

# TCH/UC Family Medicine Residency Program Zoom Conference Instructions

## Joining a Zoom meeting session

### What You Will Need

1. *Computer with internet access*



2. *Speakers and microphone*  
OR  
*Telephone*



3. *Webcam* (optional, but preferred)



-OR- *Smart device with internet access*



## Setting Up

**Download Zoom on your computer** by clicking on and visiting:

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

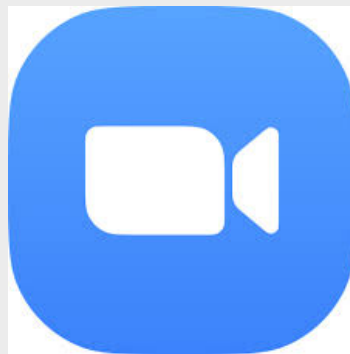


**-OR-**

**Download Zoom on your smartphone or tablet** by visiting  
the App Store or Google Play  
Search for: Zoom Cloud Meetings



Look for this icon:



## Joining the Session



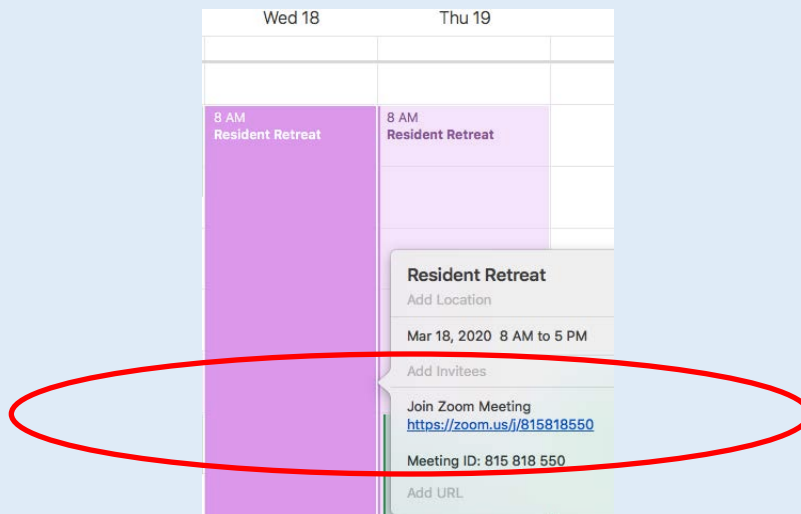
 [Click here to watch the “How Do I Join a Meeting” video](#)

Go to: <https://zoom.us/join> and enter the Meeting ID number: 815 818 550

-OR-

*Click the link provided in the invitation email or in calendar invite*

<https://zoom.us/j/815818550>



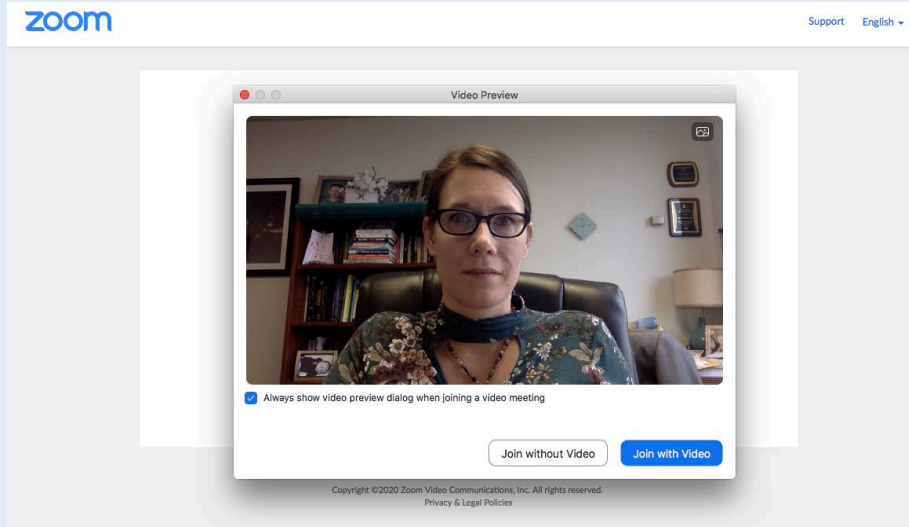
-OR-

*Open your Zoom App and Click “Join Meeting” and enter the Meeting ID number: 815 818 550*

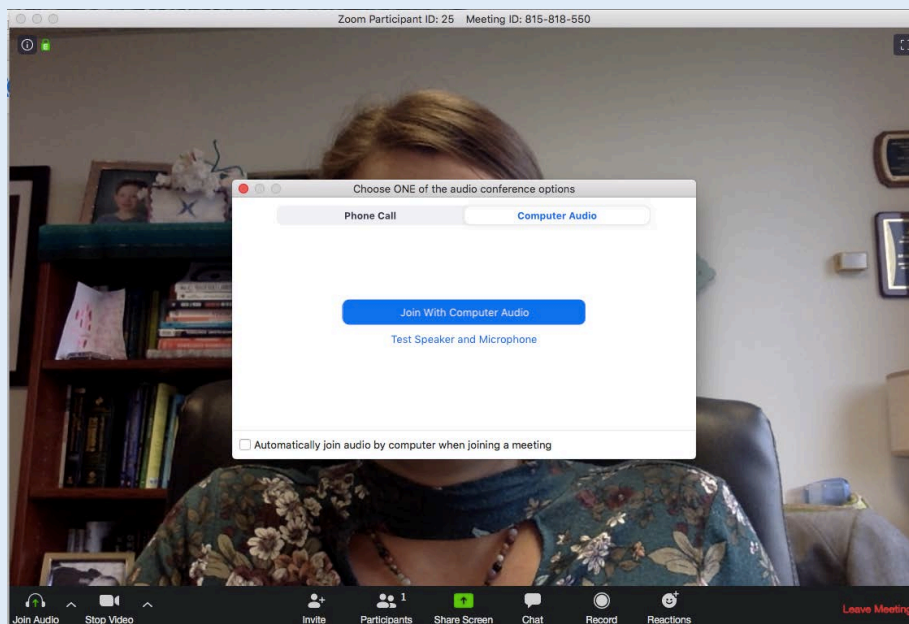
# Joining the Session Continued



## Follow the prompts:



When prompted, please **join with video** if you have a camera on your computer, tablet or smart phone.

