[**Image description**: Blue background with white text that reads "Share the Knowledge". With White and light blue lines on the right corner]

[**Image description**: White background and grey boarder with blue and grey text that reads "pcrid potomac chapter.]

PCRID Annual 2020 Conference
Attendee Tech Packet

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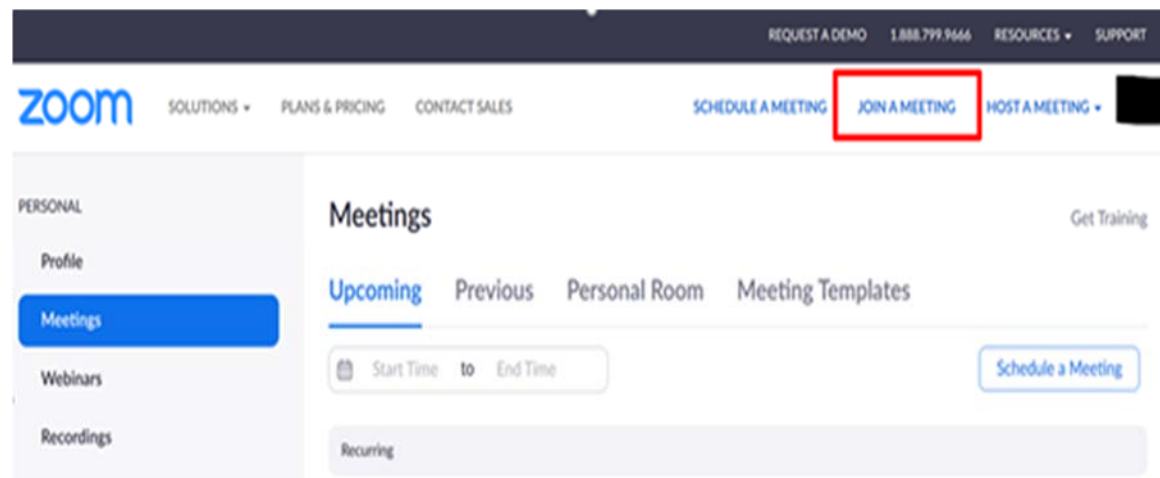
#ShareTheMethod

#ShareTheJourney

#ShareTheIdeas

#ShareTheGratitude

#ShareTheKnowledge

#PCRIDconference2020

How to join Zoom with a Meeting ID

Access Zoom by clicking on the link provided or by using the meeting ID. Next, click on open Zoom meetings when the window pops up. See below on how to join via Link or Meeting ID.
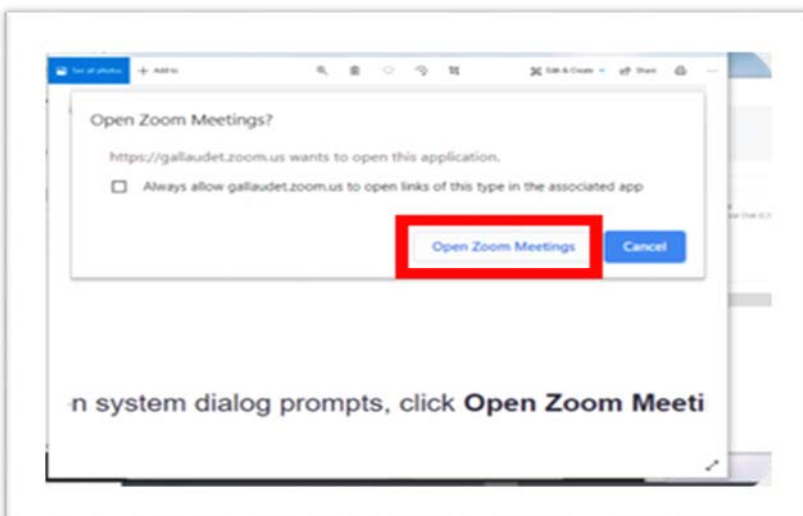

