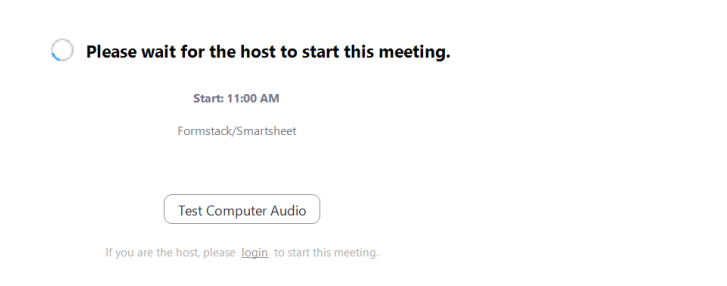
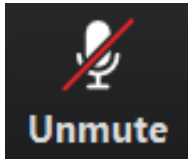
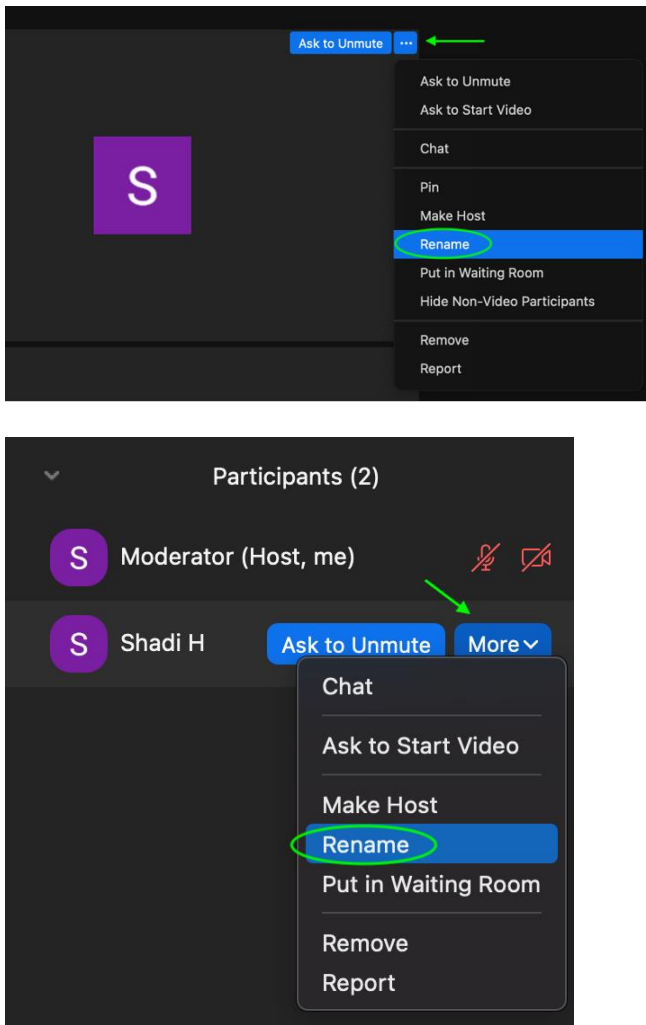
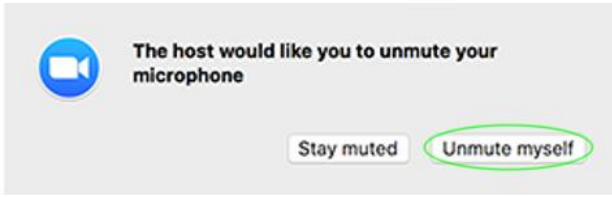
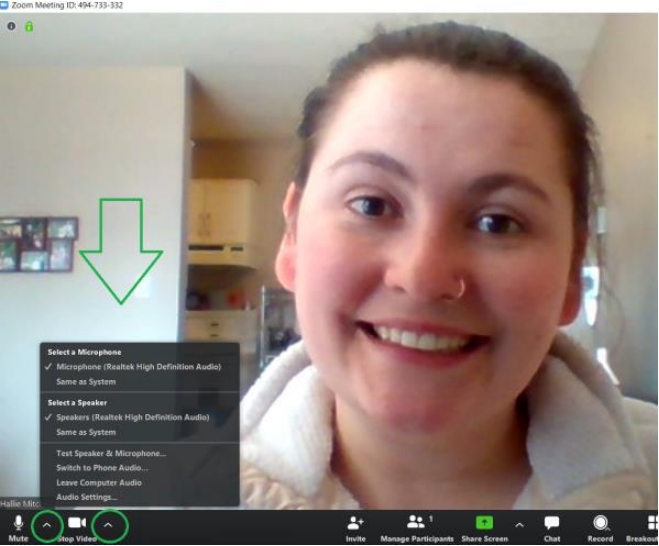
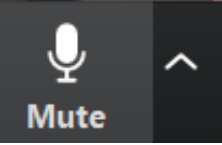
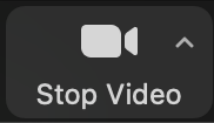
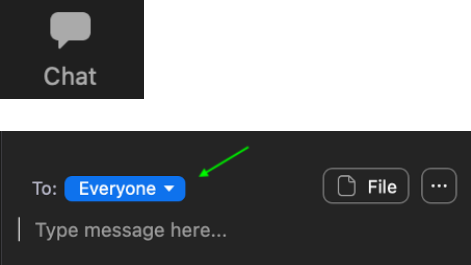


