



Instructions to Attend a Workshop or Meeting on Zoom

Welcome to an online workshop or meeting with Workforce Connection staff via Zoom. You will receive an email with the link to join the workshop or meeting via Zoom.

This flyer provides basic instructions for how you access the workshop or meeting. In addition, you may also visit the Zoom YouTube Channel to learn more about the Zoom Platform:

<https://www.youtube.com/user/ZoomMeetings>

Here is one very helpful video if you are new to Zoom:

<https://www.youtube.com/watch?v=mbbYqiurgeo>

1. Practice on Zoom before the meeting!

You may want to consider installing the desktop or mobile app on your PC, Mac, Laptop or Tablet before starting the workshop. You can join a “test” meeting to make the workshop experience more comfortable.

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

The online workshops and meetings are meant to be interactive, so prepare to be engaged! There may also be assignments given to you to complete after the session is over.

There are several ways you may join the workshop. We recommend using a laptop, PC or Mac with a camera, microphone & speakers. Please alert your Employment Readiness Specialist right away if you need access to a laptop with these features. We may have a solution for you! Although you may join from a Smart Phone, we highly encourage the options listed above. You will not be able to join the workshop with a phone call only. This will not allow for you to view the videos, websites or presentation materials shared by the Facilitator.

Be aware of any charges, restrictions or limits your internet or cell phone service provider may have and let us know if they will create hardship or prevent attendance.

2. Elements of an Online Workshop or Meeting

We hope you will find the online sessions valuable and beneficial as you prepare for career training and/or job search. Here is an overview of what to expect:

1. **Attendance** – Attendance will be tracked for each session so please be present & prepared to participate. There will be short breaks during longer sessions. *Please limit the distractions during the time the workshop or meeting is scheduled.*
2. **Punctuality** – You must be on time. **Log-in at least 10 minutes early to make sure your audio & video work, and the session can start on time.**
3. **Audio** – With the microphone & speakers on your device or the use of the telephone (with another device that will support the video) you will be able to hear the Facilitator (Host), other participants and any videos that will be played. For much of the meeting participants may be muted, but there will be times you will be unmuted so you may share your thoughts or answers.
4. **Video** – With your device logged on to the session you will be able to view the Facilitator, other participants, and videos or websites pertaining to the session.
5. **Chat** – Attendees will be able to type in questions or comments for the Facilitator and the group of participants.
6. **Polls & Attention Indicators** – Throughout the lessons you may be asked to respond to polls or react to an attention indicator.
7. **Breakout Sessions** – During the sessions, your Facilitator may have you participate in activities with small groups.

3. You will receive an email invitation. It looks something like this:

Workshop Facilitator is inviting you to a scheduled Zoom meeting.

Topic: Workforce Connection Workshop

Time: Nov 19, 2020 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97321587893?pwd=aFhJakd3OXISV2V3YitHNGZjbytoUT09>

Meeting ID: 973 2158 7893

Passcode: WC559

One tap mobile

+16699006833,,94670185961#,,,,,0#,,560428357# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

Meeting ID: 973 2158 7893

Passcode: WC559

Find your local number: <https://zoom.us/u/aeA6bbgtEO>

4. Joining the Workshop or Meeting

1. From the meeting invitation sent to your email from your facilitator, click on the "Join Zoom Meeting" link.
2. You will be prompted to join either download or launch Zoom.
3. Click on Open Zoom US
4. If prompted, enter the meeting "Password" from the email and click "Next".
5. Next you will be prompted to select the audio and video settings you will use during the Workshop. You can turn on the Video if your device has a camera.
6. There are helpful navigation tools located around the screen that will allow you to customize the layout and control the various features of the webinar. Remember some may disappear when you are not using them and reappear when you move the cursor. Take a few minutes to familiarize yourself with these features.

5. What will happen during the Workshop?

We ask every participant to join the online workshop or meeting with an open mind and a desire to use the information to be inspired to be the best Job Seeker, Student, and Employee as possible!

Participants are asked to be visible on video to the group. Please use good judgment when it comes to how you are dressed, what your surroundings show. *(Have you seen any videos of webinars gone wrong? YouTube has a lot of them!)* Try to find a quiet spot where others will not interrupt your session. The Facilitator will share their screen so you will go back and forth between seeing the Facilitator and videos, websites, etc.

Please mute yourself at all times during the workshop unless the Facilitator asks you to unmute yourself for discussion or if you have something to add.

You will see a "Chat" button. This will allow you to send a typed message to your host (the Facilitator), everyone attending the workshop, or individuals when you are working in breakout sessions.

Your Facilitator will check often to ensure the audience is engaged and may ask you to respond to a poll or unmute yourself to get your feedback. Please make sure you are present and ready to participate for the entire workshop.

When the Facilitator gives you a break, please be back and ready to go at the time requested.

At the end of the session you may be given assignments that will be done on the IMAGO website. These instructions will be provided to you separately.

If you need additional assistance before or after the Workshop, please contact a Workshop Facilitator.

Name: _____

Phone: _____

Email: _____