

How to Connect to your Remote Training using Zoom

Best Practices and FAQ's

1. If your agency has a quiet room (such as a training room or computer lab), it would be our recommendation to allow the trainee(s) to use these rooms for the training.
2. If you have more than one staff member attending the same training and are using a room that is similar to what is mentioned above, please only connect one computer to Zoom and project to a screen or wall (if possible). When more than one computer connects to the audio (without using a headset) within range of each other, it will cause the audio to recycle and result in a perpetual echo.
3. If trainees exit the Zoom session over lunch, they can easily reconnect by repeating the steps below.

What participants will need

1. A decent internet connection.
2. Working Speakers (or a headset if the trainee will be joining the training from a commonplace)
3. A working computer microphone.
4. An LCD projector (**only** if connecting multiple staff to the training)

How to join the remote trainings

1. Navigate to your email or calendar and open the meeting invite.
2. Click on the provided link that was sent to you. Below is just an example, **please do not use the meeting ID shown below to login.**

Kara Muir is inviting you to a scheduled Zoom meeting.

Topic: Kara's Zoom Meeting

Time: Apr 2, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/852366789?pwd=RmFabXhrejZ1d3EyaTJZRGpTUk8wUT09>

Meeting ID: 852 366 789

Password: 167703

Hi there,

Haney, Joseph is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Phone one-tap: US: [+12678310333,659749468#](tel:+12678310333659749468) or [8778535247,659749468#](tel:8778535247659749468) (Toll Free)

Meeting URL: <https://pitt.zoom.us/j/659749468>

Meeting ID: 659 749 468

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

US: +1 267 831 0333 or 877 853 5247 (Toll Free)

Meeting ID: 659 749 468

[International numbers](#)

3. Depending on whether you do or do not have the Zoom App installed on your computer, will determine your next step and what see.
4. If the Zoom App was previously installed on your computer, simply click the link located in the invite, select to **Open Zoom** and progress to step 9.

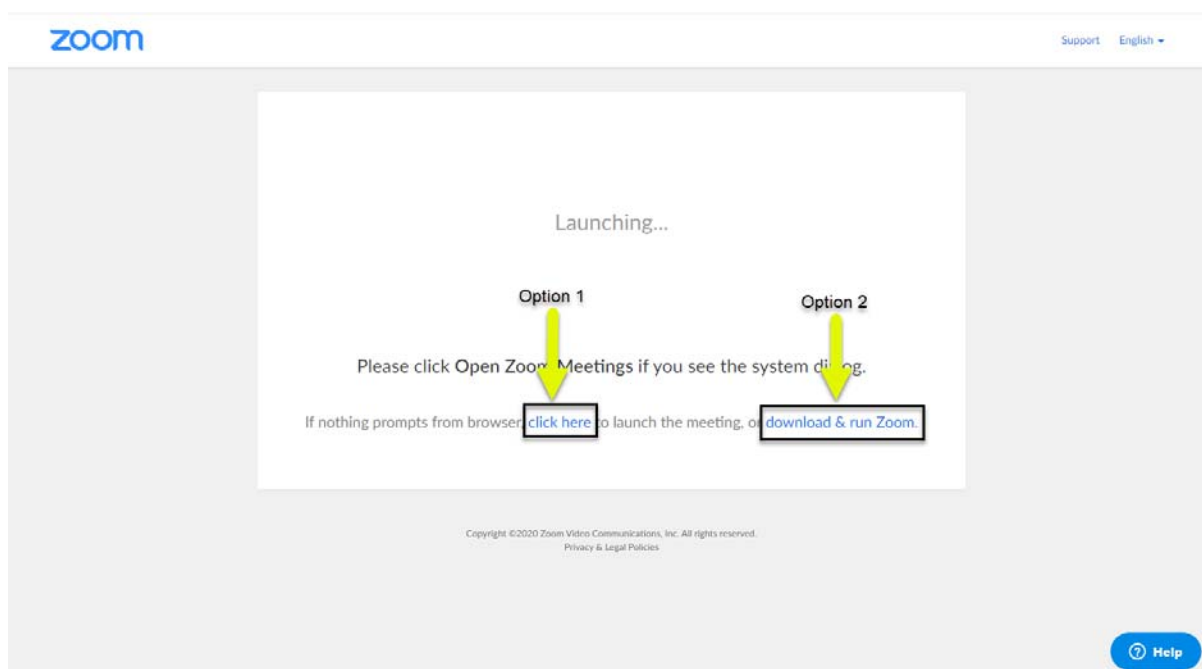
Open Zoom?

<https://pitt.zoom.us> wants to open this application.

