

General Zoom instructions for ISC 2020 Virtual Annual Meeting

If you would like to test your camera and microphone before participating on Zoom, you can visit <https://zoom.us/test> for a practice session.



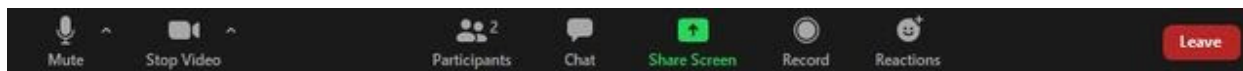
Instructions for a Zoom Meeting

(such as the Friday workshops and Gala Celebration on Sunday afternoon)

If joining by computer:

1. To join a meeting, click the appropriate link contained in your email from the Conference office. Please click the link to join at least 10 minutes before the start time of your meeting or workshop session, so we can have everyone connected and able to start on time.
2. When you click the meeting link, you'll be asked to open the Zoom application on your computer. If you do not have Zoom installed, you'll be prompted to download Zoom. (If you have an older version of Zoom, you may be asked to update to a newer version; as of May 30, Zoom requires version 5.0 or higher in order to access meetings because of new security features they've added.)
3. As you are entering the Zoom meeting, the program will ask you to choose which audio source you want to use. You can choose your device's audio, or to call in by phone if you do not have a microphone or if you have a very weak Internet connection that can't support video and audio. It may also remind you to turn on your camera so your face will be visible to others.
4. Once Zoom has opened, you *may* be placed in an online "waiting room" -- you'll see a screen with something like "Please wait; the host will let you into the meeting soon." You do not have to do anything at this point; staff can see that you have joined and will let you in within a minute or two.
5. Once you are in the Zoom meeting, you will see a menu at the bottom of your screen:

From left to right, here are the controls you'll have access to:



Mute / Unmute (a microphone icon): this turns your microphone on and off. (When the speaker begins your session, please mute your microphone to prevent audio feedback.) You will be able to turn your microphone back on to speak when needed.) Your microphone icon will turn green if you are sharing sound with the meeting; if you are muted, a red line will cross the icon.

Start Video / Stop Video (a video camera icon): this turns your camera on and off; when off, only your name is displayed to other participants, rather than your face. If your camera is off, a red line will appear across the video icon.

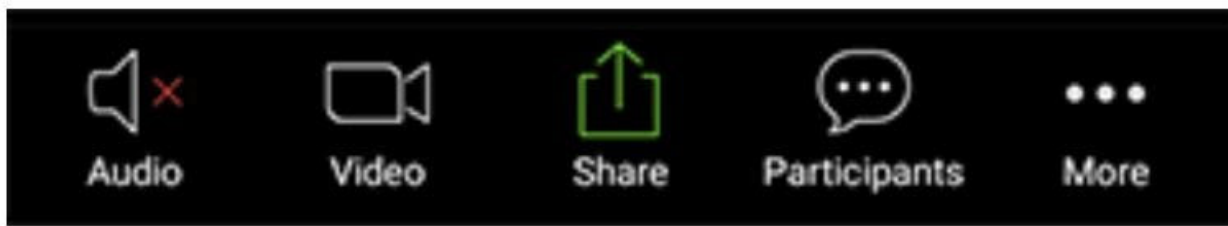
Participants (icon of people): opens a list of people in the meeting.

Chat (icon of a text bubble): click here to send a message to the meeting or to the host or another participant. You can select a name using the blue box at the bottom of the chat window, or click on their name in the participant list.

Leave (red button at far right): this removes you from the meeting before it is ended by the host; click on the "leave meeting" when it appears to confirm that you want to leave.

If joining by smartphone or other mobile device:

Follow the instructions for computers, above. Your menu at the bottom of the screen will look similar to this:



Once you are in the meeting, your audio icon will change to a microphone or pair of headphones: click it to mute or unmute yourself. The Zoom app may also show you a choice of what audio source to use; you can choose your device's audio, or to call in by phone (you might select this if you have a very weak Internet connection that can't support video and audio.)

As described above, **when the speaker begins your session, please mute your microphone to prevent audio feedback.** (You will be able to turn your microphone back on to speak when needed.) Your microphone or other audio icon will turn green if you are sharing sound with the meeting.

To access the chat feature on a smartphone or mobile device, click on the "participants" icon, or click on the "more" icon (three dots).

To leave a meeting, click on the red "leave" button or text. This is usually at the top right of the screen on phones and mobile devices. Then click on the "leave meeting" button that will appear.

If joining by phone (audio only):

Dial one of the Zoom phone numbers listed in the meeting email that was sent to you. (Please note: Zoom calls are not toll-free, so choose the number for the location closest to you.)

When prompted, enter the meeting ID included in the email (this is usually an 11-digit number), followed by the # key if requested.

If you have also been given a password, enter that when prompted as well.

When joining a meeting by phone, the main control you will use is muting / unmuting.

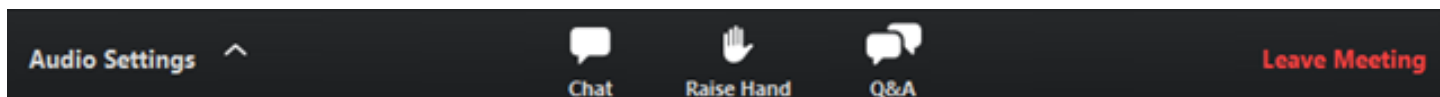
To turn your microphone on and off, first press the star key *, and then the number 6. (The star key is at the lower left of your phone keypad, below the number 7.) Entering *6 toggles your microphone on and off, like a switch.

When you want to leave a meeting, simply hang up.

Instructions for a Zoom Webinar

(we'll use Zoom Webinar for the Saturday business meeting)

Your joining experience will be the same in Webinar as it is in Meeting, however, your ability to participate is different. In Zoom Webinar you will enter as an “attendee” instead of as a “participant.” You can imagine that Zoom Webinar is like a large lecture hall where you don't have opportunity, as you would in around a conference table, for example, to speak up when the lecturer is speaking. Therefore, you will be muted automatically when entering Zoom webinar. Only the host and panelists (that is, the Webinar presenters) will be able to speak during the Webinar, unless the host chooses to unmute an attendee. As an attendee, you can virtually raise your hand, submit questions in Q&A, and send messages to others.



You will have the ability to post in the Zoom chat, which will be monitored by our tech deacons and hosts. There you can post questions or concerns, either about the content of the Webinar (such as a budget question) or about technical difficulties. Tech Deacons will make sure your questions get through to the host or panelists.