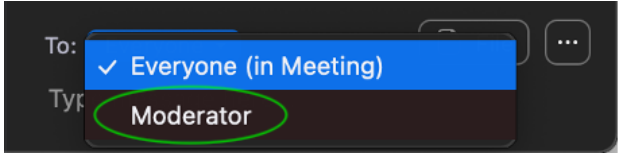
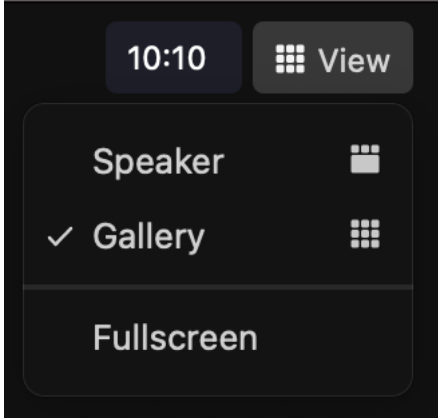
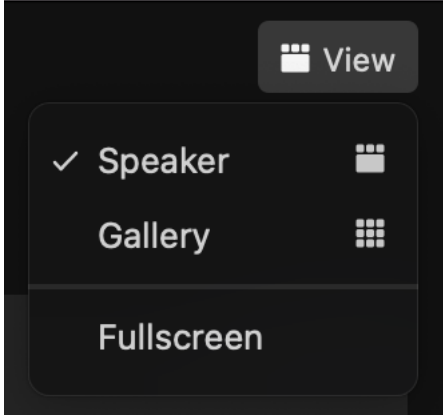
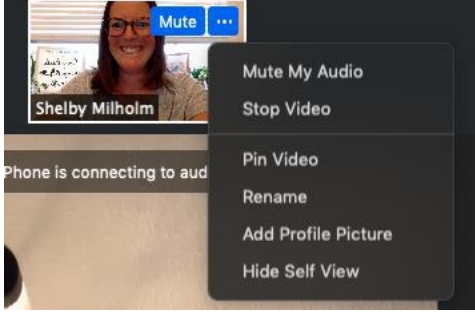
A Zoom Workshop How-to Guide