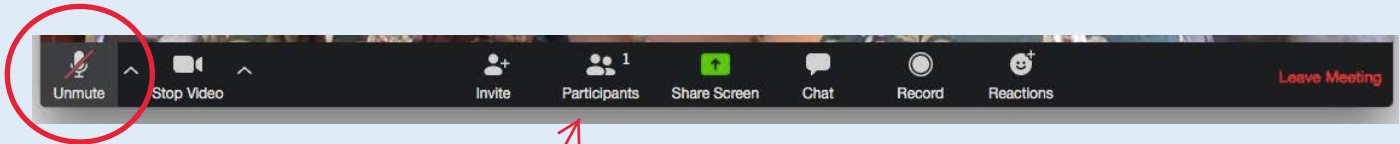


It is easiest to use computer audio. If you are having audio difficulty, first check mute setting. If persists, follow audio set up guide on the following pages.

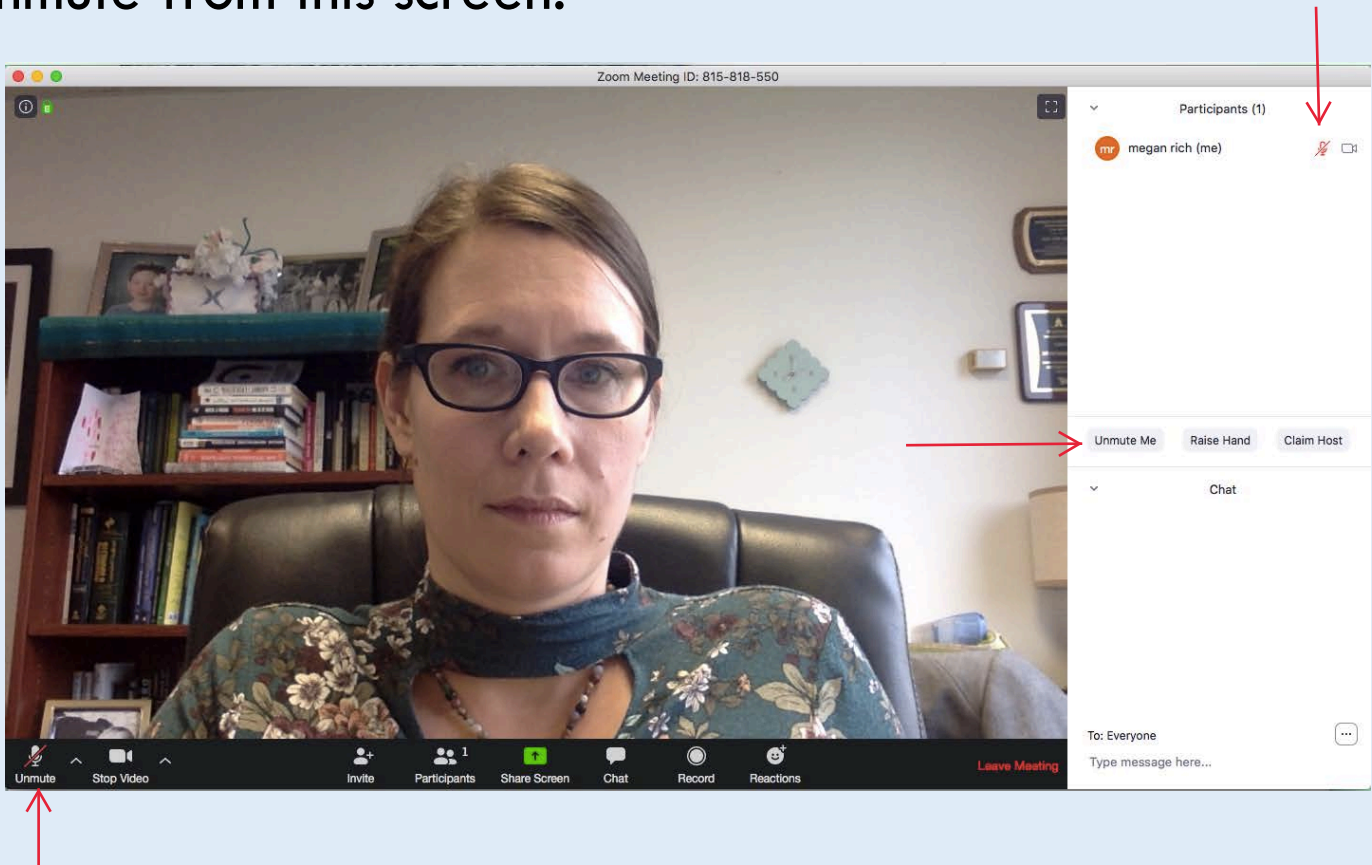
# Joining the Session Continued



Now that you have joined the session, unmute yourself by clicking "unmute" at the bottom of the screen.



