# A Zoom Workshop How-to Guide

## For Computer Users

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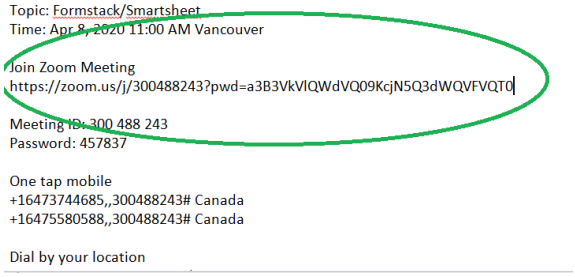
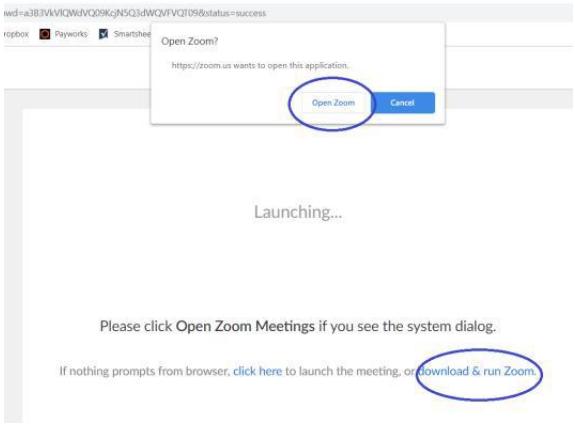
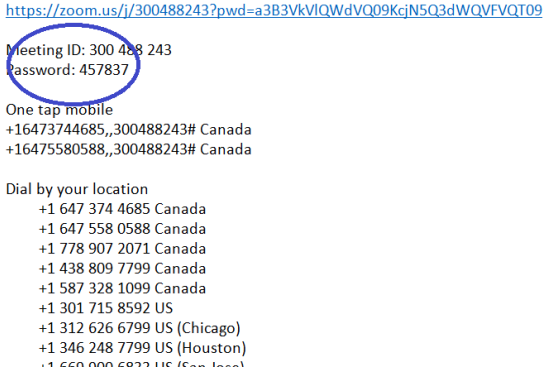
| **1.** | Click on the workshop invite link sent to you by the CAN team. |  |
| **2.** | If you have never used Zoom before, you will need to click "Download and run Zoom."<br><br>If you have already downloaded Zoom then click, "Open Zoom." |  |
| **3.** | You will be asked for a password. You can find the workshop password in the invite. |  |

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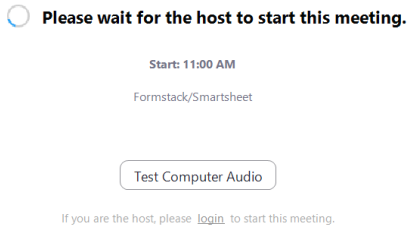
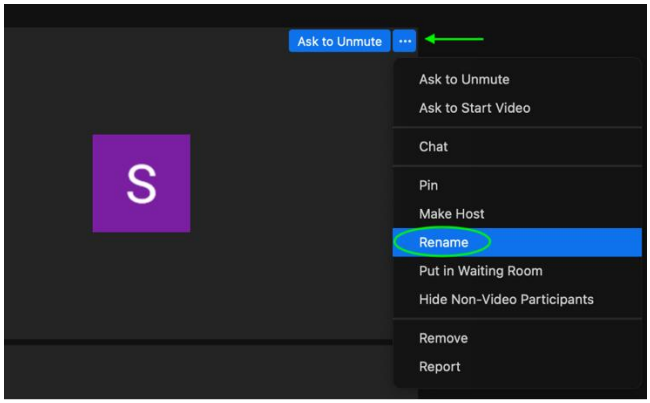
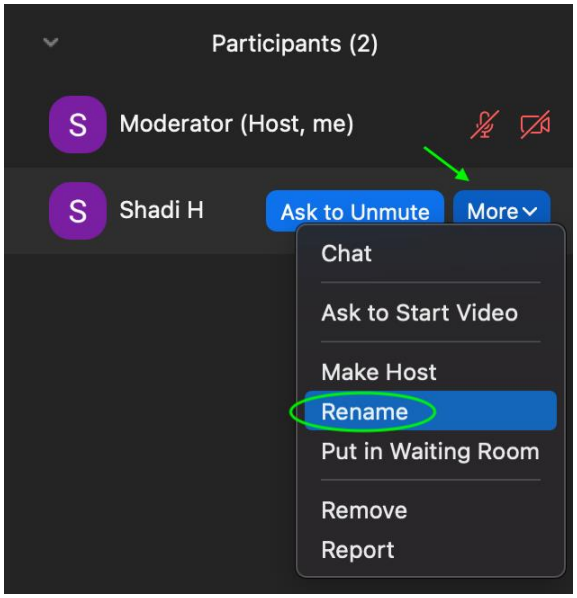
| **4.** | You might see a little box like this one show up. Once the workshop instructor and CAN staff have arrived then you will be let in! |  |
| **5.** | When you come in you might be muted. This means you can hear the instructor and staff, and they cannot hear you. | |
| **6.** | When you come in you should change your name to only your first name so that your privacy is protected.<br><br>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."<br><br>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." |  <br>  |