For Computer Users

<p>1.</p>	<p>Click on the workshop invite link sent to you by the CAN team.</p>	<p>Robbie Hsieh is inviting you to a scheduled Zoom meeting.</p> <p>Topic: Formstack/Smartsheet Time: Apr 8, 2020 11:00 AM Vancouver</p> <p>Join Zoom Meeting https://zoom.us/j/300488243?pwd=a3B3VkVlQWdVQ09KcjN5Q3dWQVVFVQTQ</p> <p>Meeting ID: 300 488 243 Password: 457837</p> <p>One tap mobile +16473744685,,300488243# Canada +16475580588,,300488243# Canada</p> <p>Dial by your location</p>
<p>2.</p>	<p>If you have never used Zoom before, you will need to click “Download and run Zoom.”</p> <p>If you have already downloaded Zoom then click, “Open Zoom.”</p>	
<p>3.</p>	<p>You will be asked for a password. You can find the workshop password in the invite.</p>	<p>Join Zoom Meeting https://zoom.us/j/300488243?pwd=a3B3VkVlQWdVQ09KcjN5Q3dWQVVFVQTQ9</p> <p>Meeting ID: 300 488 243 Password: 457837</p> <p>One tap mobile +16473744685,,300488243# Canada +16475580588,,300488243# Canada</p> <p>Dial by your location</p> <ul style="list-style-type: none"> +1 647 374 4685 Canada +1 647 558 0588 Canada +1 778 907 2071 Canada +1 438 809 7799 Canada +1 587 328 1099 Canada +1 301 715 8592 US +1 312 626 6799 US (Chicago) +1 346 248 7799 US (Houston) +1 650 808 6899 US (San Jose)

<p>4.</p>	<p>You might see a little box like this one show up. Once the workshop instructor and CAN staff have arrived then you will be let in!</p>	 <p>Please wait for the host to start this meeting.</p> <p>Start: 11:00 AM Formstack/Smartsheet</p> <p>Test Computer Audio</p> <p>If you are the host, please login to start this meeting.</p>
<p>5.</p>	<p>When you come in you might be muted. This means you can hear the instructor and staff, and they cannot hear you.</p>	 <p>Unmute</p>
<p>6.</p>	<p>When you come in you should change your name to only your first name so that your privacy is protected.</p> <p>You can do that by hovering over your own video pane and clicking the three dots button on the top right corner and selecting “Rename.”</p> <p>OR you can click the “Participants” button on the bottom of your screen, hover over your name, click on the “More” button and select “Rename.”</p>	 <p>Zoom interface showing the 'Rename' option in the context menu for a participant's video pane.</p> <p>Zoom interface showing the 'Participants' list with the 'More' button for a participant, where the 'Rename' option is highlighted in the dropdown menu.</p>

<p>7.</p>	<p>When you are invited to speak you might see a message like this pop up. Click the “Unmute myself” button.</p>	
<p>8.</p>	<p>If people in the group cannot hear you then:</p> <ul style="list-style-type: none"> - Try clicking the ^ button beside the microphone and selecting a microphone <p>If you would like people in the workshop to be able to see you then:</p> <ul style="list-style-type: none"> - Try clicking the ^ button beside the video icon and selecting a camera 	
<p>9.</p>	<p>You can mute yourself by pressing “Mute” on the bottom left of your screen. It is a good idea to keep yourself on mute until it is your turn to talk or you have something to say.</p>	
<p>10.</p>	<p>You can turn your video off whenever you choose to by clicking the “Stop Video” button.</p>	
<p>11.</p>	<p>You can type in the chat box if you need to send a message. The button is at the bottom of your screen.</p> <p>If you have something private to share, or if you want to ask a question anonymously, you</p>	

