



## Training Technical Resources

### Overview:

This resource guides you through the steps to access & navigate the online platforms we will use during our training.

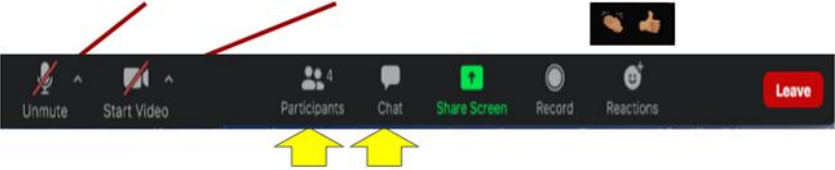
### How to Prepare for a Zoom Meeting:

- Download and install the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete.
- Join a [Zoom Meeting Test](#) to confirm your computer or device's capabilities.
- Check out the [Zoom Frequently Asked Questions](#) for additional guidance.

### How to Log into Zoom:

1. Click on the Zoom meeting link in the training confirmation email.
2. To familiarize yourself with Zoom features, please see below:

Click "Unmute" and "Start Video" to say hello



The image shows a screenshot of the Zoom meeting control bar. Red arrows point to the "Unmute" and "Start Video" buttons. Yellow arrows point to the "Participants" and "Chat" buttons. A red arrow points to the "Gallery View" button.

Click "Participants" and "Chat" menu buttons

**Screen Name:** Change your screen name to show your name/pronouns [Julieta, she/her]. To do this, click the three dots at the corner of your video and click "rename."

**Stay on Mute:** If you are not speaking, please mute yourself by clicking the "Mute" button in the bottom left corner. You can click it again to unmute yourself if you wish to add to the conversation.

**Gallery View:** The Gallery view feature allows you to see everyone's faces at once (instead of just the person who is speaking). To do this, click the button with a group of little squares at the top right of your video (when hovering over the button, it should say, "Switch to Gallery View").

3. Click "Start Video" to begin broadcasting from your webcam.
4. Click the "Chat" bubble to ask questions or respond to the training via text. You can chat with everyone in the meeting, just the trainers, or a specific person.

(Note: All chats will be visible to the instructor at the end of the meeting even if they are sent privately.)

5. Click "Participants" to find out who else is in the training. Here you can also "Raise Hand" to ask or answer a question.
6. Click the "Leave Meeting" button at the end of the training.



**15 Minutes Before:**

- Find a quiet space that is free of distractions with strong Wi-Fi.
- Test your internet connection with [Speedtest](#).
- Test audio (such as headphones and microphone) to make sure the facilitators can hear and see you.
- To test your microphone, click "*Test Computer Mic & Speakers*" in the pop-up window that appears when first opening a test meeting or beginning of our scheduled training. Find more information on [Zoom's Testing Computer or Device Audio](#) page.
- To test your camera, look at the Zoom window to see if you are clearly visible, non-pixelated, and can move & speak without noticeable delays. Find more information on [Zoom's Testing Your Video](#) page.

(Note: You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.)

- Close any open windows or programs on your device that are unrelated to the meeting. This focuses your device's power to provide the best Zoom meeting experience possible.

**Tips for Success:**

- **Important** - We require that attendees keep their camera on throughout the presentation and participate with the training content. This highly interactive session will include breakout groups, discussions, and activities.
- Getting clear video is a lot like taking a good selfie - it's all about contrast. Light your face more brightly than the background to make it easier to see you.
- When on-camera, other activities such as eating, shuffling papers, etc. are extremely distracting.
- Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.
- Have any necessary items accessible to your workspace. This includes water, your mobile phone, pen and paper, headphones, chargers, etc.

We look forward to meeting you soon!

**Thank you!**