Zoom Guide for Bootcamp Participants

CHECKLIST FOR GETTING PREPARED

1. **In order to use Zoom, make sure you have:**
   a. Access to a computer with a webcam
   b. Access to stable Internet/Wi-Fi
   c. Headphones
      i. For headphones- A headset with a mic works best.

2. **Make sure you have access to a quiet space with internet connection.**
   a. We will be able to pick up on and hear background noise. You cannot mute this noise so please make sure you are in a quiet space for the duration of the session.

3. **Download Zoom.**
   a. It's free and quick to download.
   b. If you already have Zoom, open it and check for updates. Make sure you are using the newest version.

ON THE DAY OF

1. **Join 10-15 minutes prior to the start of the class to avoid any issues.**

2. **You will receive an invitation to participate in a Zoom meeting, and you'll receive instructions on how to join.**

3. **Then, join by computer & turn on your webcam so we can see you.**

4. **When it says "Join meeting or Sign in" click Join Meeting, and if it asks you for your meeting Meeting ID, enter this ID: <u>955 125 703</u>**

5. **Once you join, find these features:**
   a. Your audio/sound: Zoom will ask you to choose "phone" or "computer". Choose just one.
   b. Click on your camera to share your webcam video so everyone can see each other.
   c. Your Chatbox: This will allow you to participate in the collective chat.

6. **Tips for Using Computer Video with Phone Audio:**
   a. Video and Audio are easiest to get through your computer.
   b. If you have problems with your computer audio, or if you're worried about your internet going in and out and therefore you might miss stuff, <u>you can get your audio through your phone even while participating on your computer.</u>

c. However: If you have joined by computer and are getting your audio from the phone, it is important to follow the steps on screen to *connect those two devices*; Zoom will give you a "Participant ID" you need to enter into your phone. *If you do not connect those devices, it will be a big problem when we go into small groups and pair-shares: your audio will be in one group and your video in another!*

d. Reach out to us if you have questions.
e. Also, this Zoom video may be useful for those using phone audio with computer video:
    i. https://support.zoom.us/hc/en-us/articles/201362663-How-Do-I-Join-by-Telephone-

7. **Tips for Good Audio:**
    a. Using a headset often helps with audio issues

    b. Keep microphones away from audio speakers

    c. If there is suddenly a lot of background noise, mute yourself when not speaking.
    d. See the following video for support with your computer audio:
        i. https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-

8. **Tips for Good Video:**

    a. Place a light source in front of you, and never behind you.
    b. Position your webcam so that we can see your whole face

9. **Tips for Small Groups**
    a. When you are asked to join a small group click "yes/join" in order to join the group.

    b. After a while, you will get a little warning when it's about to come back to the big group.

10. **Tips for Tech Support**
    a. If you are on Zoom and are having problems, chat the hosts or identified Tech support people on the session. Tell them that you need tech support.

    b. Feel free to e-mail, text, or call our tech volunteers if you can't get in touch via the chat option:
        i. Ifrah Ahmed: ifrah.f.ahmed@gmail.com; +1 206-250-6556

    ii. Florence Otaigbe: florenceotaigbe@gmail.com; +1 601-447-0654

    iii. Rachel Goodman: rachelgoodman5@gmail.com; +1 202-441-8037

11. Reminder: We are all learning to use this new technology together! Patience is key.

12. Other helpful links:

    a. **Zoom Tech Support:** https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support

    b. **Troubleshooting Issues:** https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing

    c. **Joining a Meeting:** https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-