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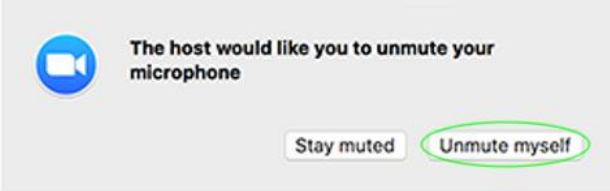
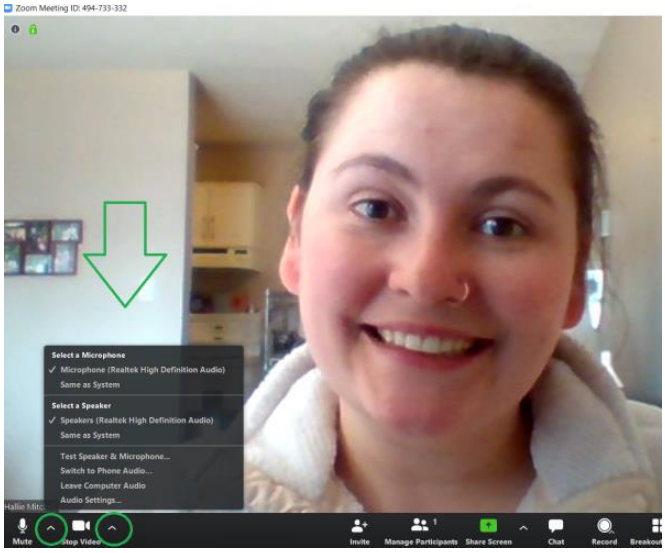
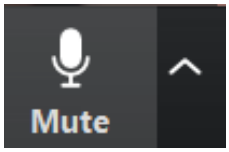
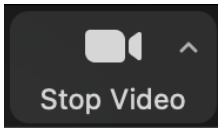
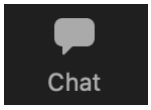
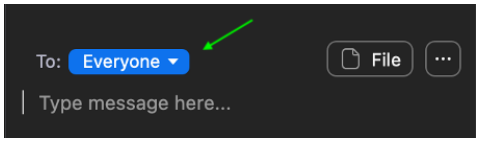
| **7.** | When you are invited to speak you might see a message like this pop up. Click the “Unmute myself” button. |  |
| **8.** | If people in the group cannot hear you then:<br>- Try clicking the ^ button beside the microphone and selecting a microphone<br>If you would like people in the workshop to be able to see you then:<br>- Try clicking the ^ button beside the video icon and selecting a camera |  |
| **9.** | 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. |  |
| **10.** | You can turn your video off whenever you choose to by clicking the “Stop Video” button. |  |
| **11.** | You can type in the chat box if you need to send a message. The button is at the bottom of your screen.<br><br>If you have something private to share, or if you want to ask a question anonymously, you |  <br>  |

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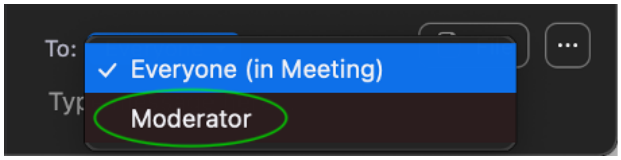
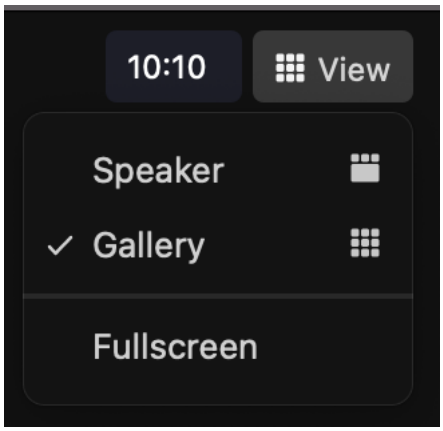
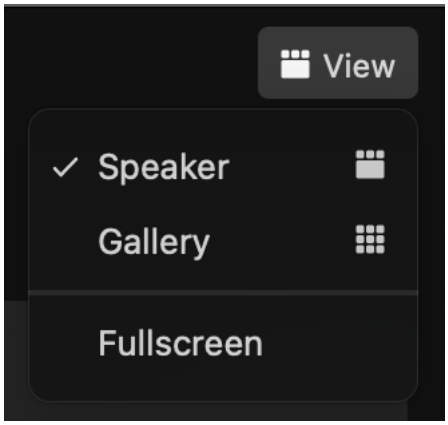
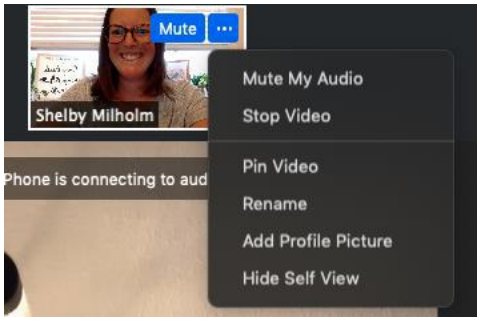
| | can privately message the moderator by clicking on the blue button next to “To” and choosing the moderator’s name. |  |
| **12.** | You can choose who you want to see. In the zoom meeting too. To view all members in the meeting you can choose “Gallery” view. |  |
| **13.** | If you prefer just to see. The person who is currently speaking choose “Speaker” view and zoom will display an enlarged view of the person currently speaking. |  |
| **14.** | 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.” |  |

