COVINGTON
TRAINING INSTITUTE

ZOOM PARTICIPANT GUIDE
Here's what you need to know before your Zoom Training

Check with your coordinator to receive the Zoom meeting invite and training schedule.

EQUIPMENT

- Computer with internet access **(not a cellphone)**
- Microphone, such as the built in microphone, a USB microphone, or an inline microphone on headphones
- Speaker or headphones
- Webcam or built-in camera
- Print materials needed for training
- For the comfort and privacy of all participants, AI note-taker and recording features may not be used during training sessions.

PREPARATION

- Find a quiet space with:
  - Strong/consistent internet connection
  - Minimal distractions **(not driving during training)**
- Please plan to log into Zoom at least **5-10 minutes** before the scheduled start time to allow time to test audio and video
  - Click to: Test Audio
  - Click to: Test Video
- This is a live and interactive training. We expect:
  - Cameras to be turned on
  - Participants attend the entire training and actively participate in breakout groups, polls, and large-group discussions to receive CE credit (if offered)..

Note: In order to gain full insight into the content, there is space for sensitive conversation. Please find a safe and private space to attend the training.

ZOOM FUNCTIONS
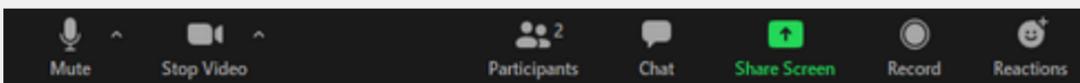
Muting / unmuting: You will be muted upon entry to the meeting. If you want to talk, unmute yourself by clicking the unmute button. When you are done talking, click mute. The host may mute you if your background noise is causing a distraction.

Video on / off: When the meeting starts, you should click "start video" and keep it on. You can click stop video turn it off during breaks. Please remember to turn it back on when you return

Participants / Raise Hand: If you want to share your perspective or ask a question, use the raise hand function. When you are called on, you can unmute yourself to share. Afterwards, you can mute yourself and lower your hand. You may also use the other buttons to share feedback. You can find this function through the following path ("*Participants*", "*Raise Hand*").

Chat: You can find this function by clicking "Chat." Clicking will open the chat window where you can send messages to the entire group (everyone) or start a new chat to send a private message. Use the drop-down list to find the person you wish to send a message to.

Note: Messages sent privately will have red text next to them saying "(Privately)."
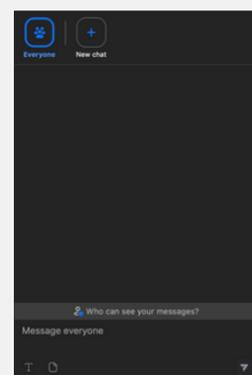
Polling: When we are using the poll feature, a poll will pop up on your screen. Click your response(s) and then hit the blue submit button. If there are multiple questions, you will need to answer all of them before you can submit. Once you submit you cannot change your answer.