



ATS 2021 Zoom Meeting Tutorial

Download the Zoom desktop app **before** your scheduled Session. You can download here:

<https://zoom.us/download>

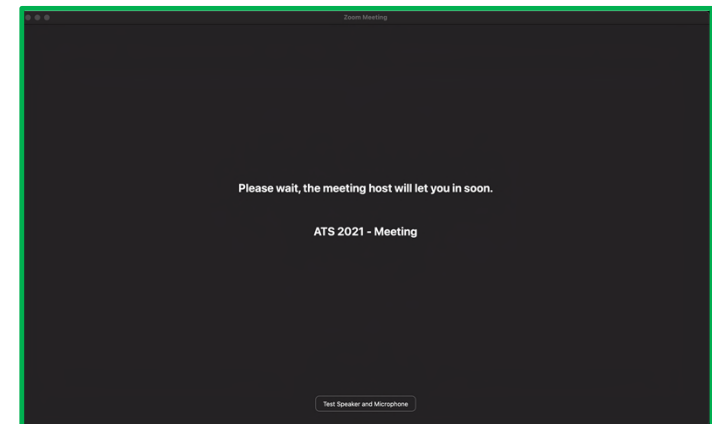
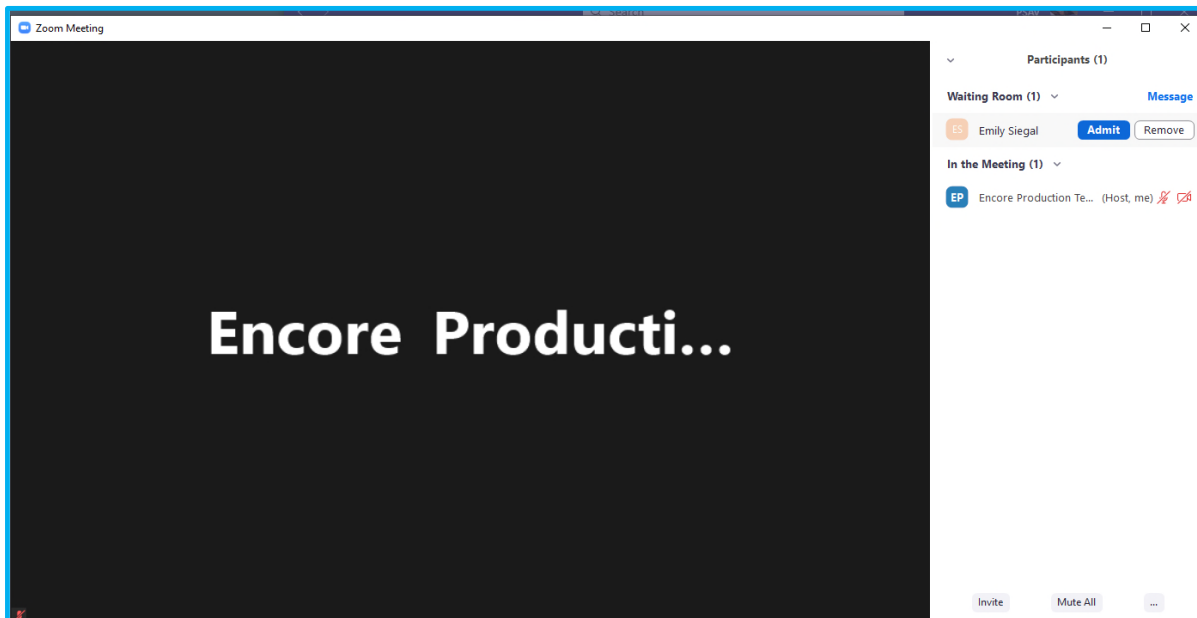
You will receive a Zoom Meeting invite for your scheduled Session. **Click the URL to join your Session 30 minutes prior to show time.**

Waiting Room – Presenter & Participant View



Presenters are asked to join the Waiting Room **30 minutes** prior to session start to do tech checks with the Operator. At the start time of the session, the Encore Operator will Admit All Participants to begin the session.