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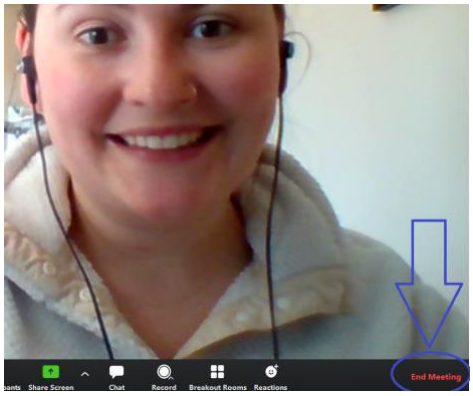
| **15.** | When the meeting is all over you can say goodbye to everyone and click “Leave Meeting”. |  |

## For iPad Users

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

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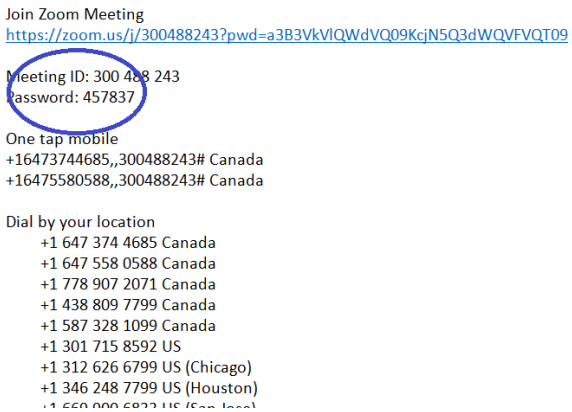
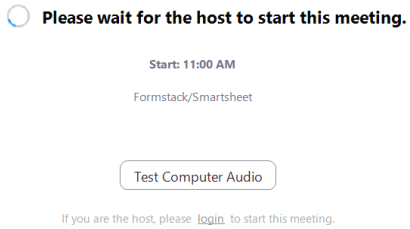
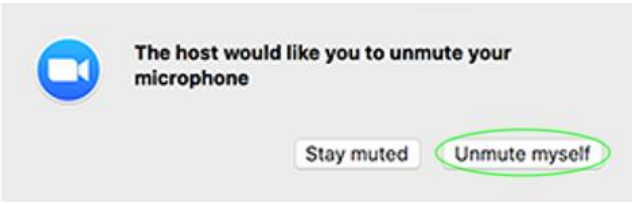
| **3.** | You will be asked for a password. You can find the meeting password in the meeting invite. |  |
| **4.** | You might see a little box like this one show up. Once the CAN leader has arrived then you will be let in! |  |
| **5.** | When you come in you might be muted. This means you can hear the instructor and CAN staff, but they cannot hear you. | |
| **6.** | When you are invited to speak you might see a message like this pop up. Click the “Unmute myself” button. |  |