You can input the meeting ID or link in the popup and then Join.
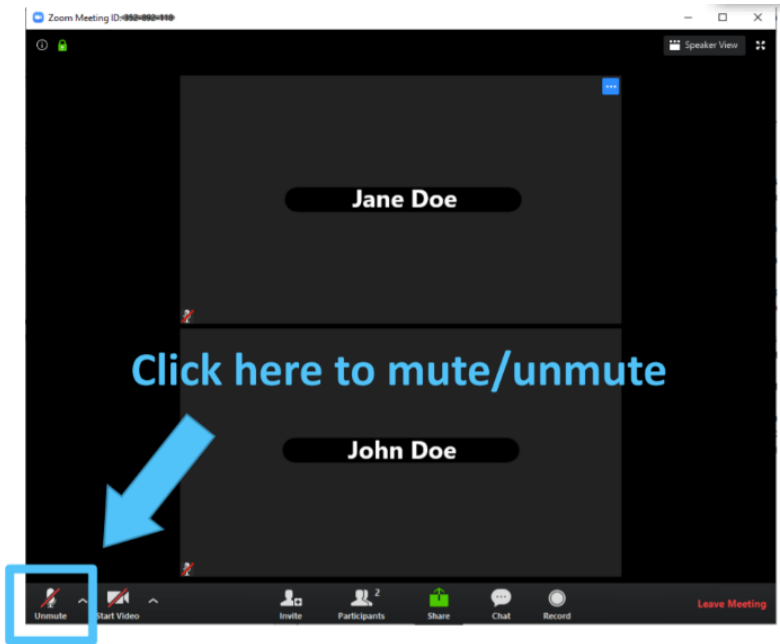
[**Image description**: White background with black text that reads "Join a Meeting' Under the text there is a blue outlined box with grey text that reads 'Meeting ID or Personal Link Name'. Directly under is a blue box with white text reads 'Join'.]

If you received an email with the Zoom link, Select the link and you will be asked to 'Open Zoom Meeting' or 'Open Link'.
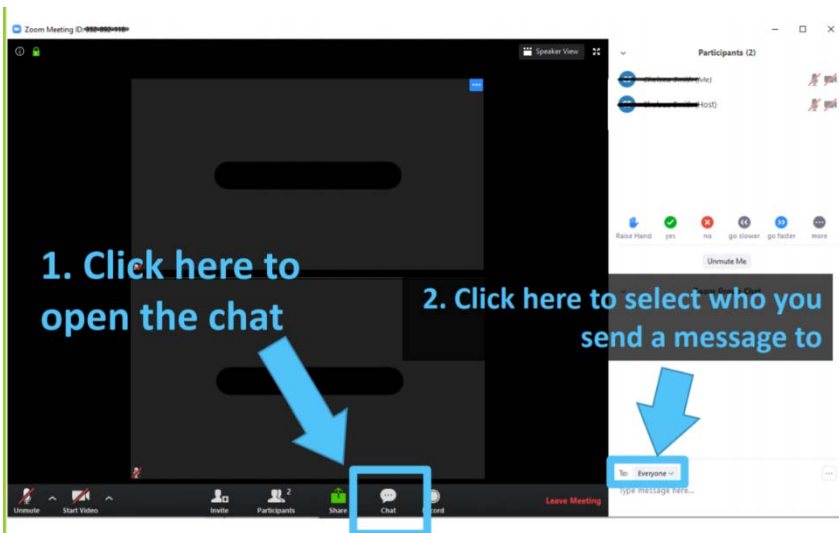
[**Image description**: Screen capture/screenshot of a popup prompting to open and join a Zoom meeting. The option "Open Zoom Meetings" is surrounded by a thick red box, indicating which button to press to join the meeting.]
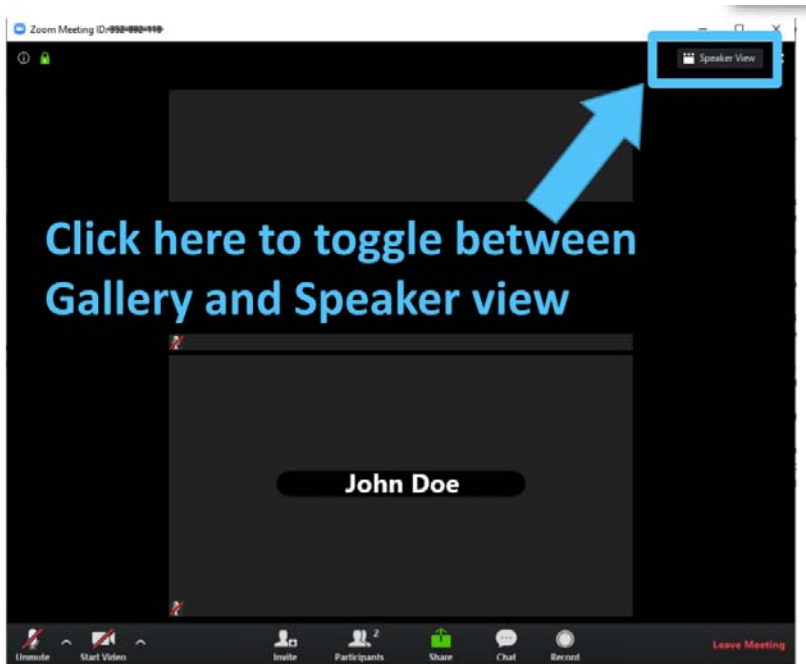
How to use the Zoom layout