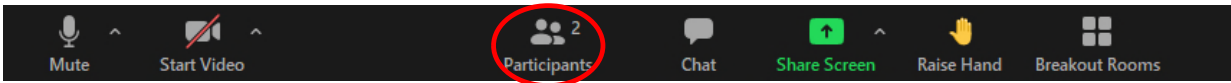
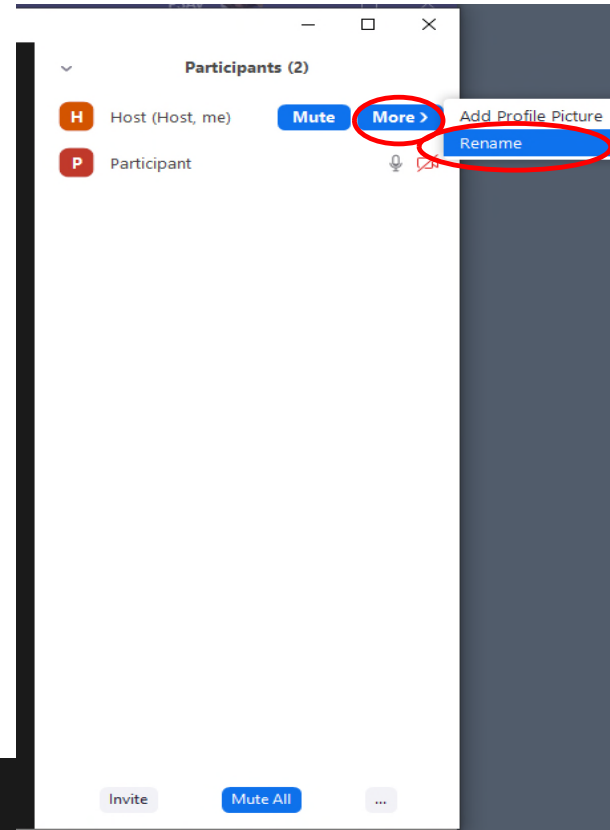
Before the session begins, the **Participant** will be in a waiting room outside of the meeting until the Encore Operator admits them.



How to Rename Yourself

In the Participants tab, hover over your name. Click “More,” then “Rename” and type what you prefer to be listed as.

Moderators, Chairs, or Facilitators may wish to add the title of their role before their name to distinguish themselves (ex. Moderator - Dr. Joseph Smith)

