

Zoom Orientation

for Delta Gamma programs



Joining a Zoom Meeting

If you are joining from a computer and the Zoom desktop app:

- Download the Zoom application to your computer
- Check for any updates
- Click the meeting link
- A pop-up window will prompt you to join via the Zoom app

Joining a Zoom Meeting

If you are joining from a computer and your web browser:

- Click the meeting link
- A pop-up window will prompt you to open or download Zoom – click “cancel”
- At the bottom of the page, click “join from your browser”
- Make sure you allow Zoom permission for your microphone and camera
- Sign in with your name

Joining a Zoom Meeting

If you are joining from a phone or tablet:

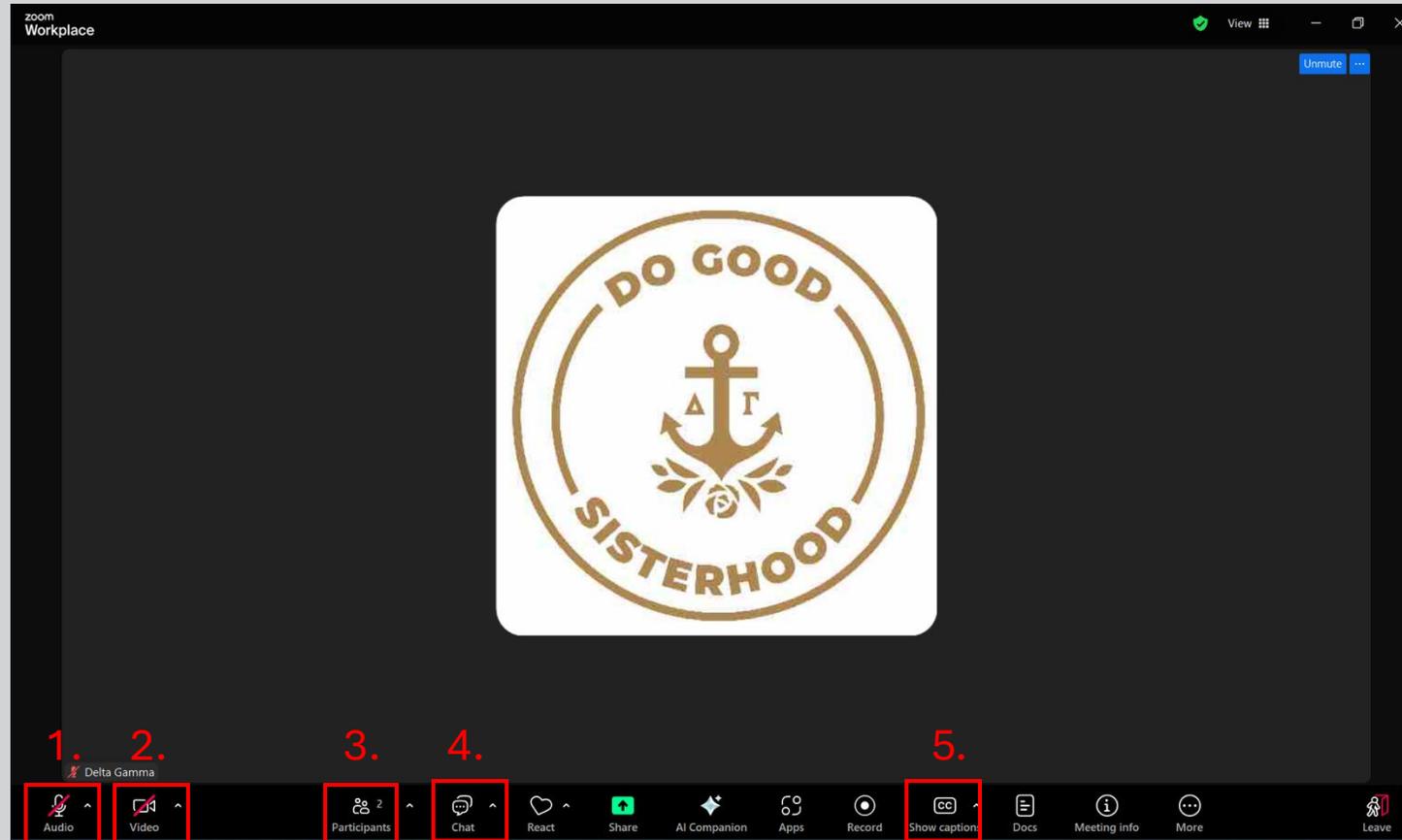
- Ensure you have the Zoom app downloaded from the app store and check for any updates
- Click the meeting link
- You will be prompted to join the meeting via the Zoom app