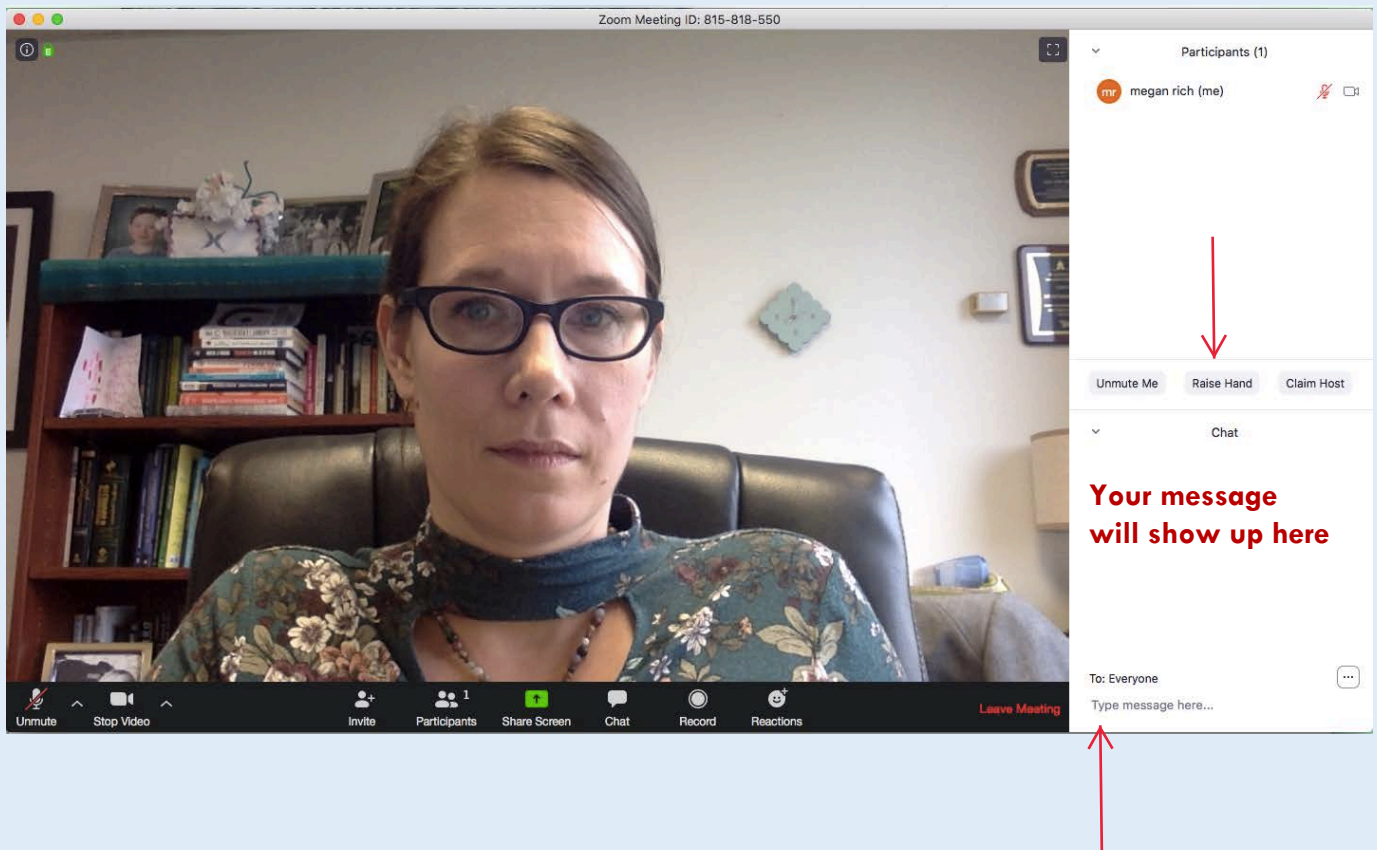
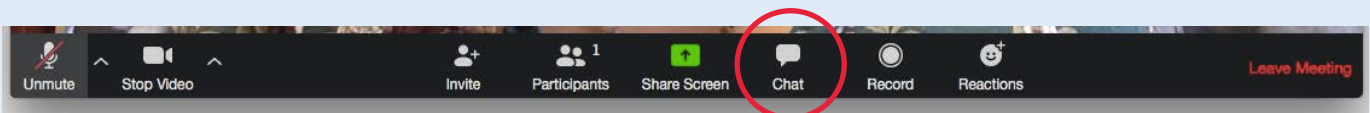
If you click "participants" you will see a list of names on the right. There are multiple ways to mute and unmute from this screen.



# During the Session



If you click "chat" you can see typed comments and raise your hand to signal to the presenter that you have a question.

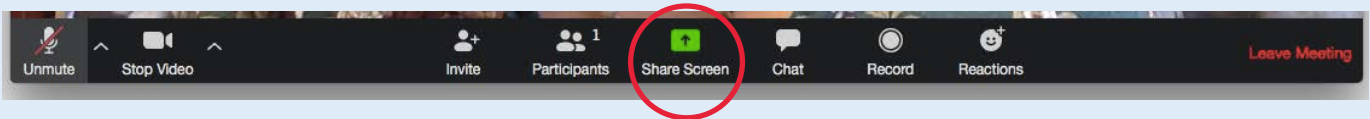




# During the Session Continued



If you want to share a document from your computer with the entire class, select "Share Screen"



You can select which of the documents open on your computer you wish to share. Please note, only those things you select to share can be seen by the classroom. (E.g. email, etc will stay private.)

