Session Chair/Speaker Zoom Instructions

Logging in to Zoom Meeting/Webinar

Joining a Zoom meeting is as simple as clicking a link in an email or meeting planner! Before Joining DIA asks that you review the prerequisites and test link below.

Prerequisites

- Zoom Desktop Client for Windows, Mac, or Linux
- *Wired Ethernet Connection is highly recommended as performance of the session cannot be guaranteed over wireless (Wi-Fi) connections.*

Test Link/Installing Zoom Client

Zoom provides the following test link that should be shared with all Session Chairs, Speakers (AKA panelists) and as part of meeting planners or other email session invitations sent to attendees. Below are instructions for testing and downloading Zoom (if needed).

Instructions

1. Visit http://zoom.us/test
2. Click the blue Join button to launch Zoom.

Join Meeting Test

Test your internet connection by joining a test meeting.
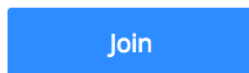
[Join]

If you are unable to join the meeting, visit Zoom Support Center for useful information.

3. When prompted by your browser, click Open Zoom Meetings. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.
4. The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.
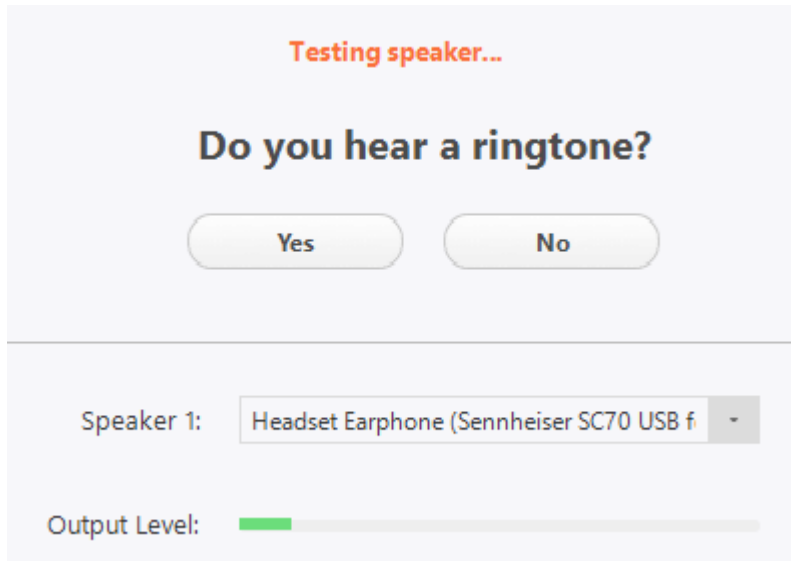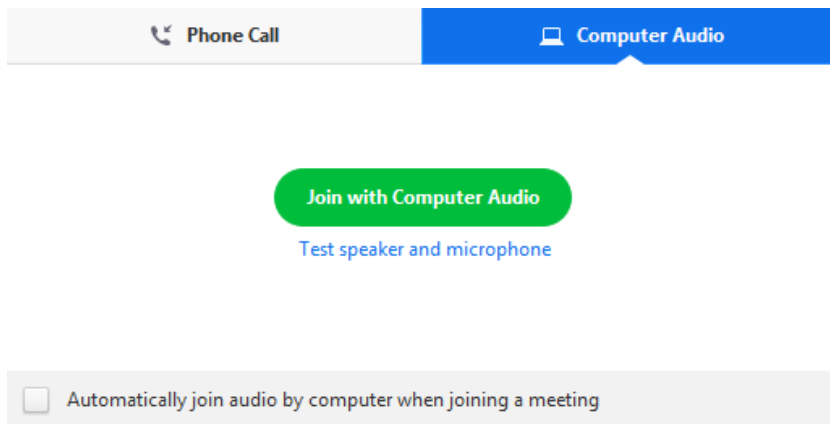
5. If you don't hear an audio reply, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.
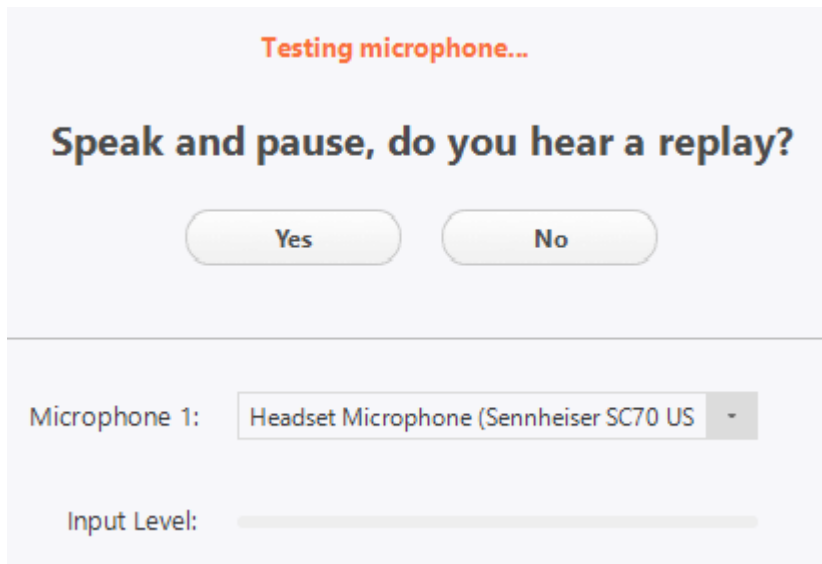
6. Click Join with Computer Audio.
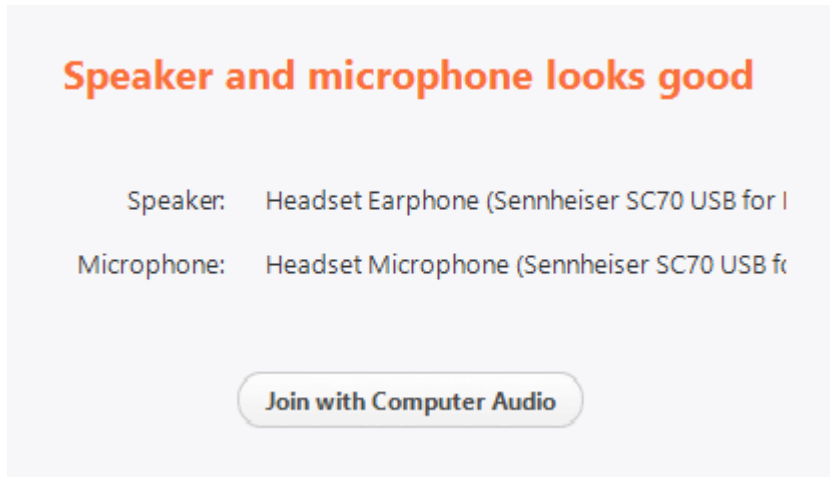
7. Click Join with Computer Audio to join the test meeting with the selected microphone and speakers.
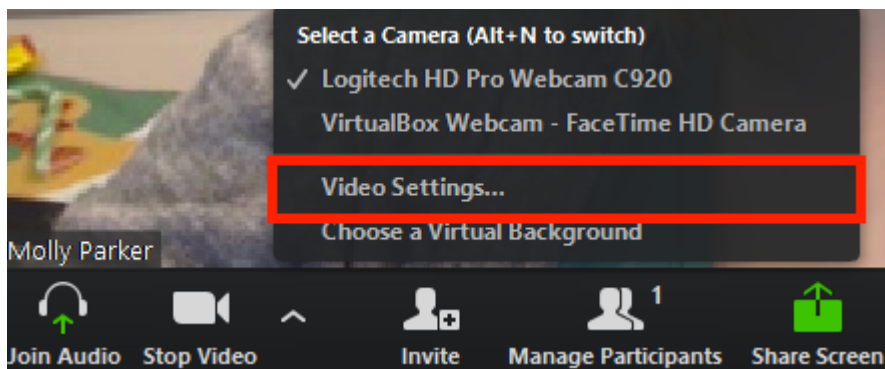

You will join the test meeting as an attendee!