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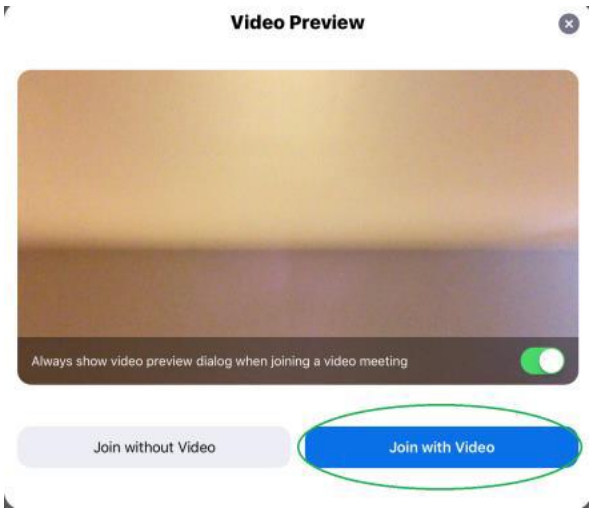
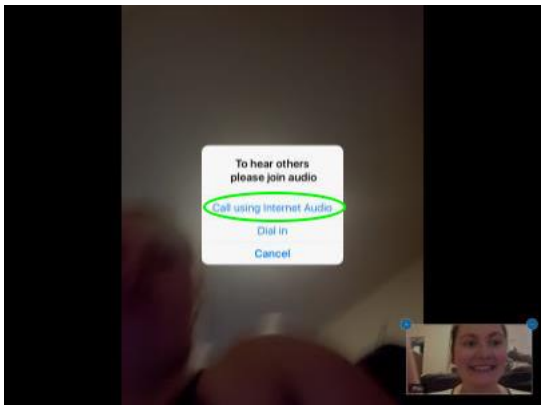
| **7.** | Press “Join with Video.” |  |
| **8.** | Press “Call using Internet Audio.” |  |
| **9.** | You can mute yourself by pressing “Mute” on the bottom left of your screen. It is a good idea to keep yourself on mute until it is your turn to talk or you have something to say. | |

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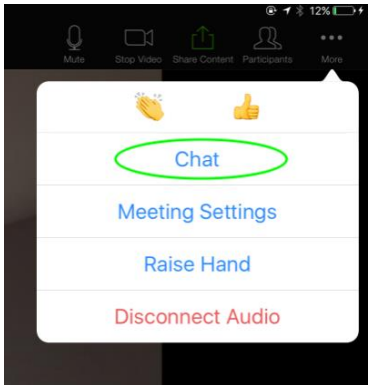
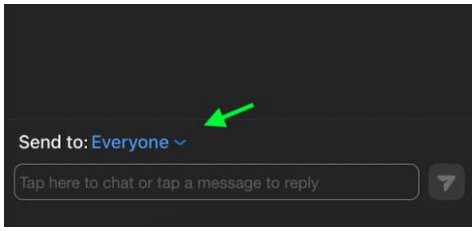
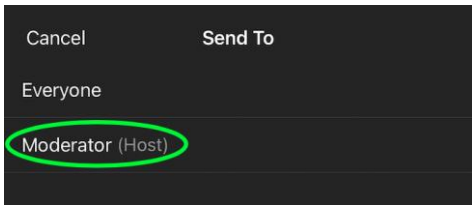
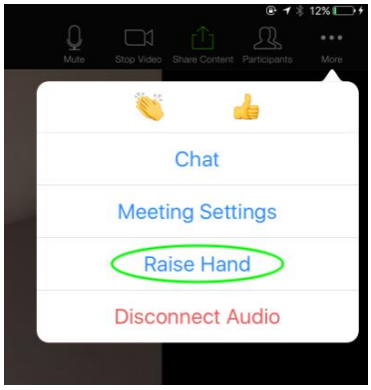
| **10.** | If you would like to send a message to the group press the “More” button on the top right-hand side and press “Chat”<br><br>If you have something private to share, or if you want to ask a question anonymously, you can privately message the moderator by clicking on the blue button next to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

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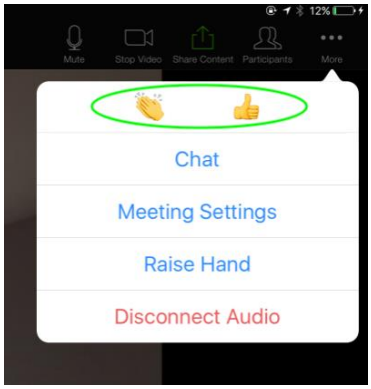
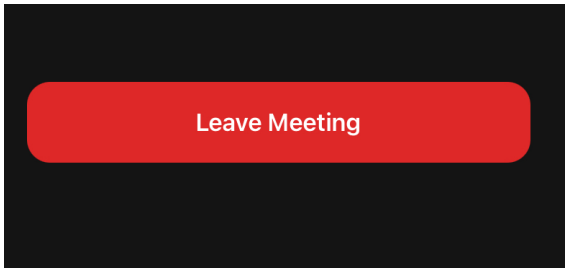
| **12.** | You can also use reactions to share how you are feeling about what is being said or taught by pressing “More” and then selecting one of the reactions available. |  |
| **13.** | When the workshop is all over you can say goodbye to everyone and click “Leave Meeting.” |  |