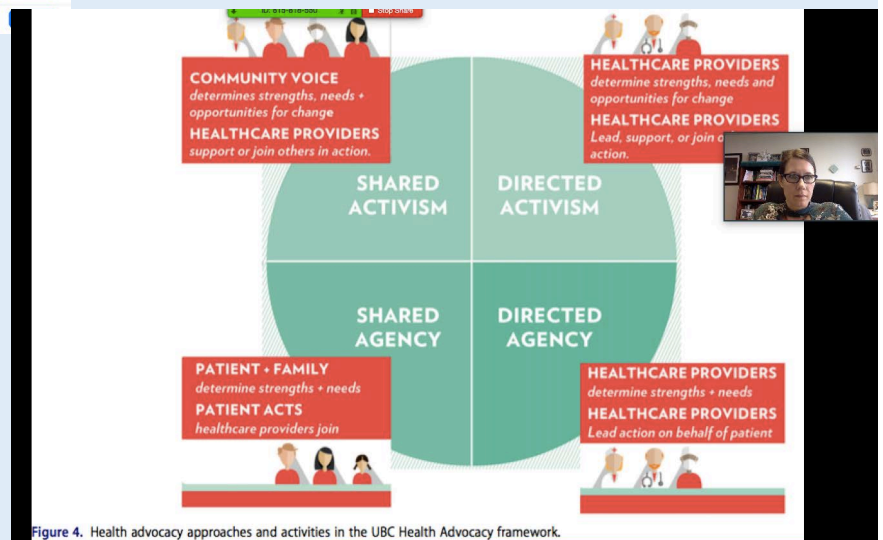
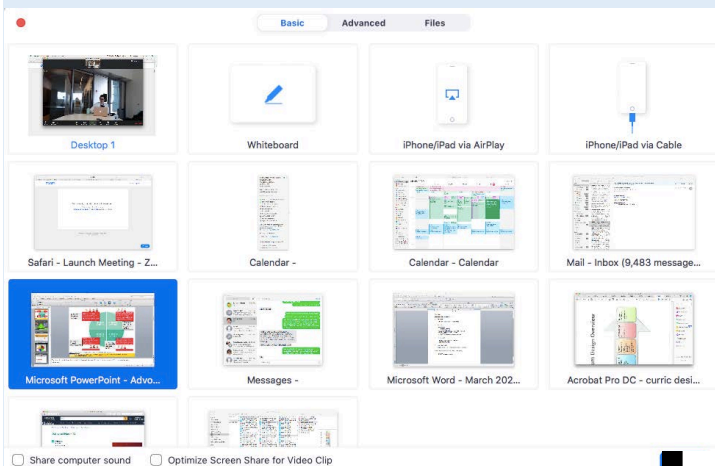


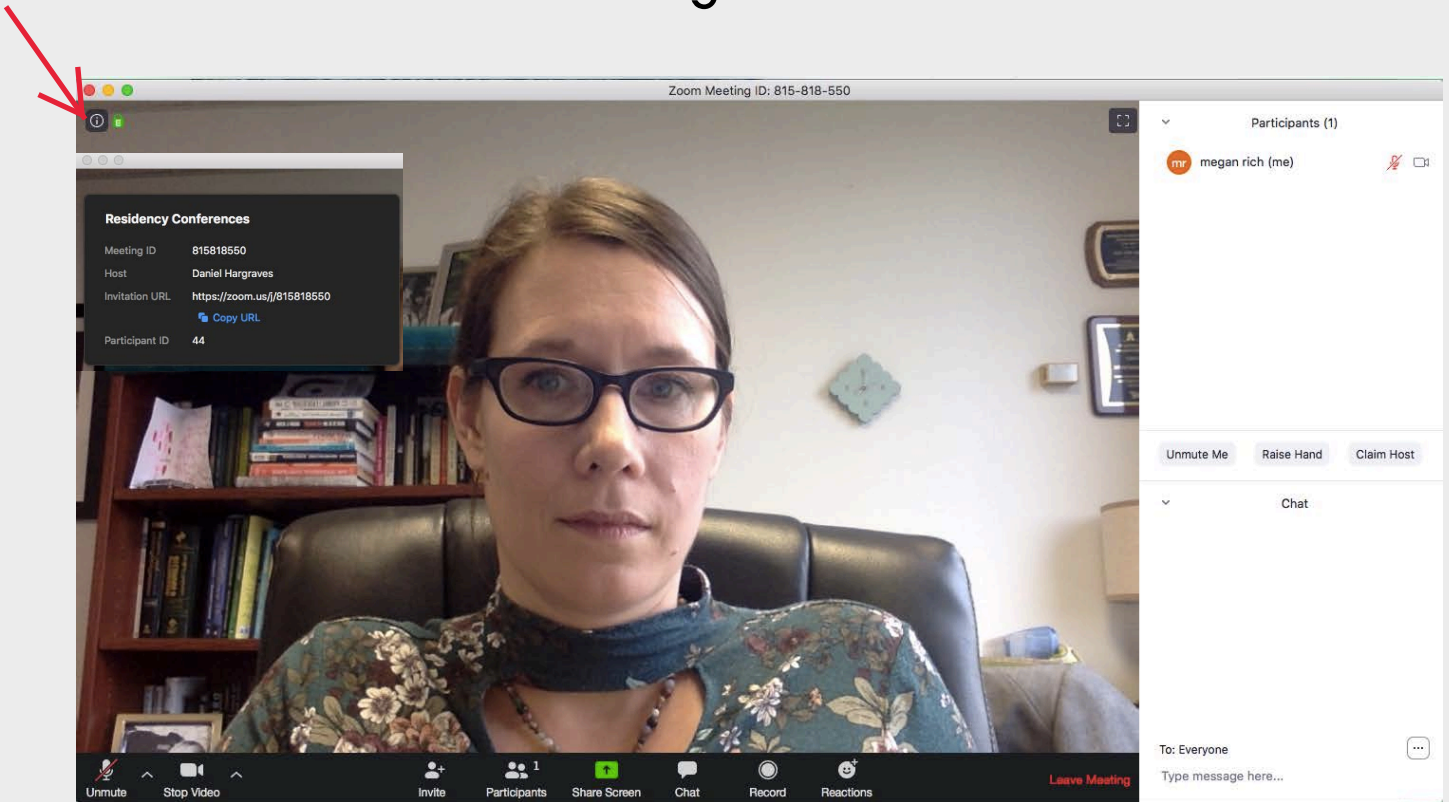
Figure 4. Health advocacy approaches and activities in the UBC Health Advocacy framework.