Testing your video while in a meeting

1. Click the arrow next to Start Video / Stop Video.

2. Select Video Settings.

Zoom will display your camera's video and settings.

3. If you don't see your camera's video, click the drop-down menu and select another camera.

Joining a Zoom Meeting

For pre-meetings and recording sessions, the DIA Meeting Host will send you a meeting planner that will contain the link to join the Zoom Meeting. Just click the link and you will be automatically joined to the meeting. You will be able to check you specific Zoom meeting setting once you have entered the meeting.

Joining a Zoom Webinar

If you are being invited to a Zoom Webinar as a Session Chair or Speaker (these are collectively known as Panelists in Zoom) you will receive an email directly from Zoom when the DIA Session Host sets up the meeting. You should use the link in the email to connect to the Session as a panelist (see email example with highlighted link below).

To: Jane.Doe@gmail.com
From: <no-reply@zoom.us>
Subject: Panelist for Test Webinar

Hi Jane Doe,

You are invited to a Zoom webinar.

Date Time: Mar 17, 2020 01:30 PM Eastern Time (US and Canada)
Topic: Test Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)
Note: This link should not be shared with others; it is unique to you.
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

You DIA Session Host will typically set up a practice session prior to the live broadcast to allow the Host and Panelists are set up correctly and ready to go before the attendees are present.

Re-check Audio and Video

After you have joined the meeting, hover your mouse near the bottom of the zoom window to see the controls. Click on the arrow next to the microphone control to confirm you are on the microphone you intend to use.
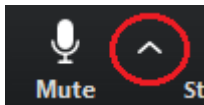
Make sure that your microphone is not muted so attendees can hear you. You may mute and un-mute by clicking the microphone symbol.

Next, click on the arrow next to the video control and confirm you are on the camera you have previously tested and intend to use.

Passing and Accepting Remote Control

Overview

The Remote Control in Zoom feature allows the Zoom host to pass control of the shared screen content in a meeting. This will allow Session Chair and Speakers to advance slides remotely.

Note: For Mac OSX, you will need to give Zoom access in the Accessibility tab in the Privacy and Security preferences of your Mac. For more information on giving Zoom access in Security and Privacy, click here.

Giving Remote Control

While screen sharing, The DIA Host will pass control to the session chair or individual speakers in order to control the shared content.

When the DIA Zoom host initiate passing remote control you (speaker/panelist) will see the following box momentarily pop up on your Zoom screen:

Click to start the mouse/keyboard control of the shared screen.

The Speaker/Panelist should click once anywhere on their screen to accept the screen control. This first click will not perform any other action. Future clicks/keyboard actions will have effect on the shared content.

If the DIA Zoom Host has need to regain control briefly, you (speaker/panelist) may regain control at by clicking anywhere on your screen. When your presentation has concluded, the DIA Zoom host will regain control so that they may pass to the next speaker. You will not need to take any action to relinquish control.

