

Welcome to CEC's Virtual Learning Community!

Zoom Online Meeting Quick Start Guide

What equipment do I need?

Before the meeting, make sure you have access to:

- ✓ A computer with a stable Internet connection
- ✓ A webcam - built-in or external attachment
- ✓ A microphone (built-in) & speakers/headphones to join via computer audio or a phone to join via phone audio
- ✓ Zoom App installed - <https://zoom.us/download> (no account sign-up required)
- ✓ Test your Zoom connection, audio, and try using the Zoom app's functionality before the meeting, at: <https://zoom.us/test>. Questions about using Zoom? Check out Zoom's FAQs, at: <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>

How will I connect to the meeting?

Watch your email! All registered participants will receive an email with an access link for the meeting.

What happens when I click on the Zoom link?

When joining the virtual presentation, you'll enter a "waiting room" until the session begins. We will let you in a couple minutes before the session starts so that we can begin on time. Zoom will ask if you want to "Join with Video." We encourage you to use your webcam to enable you to meet with your peers face-to-face. Once the presentation begins, your video and audio will be muted by the host.

What do I do if I have connection issues?

If you have any issues connecting, first try to close out of Zoom and rejoin the session. If that doesn't help, you can take a look at Zoom's Troubleshooting page, their FAQs list, or search their online Help Center.

Additional Questions ?

Email jhall@ceconcepts.com

Tips and Zoom Etiquette

- For computer audio - use headphones to reduce echo or feedback.
- Unmute yourself quickly & easily by pressing and holding your space bar; great for a quick comment or question!
- When your webcam is on, center yourself in the screen & avoid backlighting or lighting that washes you out.

- You are welcome to use a virtual background, if you'd like, as long as it is not distracting or offensive.
- Sharing your video may slow your connections; if you experience a choppy connection while using your video, try stopping your video to see if that helps.
- Switch up your view! Click on the icon in the top right corner of your Zoom screen to toggle between "speaker view" and "gallery view." See Zoom's changing the video layout page for help.
- SUPPORT EACH OTHER! Feel free to send someone a compliment on their comments or questions in the meeting chat. You can also use the clapping or thumbs up emojis located within the Zoom application! Keep chats and comments appropriate, courteous, and professional.
- BE READY TO SHARE! During the virtual presentations, we will be asking for your thoughts, ideas, and takeaways via polls. We will also be using polls for audience response questions.
- CONNECT AND NETWORK!

Thank you for your flexibility and service to your community during this time! We are happy to continue providing quality education! Please remember to complete the evaluation and CE form via the link that will be provided to you after the presentation to receive up to 1.0 hour of ACCME credit!