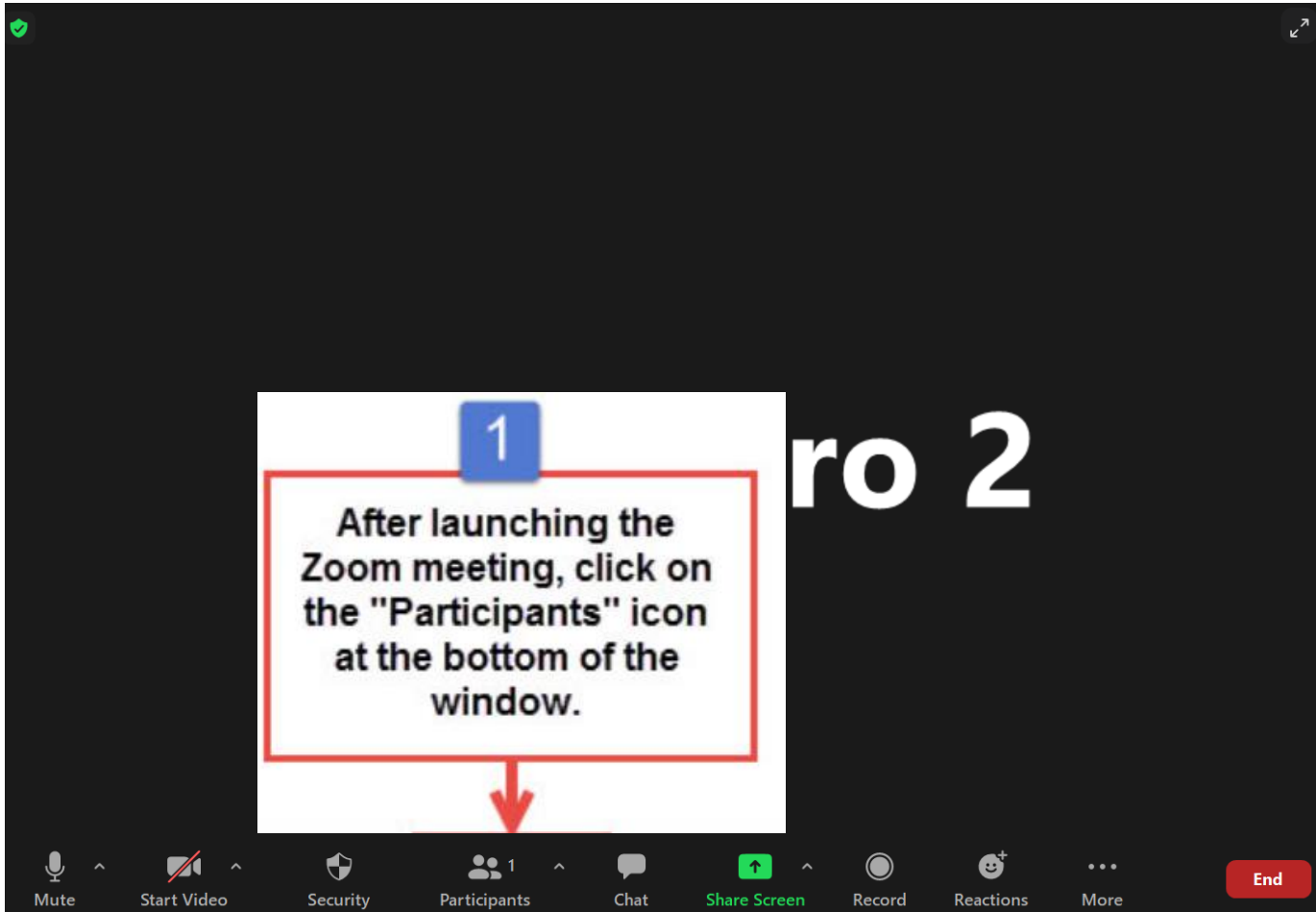


# Zoom Guide for Supervisory Training in ART self-swab (4 hours)



# Trainee's Attendance Taking

## Change your name to "Full Name (Company Name)"



**1**

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

ro 2

Mute Start Video Security Participants Chat Share Screen Record Reactions More End



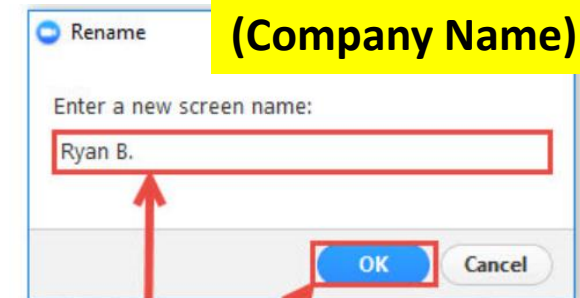
Participants (1)

RB Ryan B... (Host, me) Mute **Rename**

**2**

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

**Full Name  
(Company Name)**



Rename

Enter a new screen name:

Ryan B.

**OK** Cancel

**3**

Type in the display name you'd like to appear in the meeting and click on "OK".