Joining a Zoom Meeting

When joining:

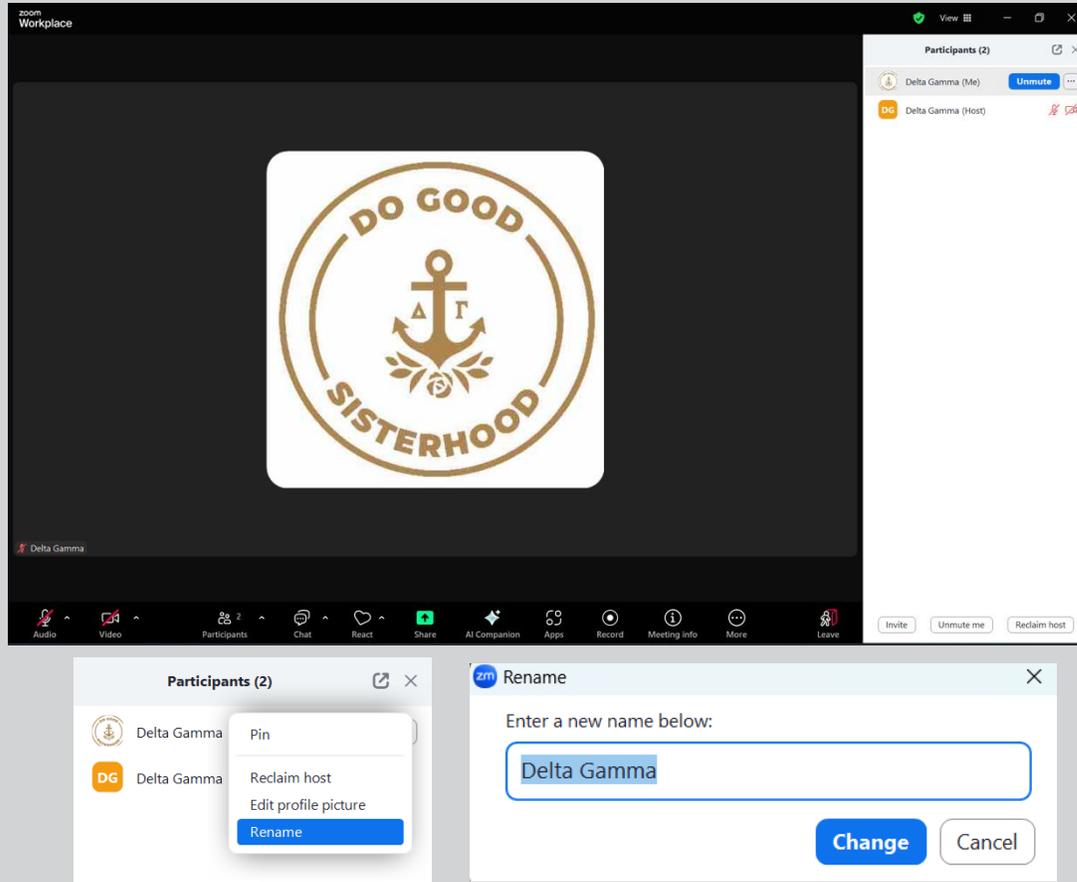
- If you join early, you may see a “waiting” message on your screen
- You will automatically join the meeting when it begins
- Follow the instructions on the next slides to navigate the meeting