# Trouble-shooting Guide

## Helping Others Join



Click on icon in upper left corner to invite someone or share meeting ID



## Trouble-shooting Screen Share



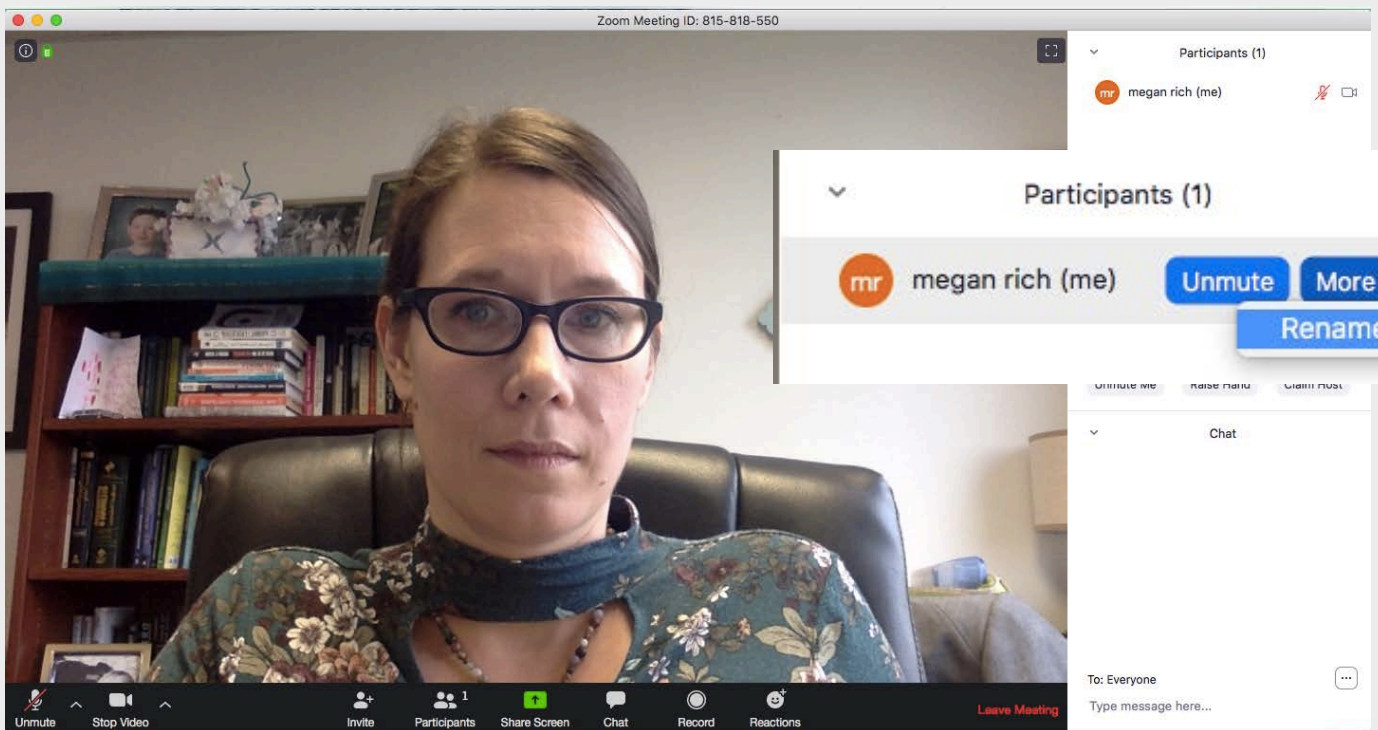
More info on this function can be found here:  
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>



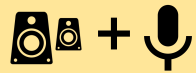
## Adding your name



Names are very helpful in virtual classrooms so teachers can still have meaningful interactions with learners. Please do not use pseudonyms. If you were not prompted to enter your name, only your phone number may appear. You can change this to your name by clicking on participants from the options on the bottom of the screen. Then hover by your phone number in the list. Click "more" and select "rename." Enter your real name.