Please be sure to keep your Mic muted. This keeps minimizes background noise and allows others to stay focused.

[**Image Description**: Screenshot of zoom window with two boxes labeled 'Jane Doe' and 'John Doe'. Blue text and Arrow points to lower left corner that reads "Click here to mute/unmute']
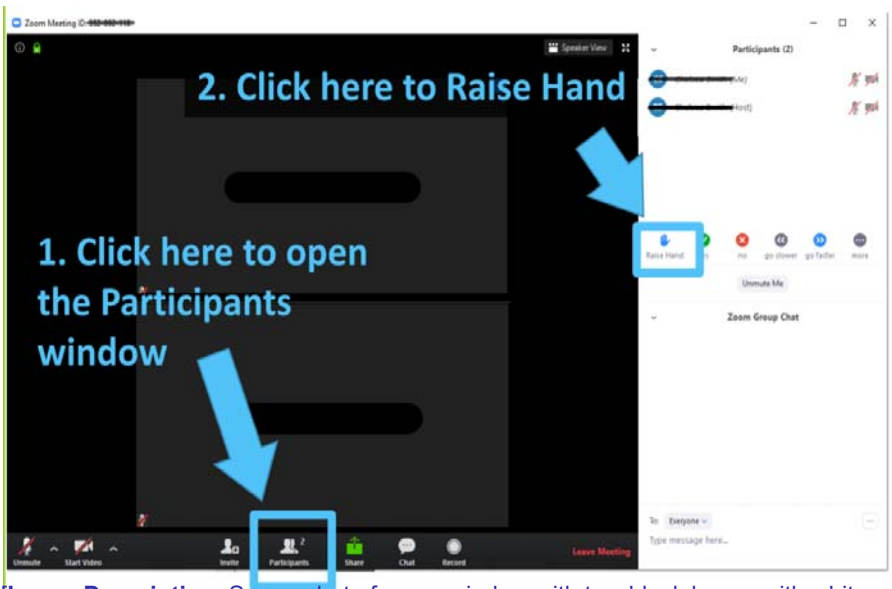

If you wish to chat with other participants, you can select the Chat button from the center tool bar. If you wish to chat to an attendee directly you can change who you chat with 'privately'. Please note any private conversations is viewable by the Host if a meeting is recorded.

[**Image Description**: Screenshot of zoom window with two black boxes with white column on the right. Blue text and arrow points to white icon in center labeled 'chat' reads "1.Click here to open chat'. Second blue text and arrow in the white column points to bottom labeled '2.Click here to select who you send a message to'.]