Participant Navigation



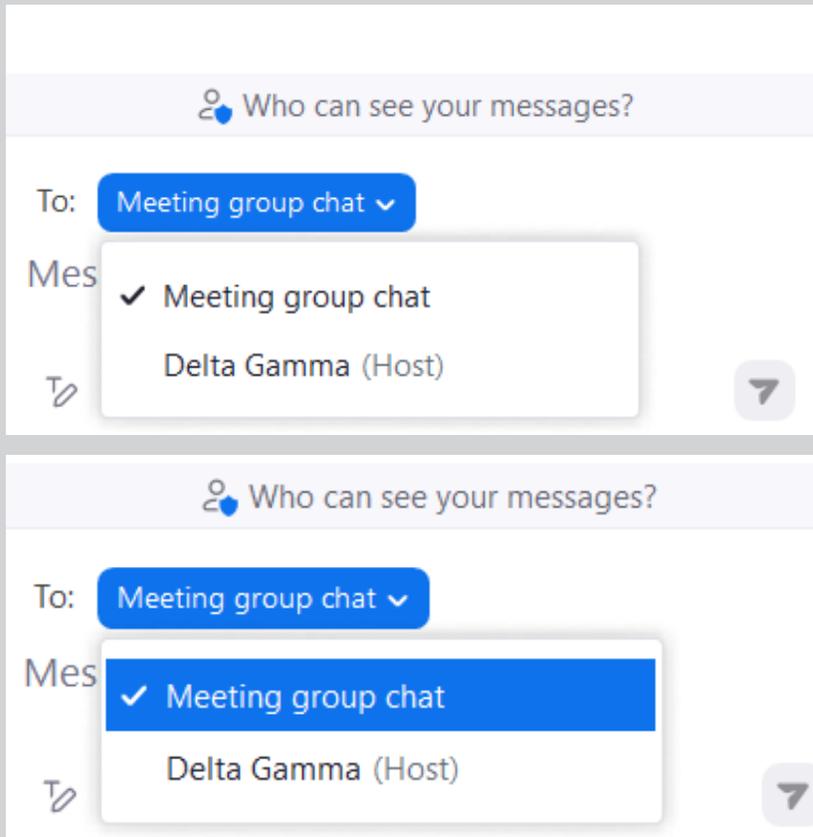
1. Click "Audio" to mute/unmute yourself
2. Click "Video" to turn your camera on/off
3. Click "Participants" to see who else is on the meeting
4. Click "Chat" to send messages to other attendees
5. Click "Show Captions" to enable closed captioning

Renaming Yourself



- You may notice your name shows up as “iPhone” or your email address
- To rename yourself, click the “Participants” tab
- Then, move your mouse/click on the three dots next to your name
- Click “Rename”
- Type your name
- Note: for some meetings, you may be prompted by the host to add a title to your name, ex. “Eva Webb RCS 1” or “Mary Comfort – Alpha Alpha house director”

Chat



- You can send messages to all attendees, individual attendees, or the host
- To send a message to everyone, make sure “Meeting group chat” has the left checkmark
- To send a message to an individual, hover over their name and click – it should be blue when you select
- Hosts and co-hosts will have their title in parenthesis next to their name if you want to reach any of them directly
- Double check who your message is going to before you send it!

Expectations for Participants – A/V

- Please keep yourself muted unless you are asked to speak.
- If you are on camera, be mindful of your background. Other attendees can see whatever is behind you.
- If you step away from the computer, please turn your camera off so hosts know not to call on you.
- If you are having issues with technology, please email webinar@deltagamma.org.

Make the Most of Your Time

- Keep a drink/snack close by.
- Take advantage of breaks in programming to use the restroom or move your body as able.
- Silence notifications on your computer/phone/tablet to minimize distractions.
- Chat with other attendees throughout the program!