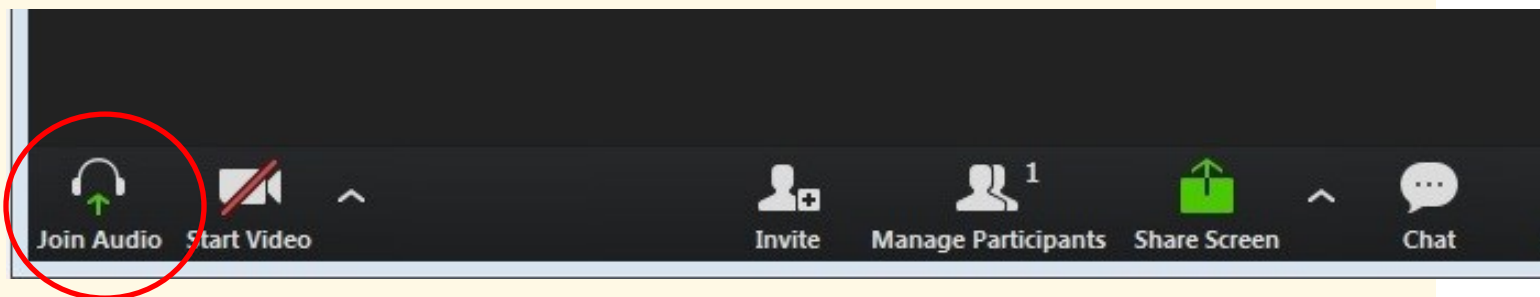


## Setting Up Your Audio

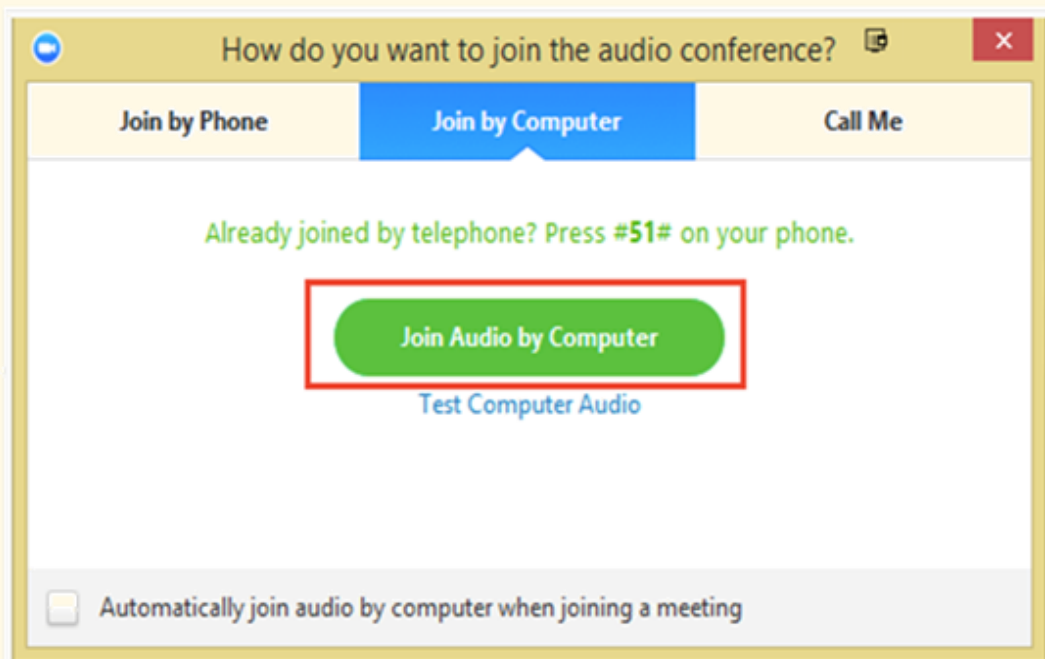


Your audio can come through via the Computer Audio from your device's mic and speaker, a dial-in telephone, or dial out to a telephone.

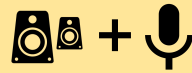
**First**, check that you have joined audio in the bottom left hand corner of the meeting window.



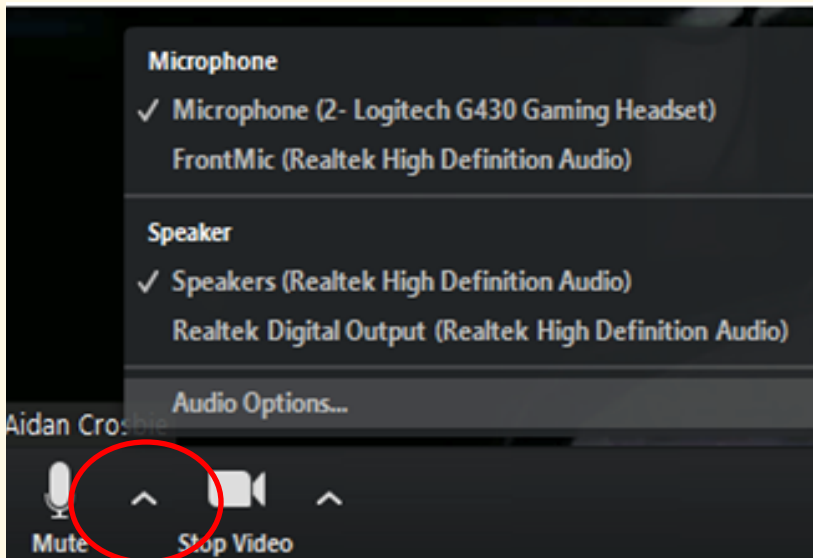
**Second**, select “Join Audio by Computer”



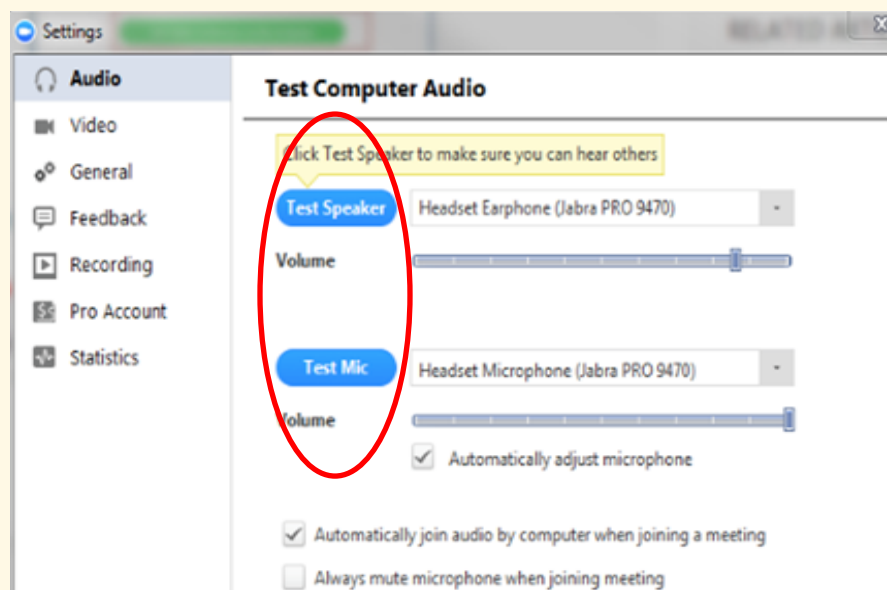
## Setting Up Your Audio



If you have already joined audio, please select the arrow next to the **Mute** icon to open **Audio Options**.



Select **“Test Computer Audio”**. From here you can test your selected microphone and speaker.

