Zoom Guide for Participants & Presenters
Arizona Space Grant Consortium
2020 Virtual Symposium

The Symposium will consist of 3-4 concurrent topical sessions on Saturday, April 18th. You will receive an email invitation to the Symposium, which will contain an April 18th agenda with sessions, presentations, times, and corresponding Zoom links to join each session.

The Zoom meeting link will appear in the email invitation like this:

Join URL: https://arizona.zoom.us/j/560513667

1) Copy/Paste the meeting link into a browser.
2) The following window will pop up, asking you to enter your name and the meeting password.
3) Make sure to enter your full First and Last Name followed by your University or College abbreviation. For example: Michelle Coe (UA)
   a. This information is your username for the Symposium meetings.

4) Click “join” to be redirected to the opening Zoom page.
5) Select how you will join (are you using your computer mic or a telephone?) before being automatically redirected to the meeting page.

6) This will be the opening page to your Zoom meeting until the host begins sharing their screen. The host’s screen will feature the Symposium presentations.
7) You will be muted and without video upon entrance to these sessions. **Do not “unmute” your microphone or “start” video unless it is your turn to present.**
   a. When it is your turn to present, the host or co-host of the meeting will unmute you and ask if you would like your video turned “on”.

8) Click on the “participants” or “chat” bubble in the bottom toolbar to see who else is in the meeting.

9) Use the chat box (below) to type in questions for the presenter.
10) To leave the meeting and join another meeting, simply click “leave meeting” in the bottom-right corner of your toolbar.

Quick tips:
11) Make sure to enter a nice professional looking picture on your Zoom profile, especially if you don't plan to have your video on during your presentation.
   - Go to https://zoom.us
     a) Create a profile by filling out your name, email, etc.
     b) Once you've created a profile, go to the "Profile" tab in the top left corner. "Edit" your profile picture.
12) Silence your cell phones during the meeting to create a quiet space while you are presenting.