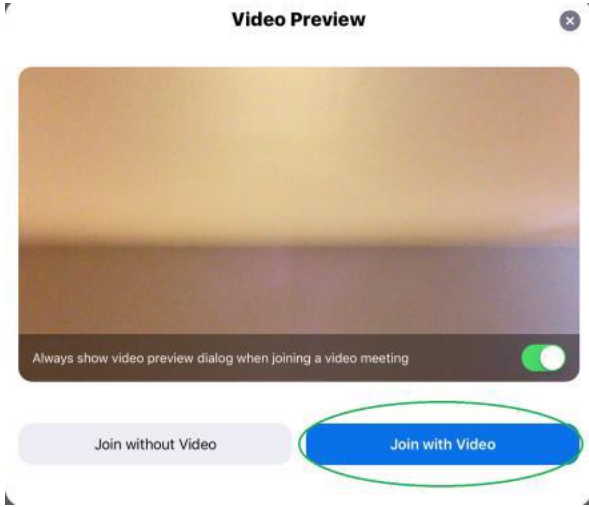
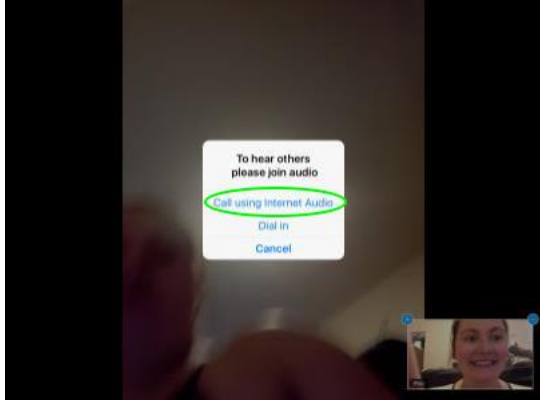
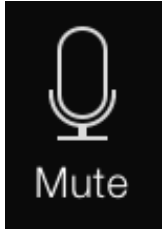
	<p>can privately message the moderator by clicking on the blue button next to “To” and choosing the moderator’s name.</p>	
<p>12.</p>	<p>You can choose who you want to see. In the zoom meeting too. To view all members in the meeting you can choose “Gallery” view.</p>	
<p>13.</p>	<p>If you prefer just to see. The person who is currently speaking choose “Speaker” view and zoom will display an enlarged view of the person currently speaking.</p>	
<p>14.</p>	<p>If you want only the instructor’s screen to stay enlarged, you can “PIN” a screen. To do this, bring your mouse over the screen that you want to pin, and click on the three dots, then click on “Pin Video.”</p>	

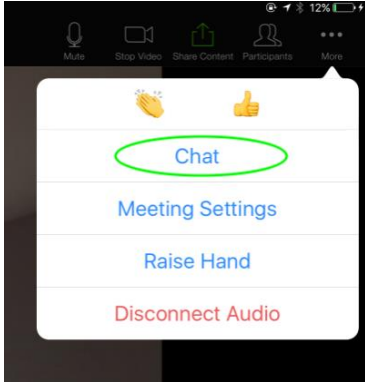
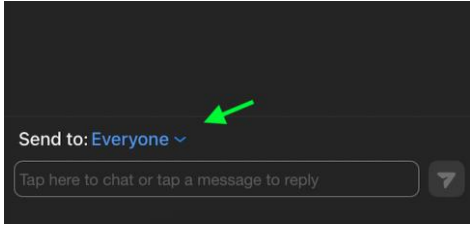
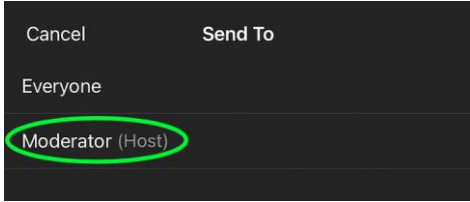
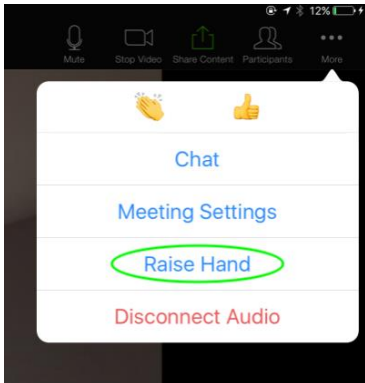
<p>15.</p>	<p>When the meeting is all over you can say goodbye to everyone and click “Leave Meeting”.</p>	
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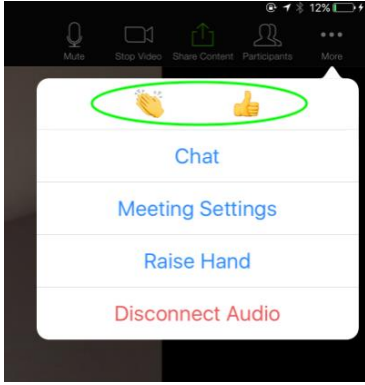
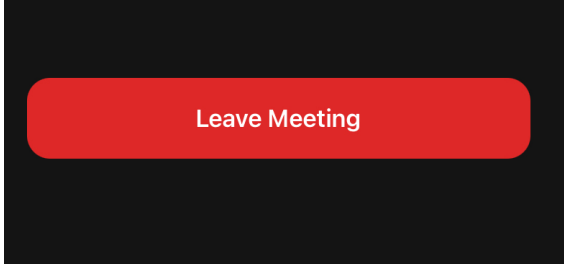
For iPad Users