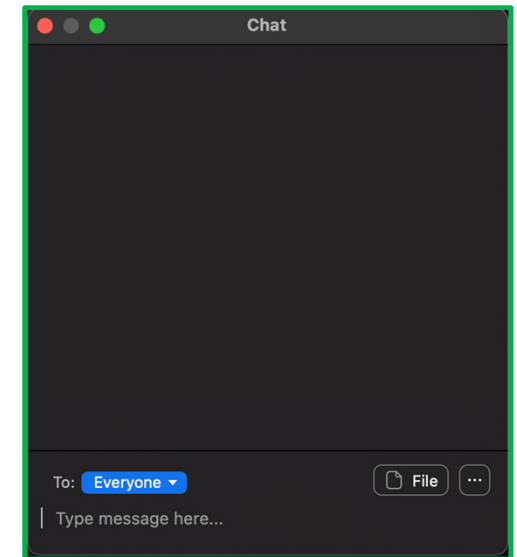
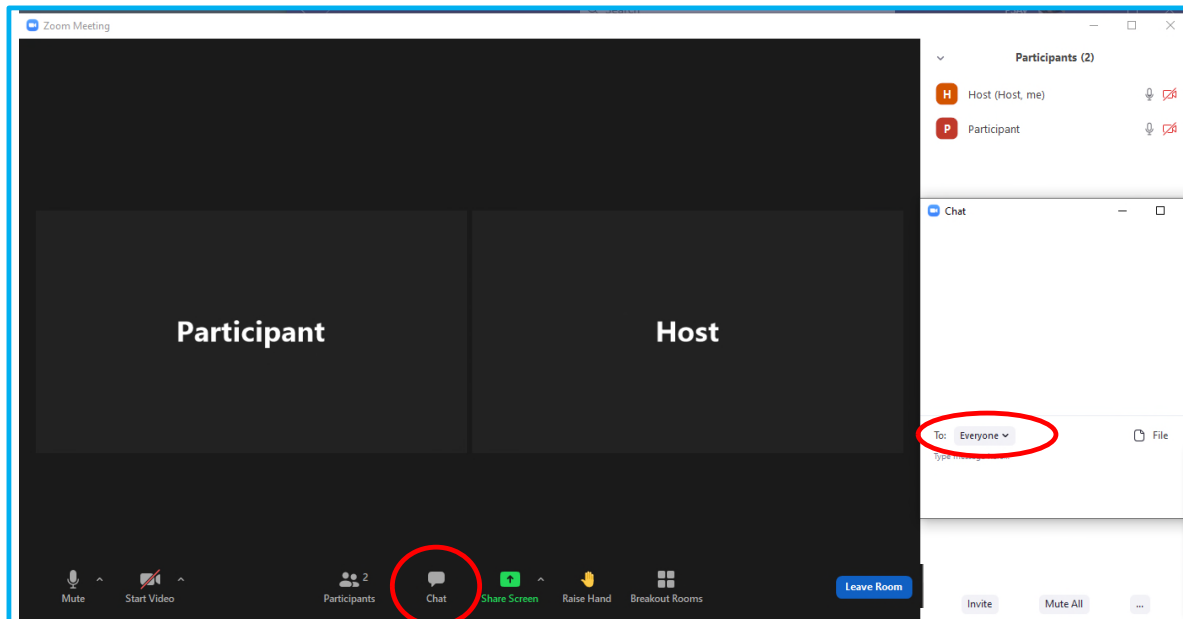




Chat – Presenter & Participant View

Presenters have ability to Direct Message Host & Co-Hosts (other Presenters). To Direct Message, click the drop-down menu beside “To”.
Presenters can chat with Participants **publicly**.

Participants can **publicly** ask questions & share comments to everyone – all participants and Presenters.