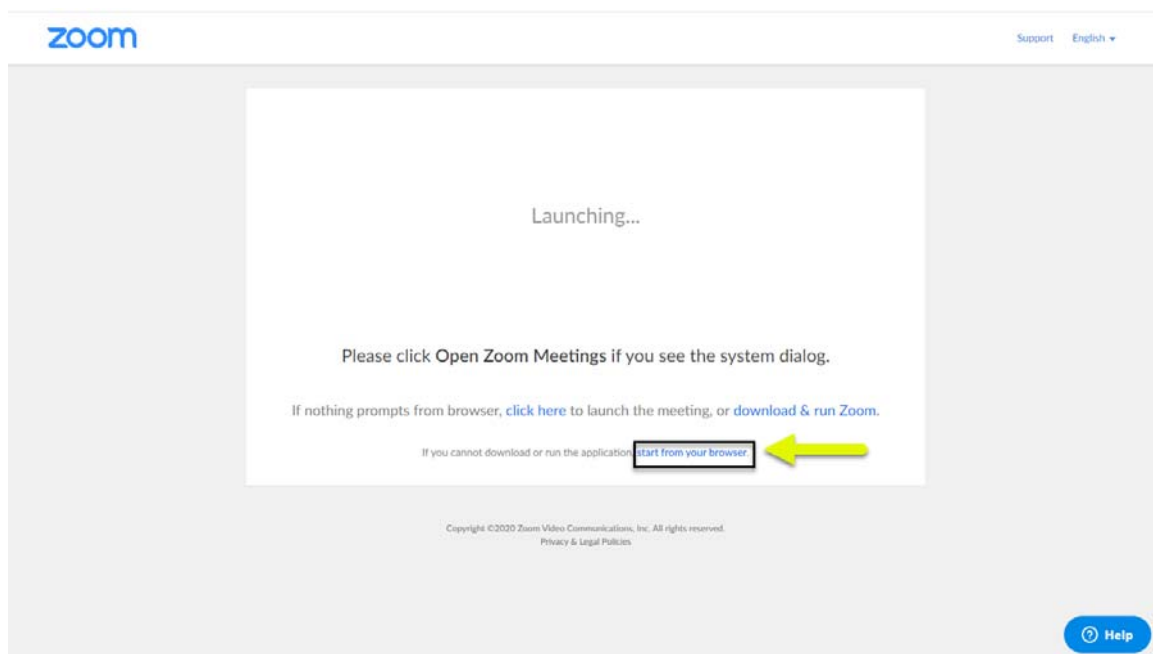
Open Zoom

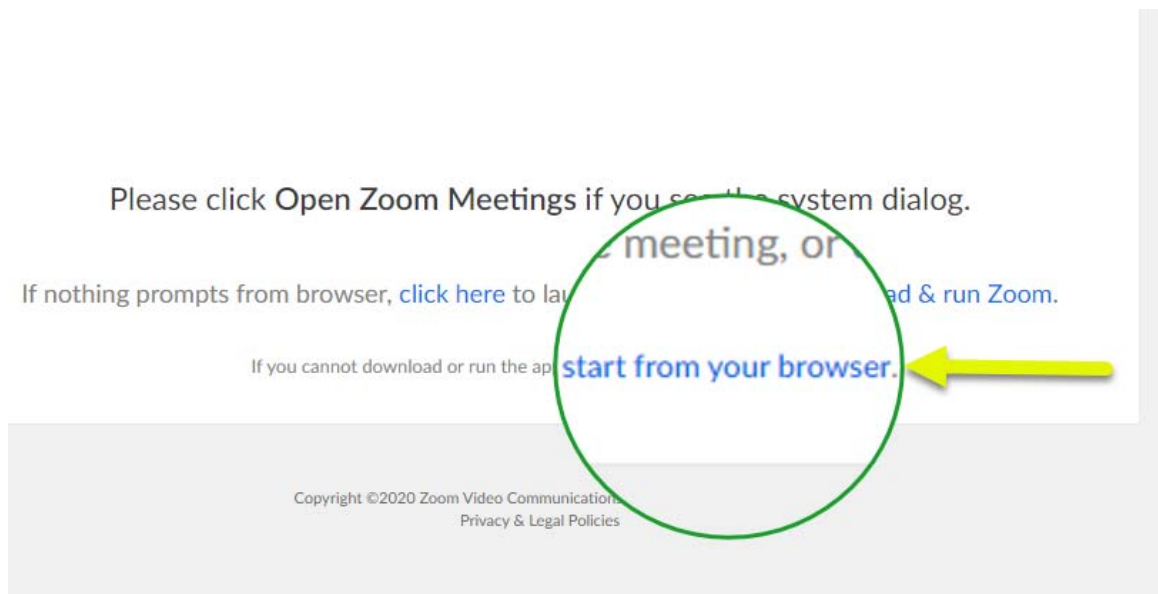
Cancel

5. If you do not have the Zoom App installed on your computer, the link more than likely will present you with this screen.

