Zoom

Zoom is the academic audio and web conferencing solution for UNC Health Foundation. Zoom will give us the opportunity to see and interact with each other and to be able to view presentation materials together during this webinar.

Getting Started:
- First, you will need the appropriate technology, which can include:
  - a laptop or desktop computer with a built-in camera or an accessory webcam
  - a smartphone with a built-in camera
  - a tablet with a built-in camera
- If you do not have any of those tools, you can simply call in to the meeting using a phone number, although it is strongly preferred that you join via video.
- **If you are unfamiliar with Zoom**, we encourage you to reach out to School of Medicine Classroom support **at least 48 hours prior to your Zoom** at chmed@med.unc.edu or 919-843-9086.
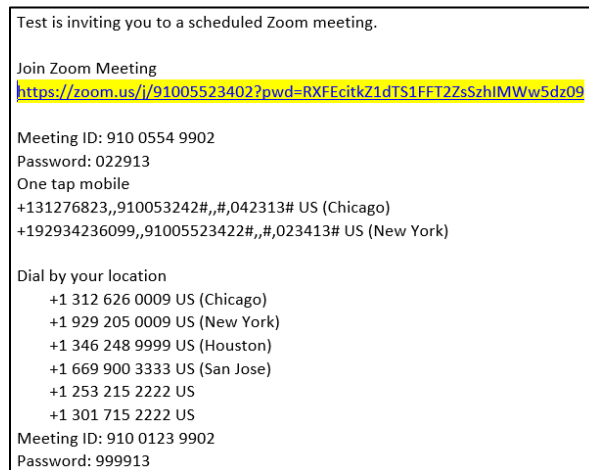
Before Joining the Meeting:
- Sit in front of a neutral background (if possible)
- Test your camera and position it at an appropriate level/angle
- Make sure that light from windows or lamps does not interfere with your video
- Be sure your devices are fully charged or plugged in before the meeting

Logging in to a Webinar:
(Different than a Meeting or Reunion)
1. To begin, click the link provided in the email to join the webinar meeting. Below, highlighted in yellow, is an example.

> Test is inviting you to a scheduled Zoom meeting.
>
> Join Zoom Meeting
> https://zoom.us/j/91005523402?pwd=RXFEcitkZ1dTS1FFT2ZsSzhIMWw5dz09
>
> Meeting ID: 910 0554 9902
> Password: 022913
> One tap mobile
> +131276823,,910053242#,,#,042313# US (Chicago)
> +192934236099,,91005523422#,,#,023413# US (New York)
>
> Dial by your location
>   +1 312 626 0009 US (Chicago)
>   +1 929 205 0009 US (New York)
>   +1 346 248 9999 US (Houston)
>   +1 669 900 3333 US (San Jose)
>   +1 253 215 2222 US
>   +1 301 715 2222 US
> Meeting ID: 910 0123 9902
> Password: 999913

2. You may be placed in a virtual waiting room and then admitted into the meeting by one of the webinar hosts.
3. Take time to familiarize yourself with the toolbar on the bottom of the screen. The toolbar will disappear when it is not in use. If using a laptop, hover your mouse near the bottom of the screen to make it reappear.

4. Please note, participants will not be able to share sound or video but can communicate to panelists by clicking on Q&A to ask a question.
    a. If you are on a laptop, the Q&A box is on the bottom of your screen.
    b. If you are on your mobile phone, the Q&A box is on the top of your screen.
    c. If you are joining us on audio only, you may email questions to events@med.unc.edu.
    d. We strongly encourage you to check the box to ask anonymously prior to pressing send.
    e. If you do not check this box, the panelists will be able to see your name and questions.
    f. When submitting questions, please do not include any personal health information that would identify you.
    g. By submitting a non-anonymous question, you are consenting that others may view your question.

Logging in to the Meeting/Reunion:
**(Different than a Webinar)**
1. Access the meeting by clicking the link in your email.
2. You may be placed in a virtual waiting room and then admitted into the meeting by one of the hosts.
3. If prompted, select "Join with Computer Audio".
4. Select "Start Video".
5. Take time to familiarize yourself with the toolbar on the bottom of the screen. The toolbar will disappear when it is not in use. Hover your mouse near the bottom of the screen to make it reappear.

Attendee Meeting/Reunion Tools:
**(not available in Webinar)**
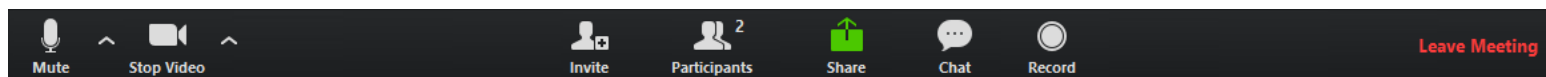
- **Mute/Unmute**: Mute and unmute your microphone.
    o Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
    o Please make sure to unmute yourself to ask a question or make a comment and mute yourself again when you have finished speaking.
- **Start Video / Stop Video**: Turns your camera on or off.
    o Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras and access your full video settings.

- **Participants**: See who is currently in the meeting. The Participants list also gives you access to these options:
  - **Rename**: Hover over your name and click Rename to change your screen name displayed to other participants. Please note, in some meetings/reunions, the host of the meeting may have removed this feature for participants.
  - **Non-verbal feedback icons**: Places an icon beside your name to notify the meeting host. For example, Raise Hand places the raise hand icon beside your name and simulates a hand raise.
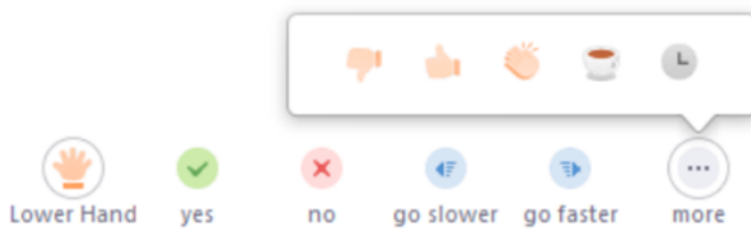
- **Chat**: Access the chat window to chat with the meeting participants, make comments or ask questions.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.
- **Changing Your Screen View:** You can change your screen view by selecting "Speaker View" or "Gallery View" in the top right-hand corner of your screen.
  - **Speaker View:** This view allows you to see the person speaking in the main frame. This view will automatically switch when a new speaker begins.
  - **Gallery View:** This view allows you to see all participants, including the speakers, in the main frame.
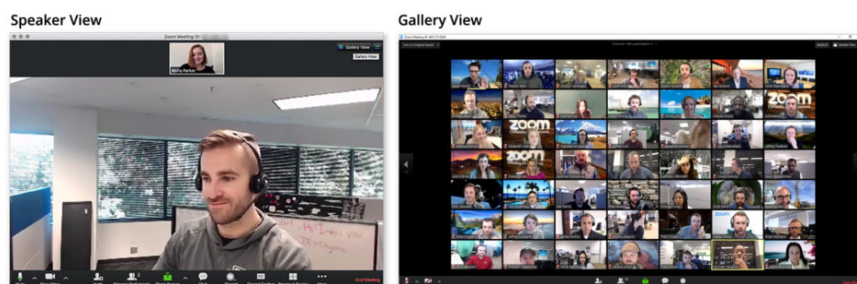
General Information:
- Some meetings/webinars will be recorded. If they are recorded, the host will notify you in the beginning the of meeting/webinar.
- Virtual events are for educational purposes only and do not constitute nor claim to be medical advice. Transmission of information is not intended to create a clinician/client relationship.
- If Chat is a feature in the meeting, the text may be recorded.
- Results from any polls conducted during the meeting may not be anonymous.