In-Meeting Chat

The in-meeting Chat allows you to send chat messages to other Panelists or attendees within a meeting or webinar. You can send a private message to an individual panelist or attendee or you can send a message to an entire group. DIA may chose to enable Chat function for the Panelists only or in some cases for all attendees.
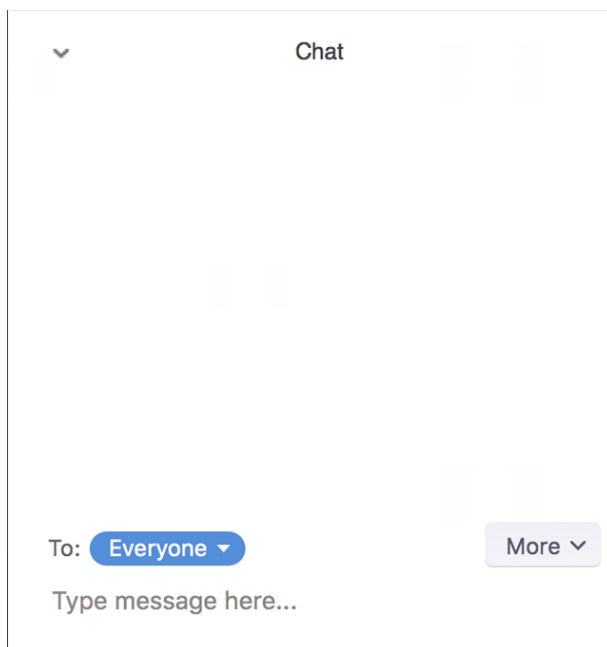
Accessing the Chat in Meeting from a Desktop Device
Accessing Chat in Video Only Mode or While Viewing a Screen Share
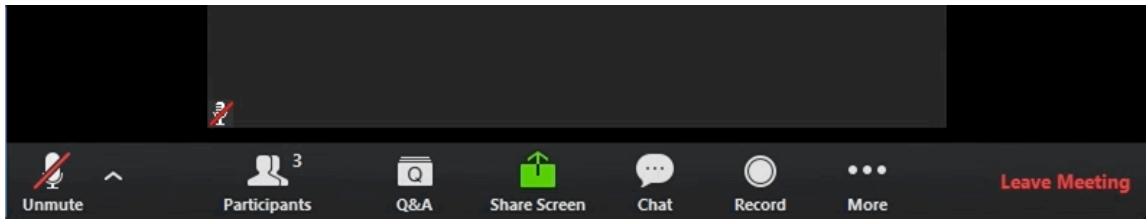
1. While in a meeting, click Chat in the meeting controls.
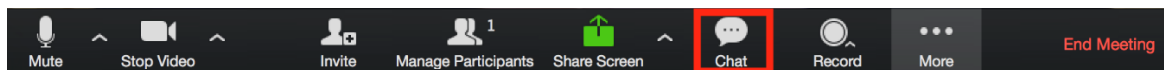
2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.
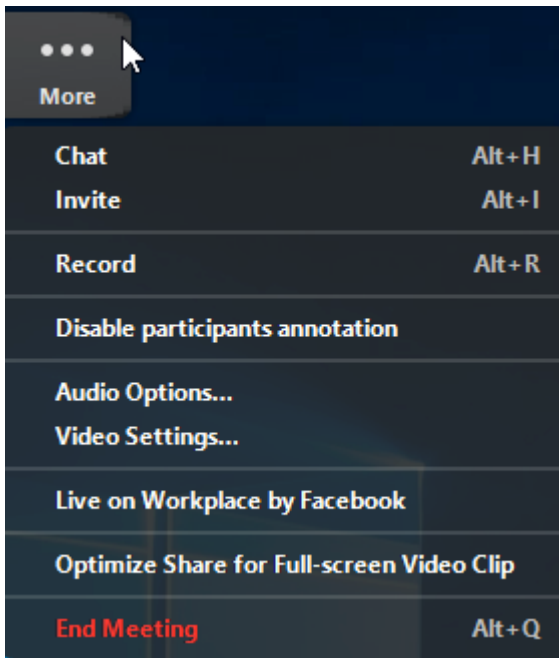
3. When new chat messages are sent to you or everyone, a preview of the message will appear, and Chat will flash orange in your host controls.

<u>Accessing Chat While Sharing a Screen from Your Computer</u>

1. While screen sharing, click More in the meeting controls. Choose Chat.

2. A floating chat window will appear.
3. If you receive new chat messages while screen share, the more button will flash orange to indicate the incoming message. You can click on More, then Chat to open the window.