

Zoom Instructions for Annual Session 2021

In order to participate in Annual Session, there are four key Zoom skills you should come prepared with. Links to instructions on how to do each are listed below, and you are also welcome to come and join us for practice or assistance at either session of Pre-Event Training Wednesday 7/21 at 2:30 or Thursday 7/22 at 7:00.

Instructions about how to rename and mute / unmute yourself in a meeting are included in this Zoom help article: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

Renaming Yourself

You will need to rename yourself to follow PacYM AS's naming convention, which is Firstname Lastname, Home Meeting, Personal Pronouns (e.g. Andrea Harman, Palo Alto, she / her).

Muting / Unmuting Yourself

We ask that all participants keep their microphones muted when Annual Session is gathered, unless you have been called on to speak. It's important to know how to turn your microphone on and off.

Raising Your Hand In Zoom

When participants would like to contribute to Annual Session, it's important to be able to use Zoom's "Raise Hand" feature. Raising your hand in Zoom (not just holding your hand up physically) is an important way to let organizers know that you would like to speak. Instructions on how to raise and lower your hand in Zoom can be found here: <https://support.zoom.us/hc/en-us/articles/115001286183>.

Joining Breakout Rooms

Throughout Annual Session there will be opportunities for you to engage with smaller groups using breakout rooms. Organizers will notify you when breakout rooms are being used. Instructions on how to access them can be found here: <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>

Remember, if you have any questions about these Zoom tools or would like to practice, you are welcome to join us during Pre-Event Training Wednesday 7/21 at 2:30 or Thursday 7/22 at 7:00.