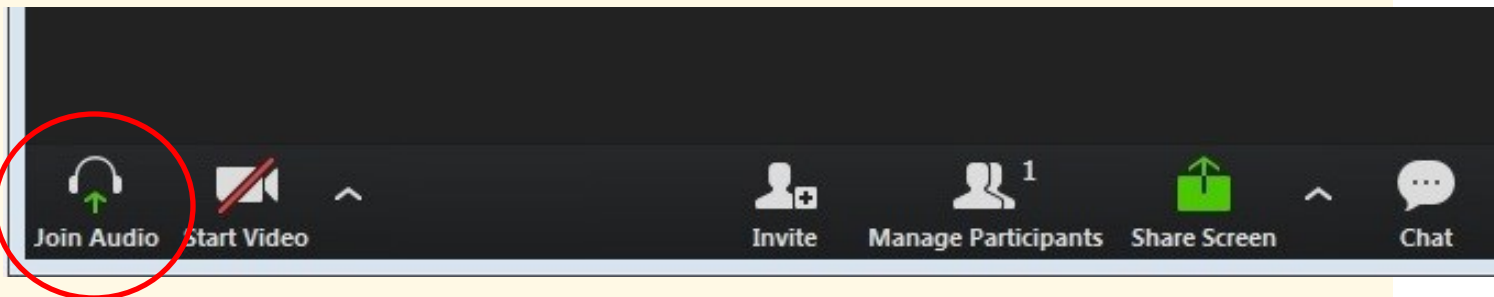


## Setting Up Your Audio

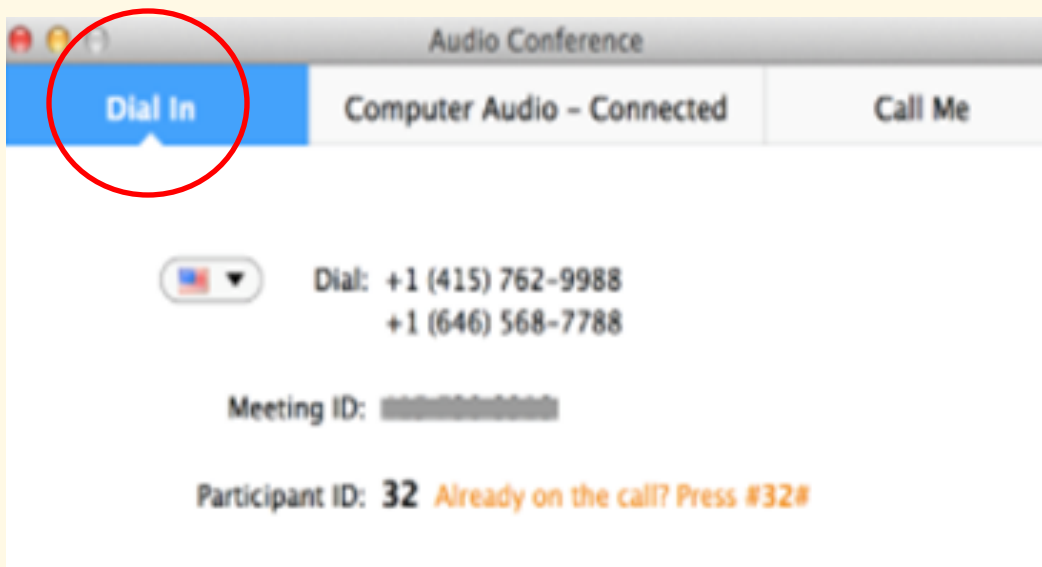


*If your computer does not have speakers, please also call in via telephone. We recommend that you also call in if your computer does not have a microphone, but without one, you can still participate via the chat feature.*

1. Once you are in the meeting, select the **Join Audio** in the menu bar.



2. Follow instructions on the dialog box to **Dial In**



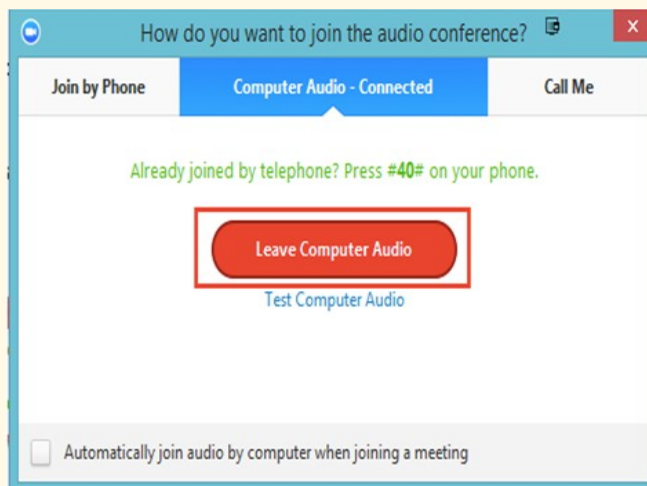
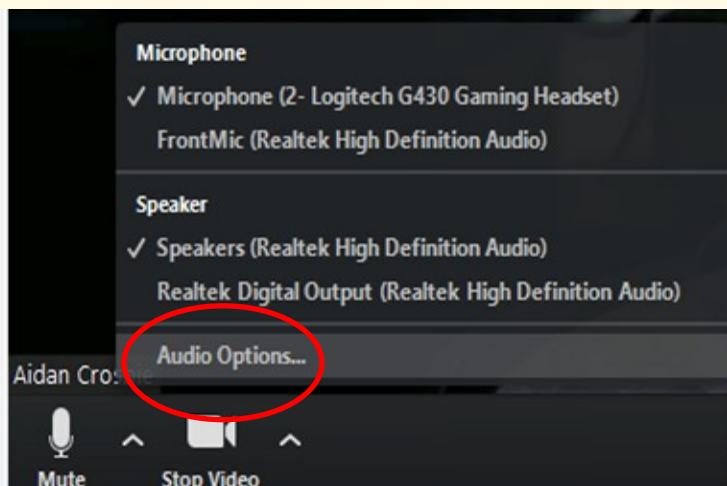
## Setting Up Your Audio



### To Join by Telephone only:

1. Dial the local number in the invitation
2. You will be prompted to enter the meeting ID— the nine (9) or ten (10) digit ID provided by the host in the invitation
3. You will be prompted to enter your unique participant ID—Press # to skip