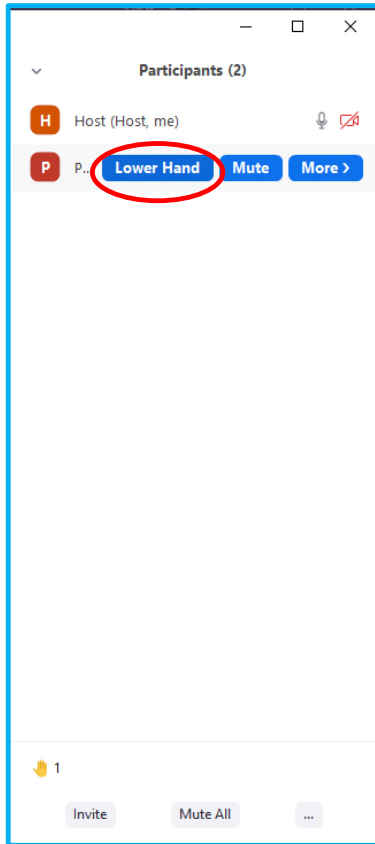




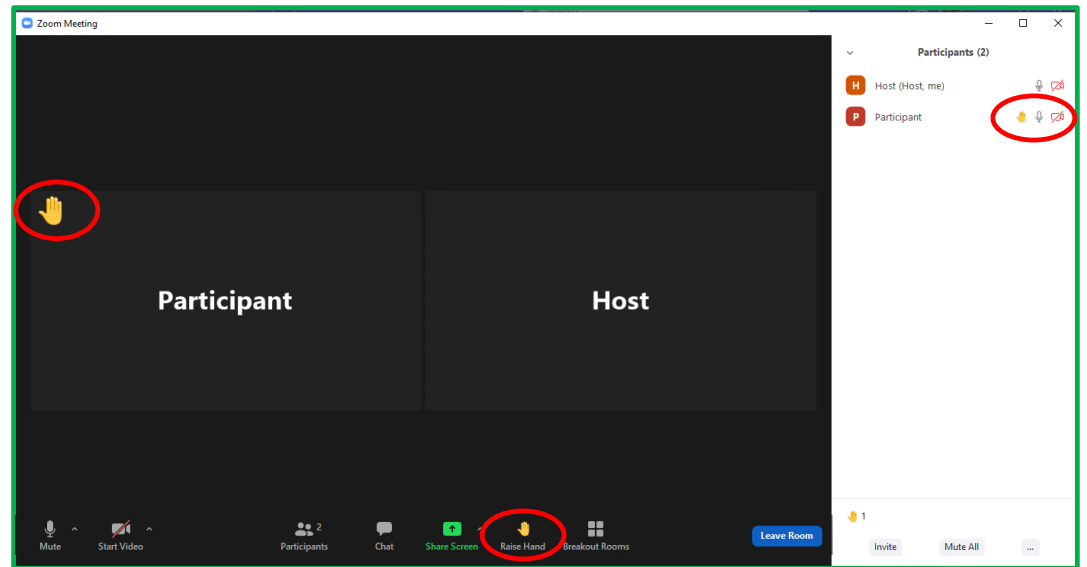
Raise Hand – Presenter & Participant View

Presenters can call on Participants with Raised Hands to speak.

To remove the yellow hand, **Presenters** scroll over their name in the Participant's tab and choose "Lower Hand."



Participants can use the Raise Hand feature to ask a question or make a comment. Presenters will see a yellow hand appear next to the name in the Participants tab and next to their video.

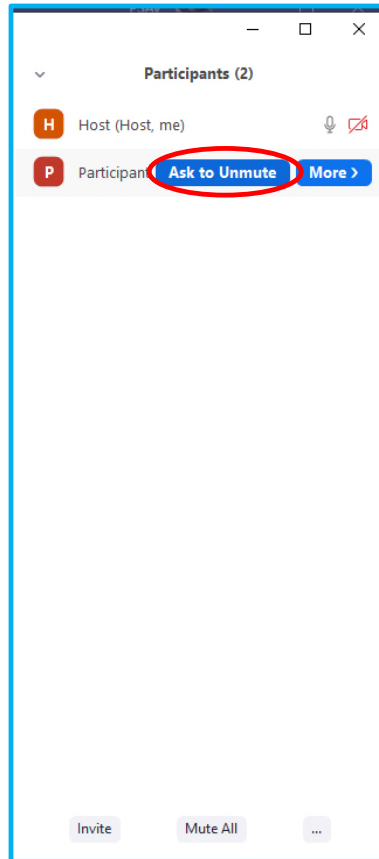




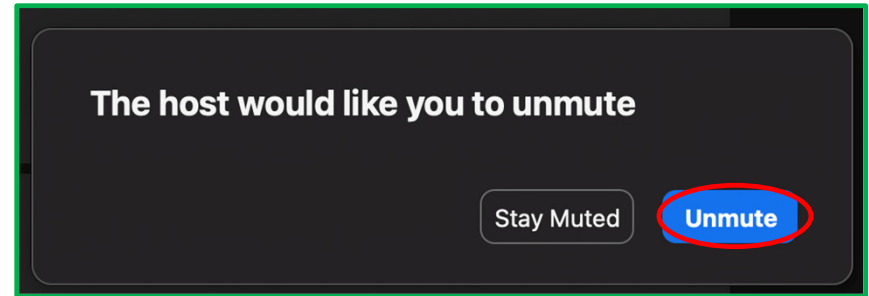
Muting Controls, Q&A – Presenter & Participant View

By default, all Attendees will be muted on entry.

Presenters can “Ask to Unmute” someone they wish to speak by hovering over the Attendee’s name.



Participants can un-mute themselves. The Encore Operator and/or Presenter can assist a Participant if they are struggling. The Participant will receive a pop-up window that notifies them they are being asked to unmute.





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