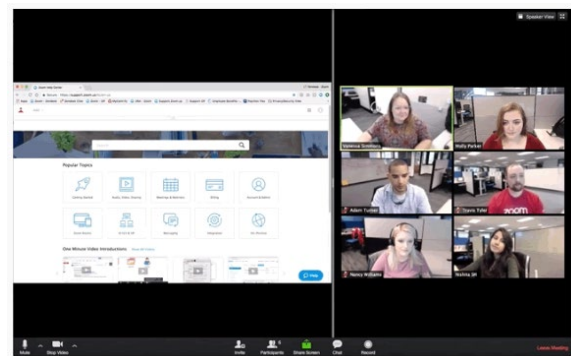
Gallery view enables you to see up to 49 participants at a time and will have an arrow to scroll through the remaining participants. This view for the Conciliation Conference is the recommended conference so that you can see all participants.



Side by Side Mode

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.