**THE GEORGETOWN PROJECT**
Leaders In Youth Development Since 1997

**Zoom Info and Tips**

**Tech Support:** 512-864-3008 or registration@georgetownproject.org

**If you are new to Zoom:**
You can access Zoom through a computer, phone, or tablet.

Zoom instructions:

1. If you have not already downloaded Zoom onto your computer, phone, or tablet, you might want to do that ahead of time. Go to https://zoom.us/ and create a free account. Follow the instructions to install Zoom on your computer or device.

2. The link will become "live" about 5 minutes before the workshop start time.

3. To join the meeting, click the link on the Eventbrite online event page. The event page address will be in your confirmation and reminder links from Zoom.

4. When you enter the meeting, you will have the choice to use video and/or microphone or not. We strongly recommend using the video and microphone if possible, because the ability to ask questions and discuss is the biggest benefit of a live class!

5. If you choose to use your microphone, you will be muted upon entering and you have the ability to unmute and mute yourself.
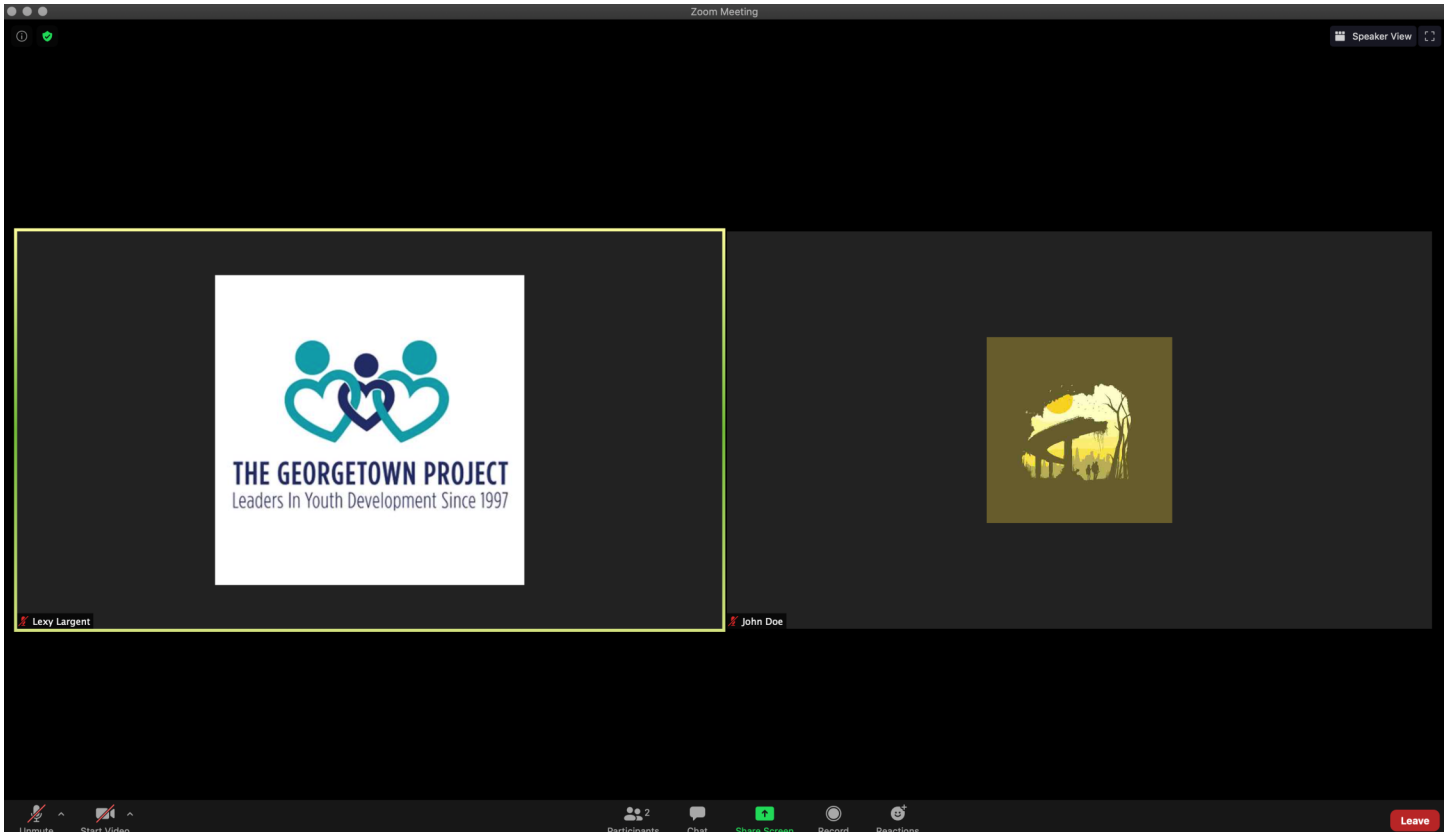
Video instructions for joining a meeting: https://www.youtube.com/watch?v=hIkCmbvAHQQ

**Zoom Tips:**
• Choose a location with a stable internet connection and away from lots of noise and distraction when possible.

• It's usually best to mute your microphone when you aren't speaking, especially if you have kids and pets around. If you forget and there's a lot of background noise, one of the hosts will mute you. Don't be offended! We want to hear what you have to say, we just want to make sure background sounds don't prevent others from hearing.

**Important Controls:**



1. Mute/Unmute: Click "Mute" to mute yourself or "Unmute" to be heard.

2. Start/Stop Video: "Start Video" starts your webcam so that the other attendees can see you. "Stop Video" turns off your webcam.

3. Participants: Clicking on "Participants" opens a bar on the side of the screen with a list of participants. This is where you can change your name. If your name on zoom isn't the name you registered with, please find your name and hover over it. Click "Rename" and enter your name. We will be using the participants list to take attendance, so we need to know who you are!

4. Chat: Click the "Chat" button and the chat box will appear. If you are participating without a microphone, this will be the way you can ask questions to the speaker or participate in group discussion.

5. Leave: Clicking on "Leave" will end the meeting for you.

6. View: Change your view by clicking on the view message in the top right corner of the screen. Clicking "Speaker View" will hide all participants except for the current person speaking. Clicking "Gallery View" will show a grid of boxes, one for each participant.