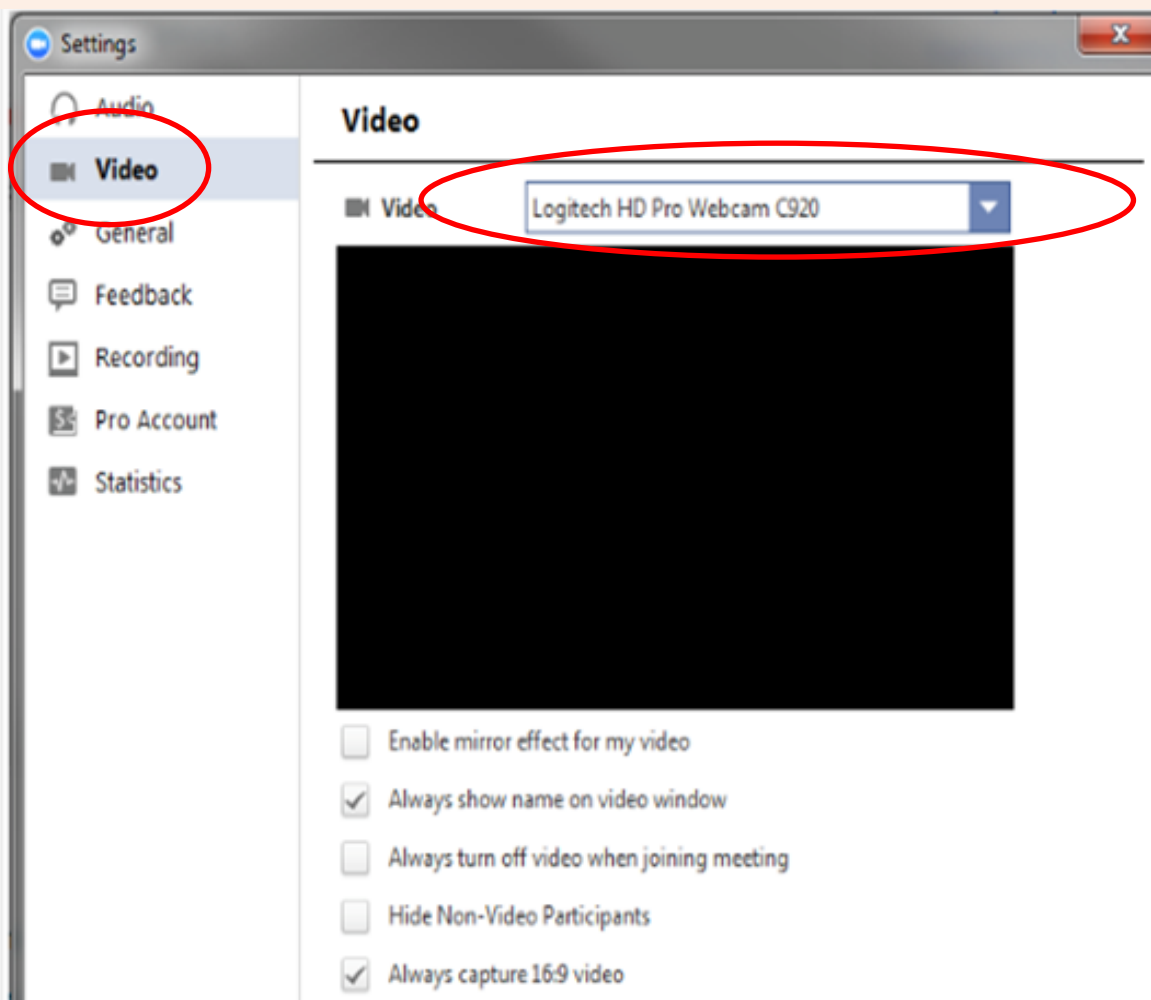
**Note:** If you decided to join via telephone after joining via computer, please select Audio Options and Leave Computer Audio. Then enter the Participant ID number. Otherwise you may hear audio feedback or echo in the meeting.





## [Click here to view the video “How to Access Video and Audio Settings”](#)

*Before or during a video meeting, click on **Settings** in the Zoom App menu, then click on the **Video** tab to preview your camera or click on the drop-down arrow to choose a different camera.*

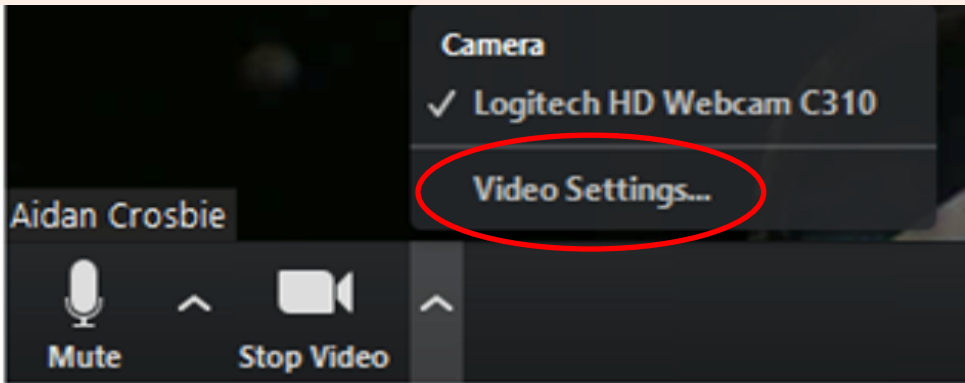




## Setting Up Your Video



To test your video in meeting, select **Video Settings**



You can also:

**Always show name on video window:** shows the name of every participant in the bottom left corner of the video window.

**Always turn off video when joining a meeting:** camera will default being off when joining meetings (can turn on once in a meeting)

**Hide non-video participants:** selecting this option will turn off the video window box for participants joined without video. When one of these participants is speaking, their name will appear at the top of the screen.

**Always capture 16:9 video:** captures full resolution immediately instead of adjusting for HD video.