

# ZOOM SEMINARS

## INTRODUCTION

A link to the Zoom meeting will be emailed to you prior to your seminar. Click the link to connect. If this is your first time you are using Zoom on your device, you may be prompted to install the Zoom app. From there, you will need to enter the meeting ID and passcode provided in your email. You do not need to have a Zoom account to join a Zoom meeting.

You can use computer audio to hear the meeting, or phone in by dialing 204-272-7920. If you choose “Use computer audio,” there is no need to dial in.

## PRIVACY

For privacy reasons, the seminar is not recorded. However, meeting attendees will be able to see the names of all other attendees. If your camera is on, all other participants will be able to see you too. You can change your display name in the “Participants” panel. Click on your name, then click “More” and then choose “Rename.” Enter the name you would like to be displayed.

## ZOOM AUDIO AND VIDEO CONTROLS

You will be automatically muted upon entering this seminar; however, if you need to speak, you have the ability to unmute yourself. In the bottom left, you will see the microphone icon. Click on it to mute or unmute yourself. If the icon has a line through it, you are muted. We appreciate everyone staying muted unless speaking, to reduce background noise.

Also in the bottom left of your screen is the button to Stop or Start Video. You can choose to start video, which means if you have a camera, all attendees can see you. If you choose to stop video, you will still be able to watch and listen to the seminar, but you will not be visible to attendees.

## ASKING QUESTIONS

If you would like to ask a question during this seminar, we ask that you use Zoom’s “raise hand” feature. To do so, click “Participants” and then click the “Raise hand” button. If you don’t need to ask your question anymore, you can always “lower hand.” We will be monitoring for raised hands throughout the presentation and will call on anyone with a raised hand. At that time, unmute yourself and ask your question. We will try to call on questions in the order that they come in.

Please note that presenters will not be monitoring the chat box. If you have any questions after your seminar, please contact MTS or TRAF directly.

## MATERIALS

We will share our screen so you can follow along with us. The presentations are also available on [TRAF’s website under Resources > Seminars](#) for you to download.

## EVALUATION

After the seminar, you will receive an email with a link to an evaluation form. We are very interested in your feedback and appreciate you taking a few minutes to complete the survey.