ZIG Crash Course: How to Zoom

We know that most of you have become very familiar with the Zoom platform over the last several months, but in case you need a refresher before the conference, here are some basic tips.

1. Before the Conference

    a. You can create a Zoom Account for free on their website: https://zoom.us/freesignup/

    b. Make sure you have the Zoom Client for Meetings downloaded to your computer. You can find the Zoom Client for Meetings here: https://zoom.us/download

2. Joining the Zoom Meeting

    a. The link to the Committee/Component sessions can be found on the ZIG Hub on the CCE Website. Try to join each session about five minutes before the scheduled start time in case there are technical difficulties.

    b. When the session is scheduled to begin, CCE Staff will separate everybody into their committee or component breakout rooms. Click "Join" when you are prompted.You can also join your breakout room by clicking the more button at the bottom of the Zoom window.
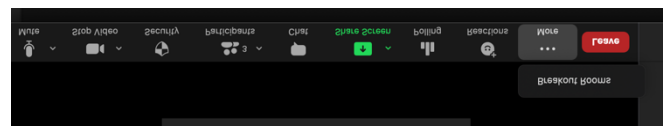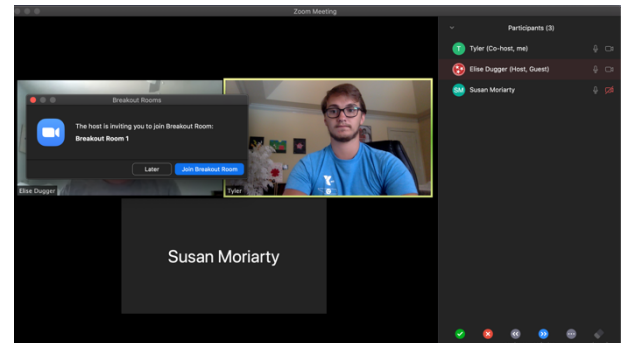
3. Committee Start-Up Checklist

    a. When you arrive in your committee breakout room, check and make sure the following controls have been set appropriately.

i. Make sure to click on the "participants" and "chat" buttons on the bottom of the Zoom window to open up the appropriate sidebar tools. If you've done this correctly, your screen will look like this: (see next page)
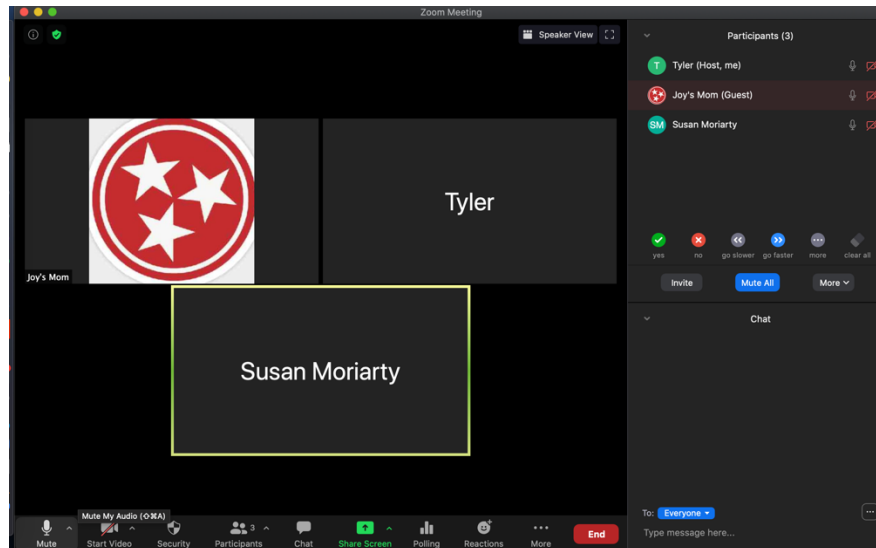

ii. You should name yourself according to the "First Last – School" convention. Advisors or Conference Staff should begin their names with asterisks (*). This indicates that they cannot be recognized or speak.