This box allows you to switch views from Gallery (multiple screens) to Speaker View (Presenter).
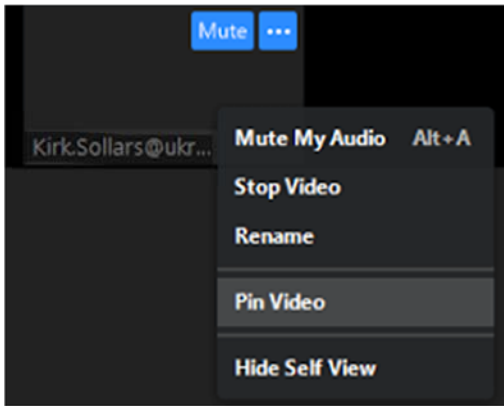
[**Image Description**: Screenshot of zoom window with two boxes, on labeled 'John Doe'. Blue text and Arrow points to upper right corner that reads "Click here to toggle between Gallery and Speaker view']

To view the participants list, you can select the 'Participants' button from the center toolbar. Once you can see the list you can also select the button to 'Raise Hand'.

[**Image Description**: Screenshot of zoom window with two black boxes with white column on the right. Blue text and arrow points to white icon in center labeled 'Participants' reads "1.Click here to open the Participants window'. Second blue text and arrow points to white column icons on the right, labeled '2.Click here to Raise Hand']
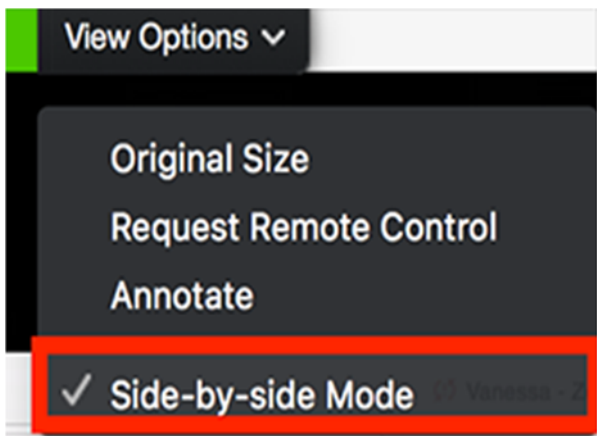
How to PIN the Speaker or Signer

To your view, you can 'PIN' a speaker or signer to have them as the main view. Hover over your personal window and click on the three dots button and click 'Pin Video'.
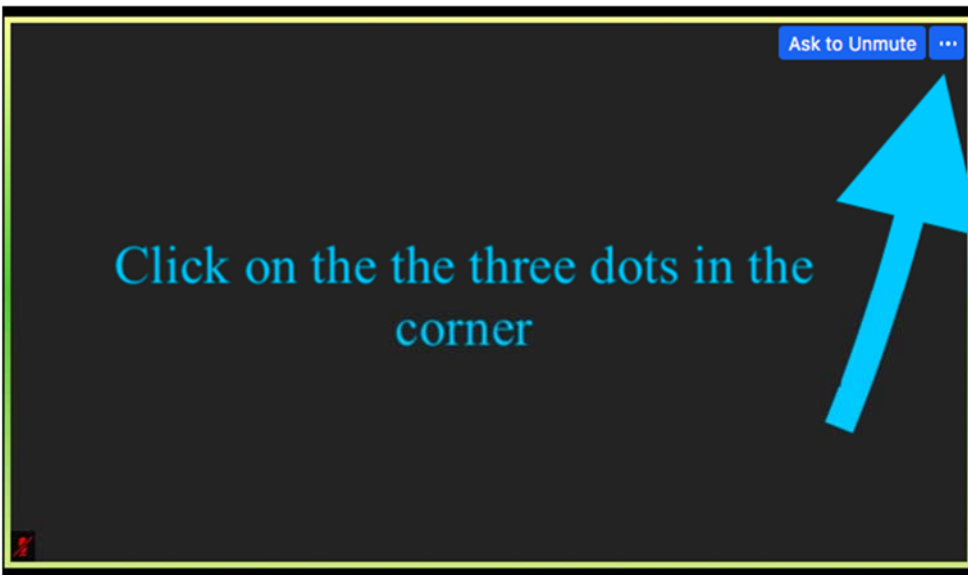
[**Image Description**: A screenshot of the dropdown menu to Pin Video of a participant in a Zoom meeting.]

