

## ZOOM Instructions

Participants do not need a Zoom account to join a meeting, though you do need a Zoom app for your mobile phone, or the Desktop app for Windows or Mac. For Yale affiliated students, faculty or staff, you could use: <https://yale.zoom.us>

Upon opening the app, there should be an option to “Join a Meeting,” at which point it will ask for the Meeting ID.

Enter the Meeting ID for the event, ex: 496 803 947 (for 1<sup>st</sup> April 2020 seminar) or 815-431-879 (for 7<sup>th</sup> April 2020 seminar).

Upon entering the meeting, please ensure your microphone and video are turned off. If you have a contribution (question, comment), please utilize the “raise hand” function (which may appear under “participants” or “more” depending on your device).

ZOOM launcher will activate, then you will be connected to the meeting.

You can also connect by telephone by calling +1 (203) 432-9666 or (888) 788-0099 (Toll Free), or 2-ZOOM if on campus. Enter meeting id followed by the pound (#) sign to join.

The Presenter will be sharing their slides for the seminar, and will call on people who have the “raise hand” notification activated, at which point the participant may unmute and ask their question.

Please do not attempt to record the seminar. Should you activate your “record” button, the Presenter will have to grant permission individually, and this will take away from the presentation.

For any questions regarding Zoom and its use, please refer to the FAQ page on the website:

<https://support.zoom.us/hc/en-us/sections/200277708-Frequently-Asked-Questions>

or

<https://yale.zoom.us/download>

<https://its.yale.edu/services/communication-and-collaboration/web-conferencing/yale-audio-and-video-conferencing>