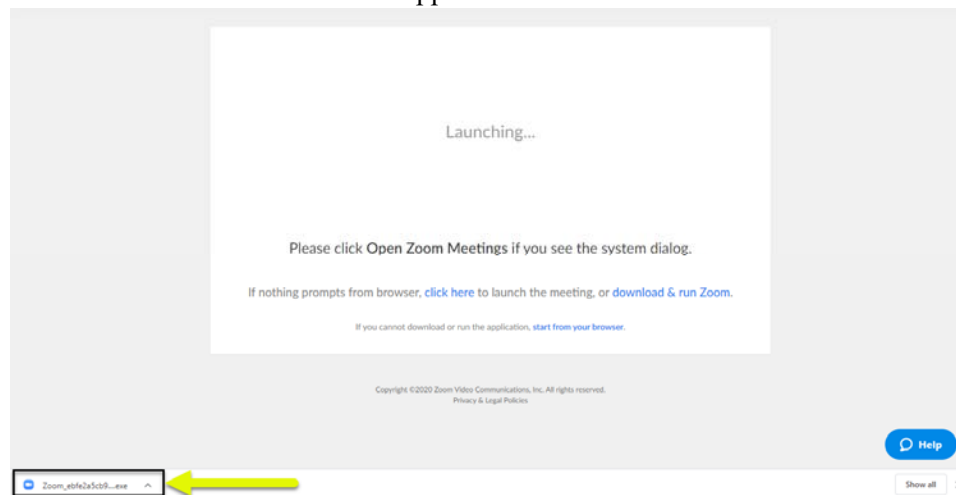


6. If you select Option1 (**click here**), your screen will present with another link to open Zoom in your browser window.
7. Click on this link (**start from your browser**) if you do **not** want to download the Zoom App. Please see below for the link location:





8. If you choose to download the application, click on Option 2 (**download & run Zoom**).
- (1) Click on the file to download the application



- (2) Click on **Run**.

9. If requested, copy the meeting ID / password listed on the invite (located in an email or on your calendar) and enter it when prompted. If no ID or Password is requested, please move to step 11.

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Time: Apr 2, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/852366789?pwd=RmFabXhrejZlZ3EyaTJZRGpTUk8wUT09>

Meeting ID: 852 366 789

Password: 167703



Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

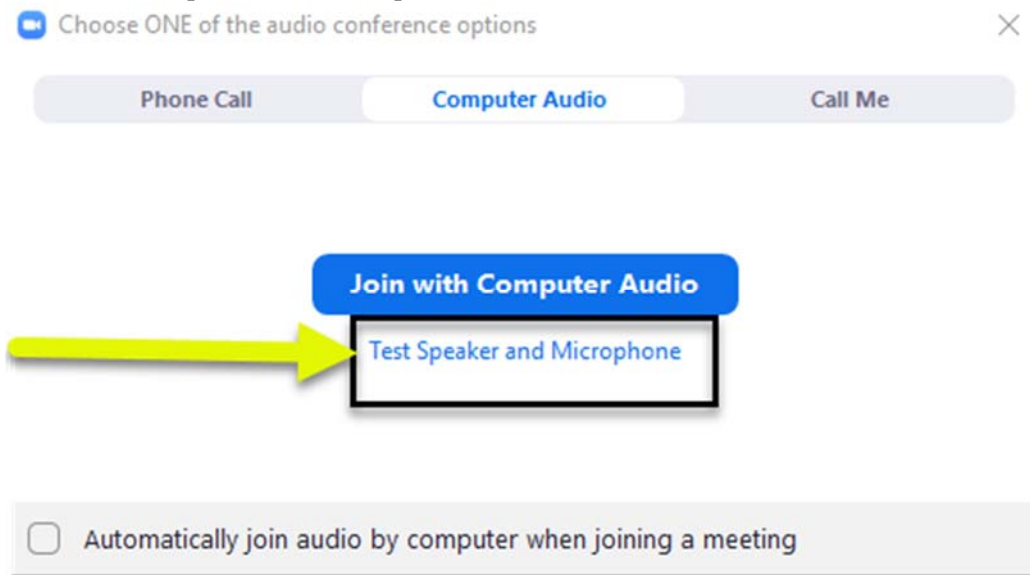
Meeting Password

This field is required.