Invite Mute All ...

# Trainee's Attendance Taking



1. Trainees need to prepare a pen and paper for the zoom session.
2. A microphone and webcam will also be required to join the online training for attendance verification.
3. All trainees have to turn on their video cameras throughout the full training session. If the video is not turned on, attendance will be marked as “absent”.
4. After joining the meeting, please mute your device.
5. Please join the meeting on the day of the training.

# ZOOM GUIDE

## Preparation before actual day of training on zoom

### **DO I NEED TO INSTALL THE ZOOM APP?**

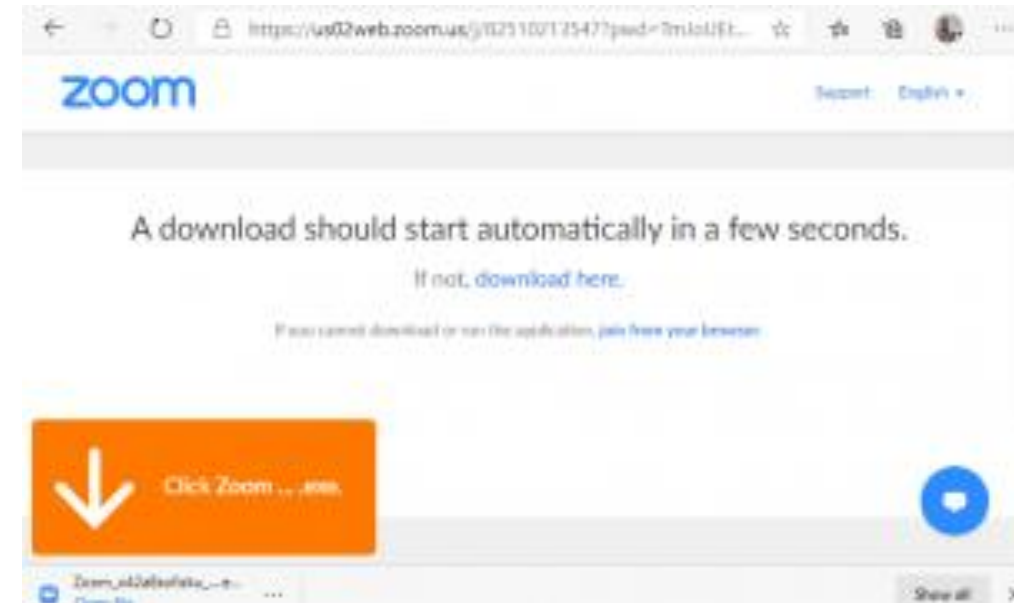
- We recommend that you install the Zoom app for the best and easiest Zoom connections. It is possible to participate in a Zoom meeting using only a web browser like Safari or Chrome. But if you are going to be using Zoom to connect more than a couple of times, we recommend installing the app.

### **DO I NEED A ZOOM ACCOUNT?**

- No. If you are attending a Zoom meeting set up by another person, you do not need a Zoom account. You do not need to register with Zoom to attend a meeting.

# JOIN A ZOOM MEETING

- **JOIN A ZOOM MEETING BY CLICKING ON THE LINK**
- This is the best way to start a Zoom meeting. Just click on the Join Zoom Meeting link. There are two scenarios that we will review.
- **YOUR FIRST ZOOM MEETING – INSTALL THE APP BEFORE YOUR MEETING**
- If this is your first Zoom Meeting and you have not previously installed the Zoom app, the link will begin to download the app or take you to the App Store and find the Zoom app for installation. The key element is recognizing that this will happen and to follow the on screen prompts for the installation. On a computer On a computer or laptop, your web browser will launch and begin to download the app. It will look like this screen shot:



# JOIN A ZOOM MEETING

- **If you are using a Smartphone or Tablet.**
- A similar action will occur when clicking on Join Zoom Meeting link for the first time on an Apple or Android device. You will be taken directly to the App Store where you would tap GET to install the app. Remember the app is FREE.



# Zoom User Tips

These are some tips to ensure you have the best experience.

1. **Obtain a high-quality web camera if you are using a desktop.** For laptops, if your computer is less than 3 years old, the built-in camera (if it has one) should be adequate.
2. **Obtain a computer headset.** This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side.
3. Access the meeting from a place with a **stable Wi-Fi connection.** Connecting to the Internet with a physical cable connection will also give you much greater speed and service.
4. **A laptop or desktop is preferred over a Smartphone or tablet!** There are functional limitations with Smartphones or Tablets that will come in the way of your learning experience.
5. **Find a quiet place.** Wind and background noise makes your device's microphone adjust and your voice may sound muffled.
6. Don't have several programs running while using Zoom. **Close all unnecessary applications & turn off all devices that is using wifi** during your call to channel all processing power to maximize the quality of your Zoom session.
7. **Pay attention to your background.** Too much light behind you and you appear to be only a dark figure. Also, don't have anything behind you that may be distracting to those who are on the other side.



# Thank You

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