<p>1.</p>	<p>Download the Zoom Cloud Meeting App.</p>	
<p>2.</p>	<p>Open the app and press “Join a Meeting.”</p> <p>Enter the Meeting ID number given to you by CAN, write your name and press “Join.”</p>	

<p>3.</p>	<p>You will be asked for a password. You can find the meeting password in the meeting invite.</p>	<p>Join Zoom Meeting https://zoom.us/j/300488243?pwd=a3B3VkVlQWdVQ09KcjN5Q3dWQVFGT09 Meeting ID: 300 488 243 Password: 457837 One tap mobile +16473744685,,300488243# Canada +16475580588,,300488243# Canada Dial by your location +1 647 374 4685 Canada +1 647 558 0588 Canada +1 778 907 2071 Canada +1 438 809 7799 Canada +1 587 328 1099 Canada +1 301 715 8592 US +1 312 626 6799 US (Chicago) +1 346 248 7799 US (Houston) +1 609 999 8999 US (New York)</p>
<p>4.</p>	<p>You might see a little box like this one show up. Once the CAN leader has arrived then you will be let in!</p>	
<p>5.</p>	<p>When you come in you might be muted. This means you can hear the instructor and CAN staff, but they cannot hear you.</p>	
<p>6.</p>	<p>When you are invited to speak you might see a message like this pop up. Click the “Unmute myself” button.</p>	

<p>7.</p>	<p>Press "Join with Video."</p>	 <p>The screenshot shows a 'Video Preview' dialog box with a blurred video feed. At the bottom, there are two buttons: 'Join without Video' and 'Join with Video'. The 'Join with Video' button is highlighted with a green oval.</p>
<p>8.</p>	<p>Press "Call using Internet Audio."</p>	 <p>The screenshot shows a dialog box with the text 'To hear others please join audio'. Below this text are three options: 'Call using Internet Audio' (circled in green), 'Dial in', and 'Cancel'.</p>
<p>9.</p>	<p>You can mute yourself by pressing "Mute" on the bottom left of your screen. It is a good idea to keep yourself on mute until it is your turn to talk or you have something to say.</p>	 <p>The image shows a black square button with a white microphone icon and a diagonal slash through it, with the word 'Mute' written in white below the icon.</p>

<p>10. If you would like to send a message to the group press the “More” button on the top right-hand side and press “Chat”</p> <p>If you have something private to share, or if you want to ask a question anonymously, you can privately message the moderator by clicking on the blue button next to “To” and choosing the moderator’s name.</p>	  
<p>11. You can raise your hand by pressing “More” and then “Raise Hand” in order to get the instructor’s attention during the workshop.</p>	

<p>12.</p>	<p>You can also use reactions to share how you are feeling about what is being said or taught by pressing “More” and then selecting one of the reactions available.</p>	 <p>A screenshot of the Zoom mobile app interface. At the top, there are icons for Mute, Stop Video, Share Content, Participants, and More. The 'More' menu is open, showing options: Chat, Meeting Settings, Raise Hand, and Disconnect Audio. Two reaction icons, a clapping hands icon and a thumbs up icon, are circled in green at the top of the menu.</p>
<p>13.</p>	<p>When the workshop is all over you can say goodbye to everyone and click “Leave Meeting.”</p>	 <p>A screenshot of a red button with rounded corners on a black background. The text on the button reads "Leave Meeting" in white.</p>