Side by Side View during ScreenSharing

Once someone has shared their screen, you can select the Side-by-Side Mode to see the Screen and Participants and/or Speaker at the same time. Select view options at the tip and at the bottom of the drop down menu, select 'Side-by-Side Mode'.

[**Image Description**: A screenshot of the dropdown menu for 'View Options'. There is a list of four options. 'Side-by-side Mode' has a red box as its boarder.]
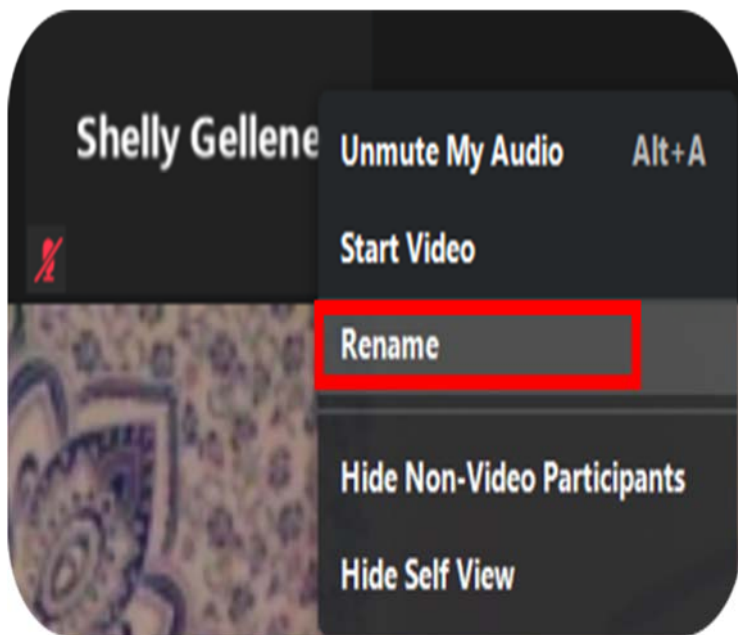
How to Rename yourself on Zoom

To change your display name, hover over your personal window and click on the three dots button and click 'Rename'.

[**Image Description**: A screenshot of Zoom. One blue arrow points to 3 dots in the upper right corner, reads 'Click on the three dots in the corner'.]

After clicking the three dots, a drop down menu will appear.

Select the option 'rename', and please change your name to either of the following examples:

- Mentor, First Name, Last Name, Pronouns
- Mentee, First Name, Last Name Pronouns

[**Image Description**: A screenshot of the dropdown menu for changing the name of a participant in a Zoom meeting. 'Rename' option has a red boarder.]

*Please type in your first and last names to match your RID portfolio. This is very important in order for participants to receive CEUs. We will be looking at the Zoom participants list to reconcile the evaluation submissions.

*Zoom etiquette *

Rename Yourself - Select the option 'rename', and please change your name to either of the following examples:
- Mentor, First Name, Last Name, Pronouns
- Mentee, First Name, Last Name, Pronouns

Appropriate clothing - clothing should not distract from your hands.
- Stick to a plain solid color silhouette
- Avoid vibrant colors and patterns
- Avoid colors that blend into your skin tone

Appropriate background - background should not distract from your hands
- Stick to a plain background i.e. a wall or a solid color sheet
- Avoid background movement
- Avoid colors that blend into your skin tone

Appropriate lighting - lighting needs to not interfere with your camera
- No windows behind you
- Use Natural lighting
- Lights need to be behind your camera

Please ensure you have a strong WIFI Connection! If needed, turn off WIFI from all other devices.

Contact us for questions or more information: sharetheknowledge@pc-rid.org

If you have questions regarding **CEUs**, please contact our CMP Team at sharetheknowledge@pc-rid.org with "CMP Team Question" in the subject.

If you have any technical questions such as how to further **use Zoom**, please email sharetheknowledge@pc-rid.org with "TECH SUPPORT" in the subject line.

HAPPY CONFERENCE!