4. Debate

a. **Muting/Unmuting –** Use the microphone icon in the lower left corner of the Zoom window to mute or unmute yourself. Unless you have been recognized by the chair to speak, you should remain on mute. The mute button is shown below. The microphone by your name in the sidebar will be red if you are muted.
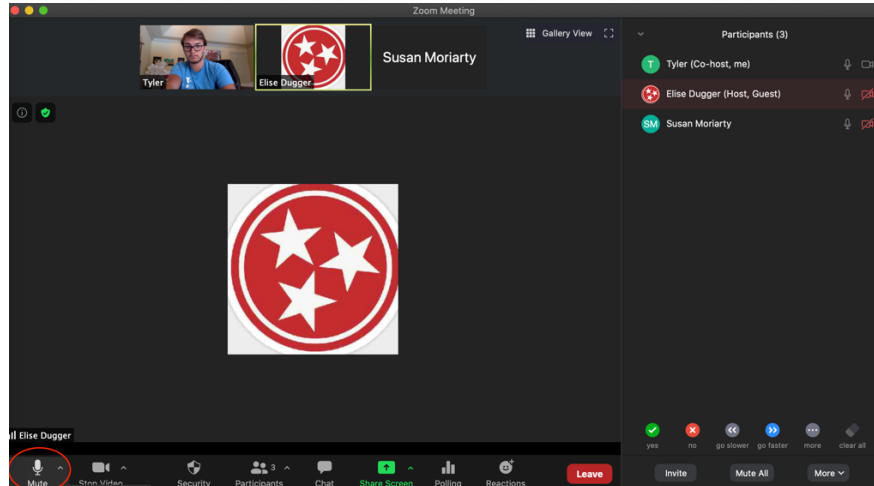
b. **Recognition –** During debate, delegates will use Zoom's "Raise Hand" function to indicate that they would like to be recognized. Delegates can find the "Raise Hand" option under the "Participants" button in Zoom's bottom row. When someone's hand is raised, they will look like this on the participants sidebar:
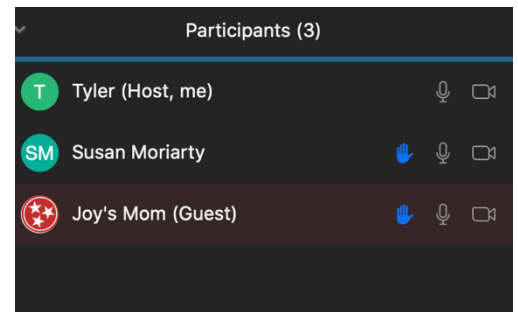
c. **Voting –** After debate has concluded on each bill, delegates will vote using the "yes" or "no" feedback options at the bottom of the Participants sidebar. Each person's vote will be indicated by the icon next to their name. Vote totals can be found above the feedback icons at the bottom of the Participants sidebar (Note – this vote is 1-1).
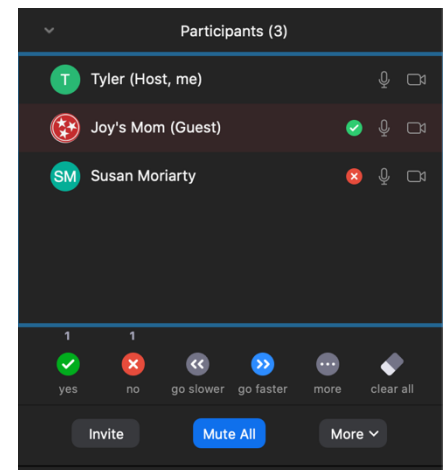
5. Troubleshooting

a. If you are having an issue with Zoom during the conference:

   i. Chat CCE Staff using the Zoom "Chat" function

   ii. Submit a ZIG Help request via the [ZIG Hub page](#) on the CCE website.