Your Name

10. Once you have entered the **Meeting ID/ Password**, click on **Join**.

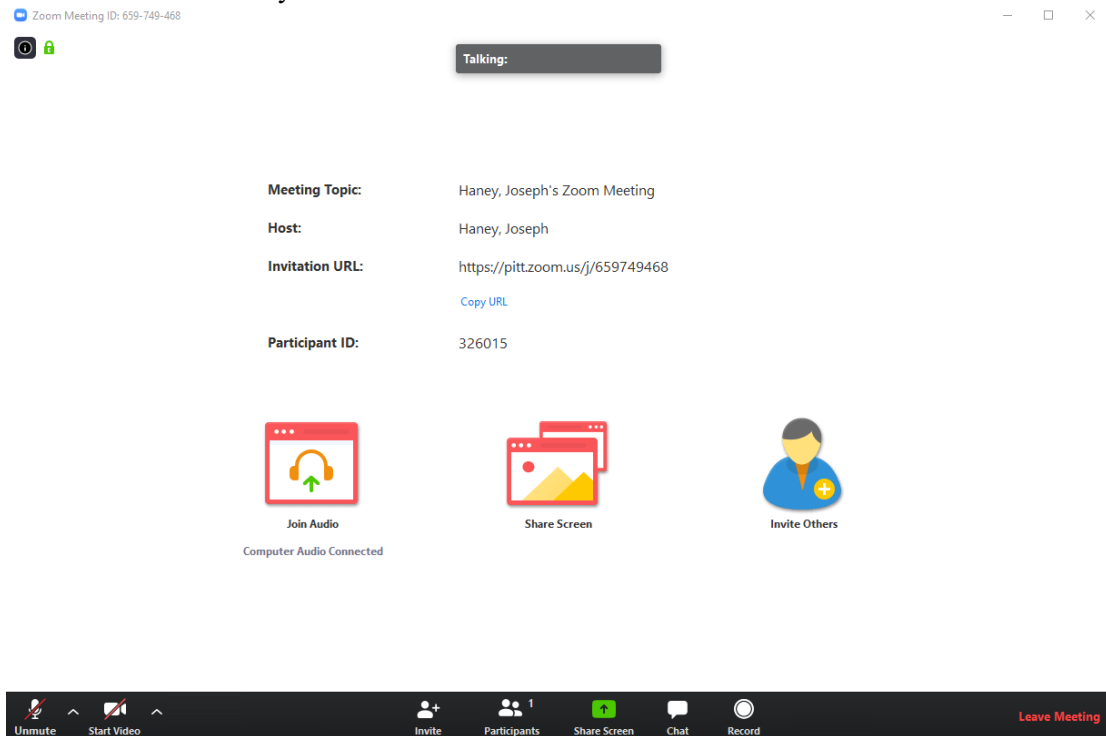
11. Click on Test Speaker and Microphone.



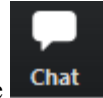
12. After testing your equipment, click on **Join with Computer Audio**.

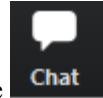
13. Click on **Join with Computer Audio** again.

14. You have now entered your Zoom Classroom.



15. Once you are connected to the remote training, your audio will be muted by default. This is to ensure there will be no background noise as the instructor begins the workshop. Prior to the start of the workshop, the instructor will take attendance. We are asking participants to use the Zoom chat feature to announce your presence and to ask questions and provide feedback along the way. There will be a moderator on the remote session to facilitate the questions and record



attendance. To use the chat feature in Zoom, please locate the  button on the bottom of your screen. By clicking on the chat button, the chat window will open-up, allowing for the user to announce their attendance, as well as to ask questions or provide feedback along the way. At intervals during the remote training, the moderator will pause the training, and read the questions and feedback aloud, thus allowing the instructor a chance to respond.

16. The tool bar shown at the bottom of the screen provides the following functionality:



1. **The microphone** – If there is a red slash going through the icon, you are on mute. If there is not a red slash, your mic is **on** and others **can hear you**. To unmute/ mute your mic, simply click on the icon.
2. **Video**- If there is a red slash going through your camera your video is turned off. To turn your camera on or off, click on the icon.
3. **Invite**- This feature is used to copy the invitation. You more than likely will not need to worry about this.
4. **Participants**- If you click on Participants, it will list everyone who is logged into the Zoom course. It will appear on the right side of your window.
5. **Share Screen**- Share screen is used to share your screen. If you wish to share your screen click on the icon and follow the prompts.
6. **Chat**- If you have a question or would like to provide an answer, click on the **Chat icon**, type what you would like to share and hit **Enter**.
7. **Record**- This feature will not be available without permission.
8. **Leave Meeting**- When your session is over simply click on **Leave Meeting**. If you leave the meeting, you can still join in again later by following the previously listed steps.

Have Questions? Call PACWRC front desk @ 717-795-9048