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Professional Development

Zoom Conferencing Attendee Guide

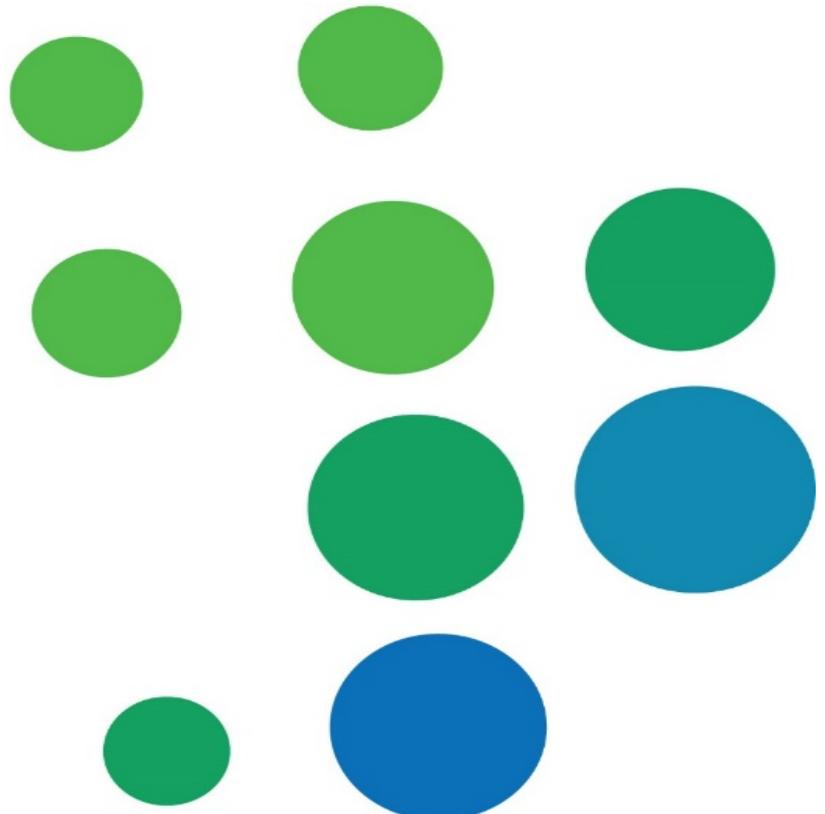


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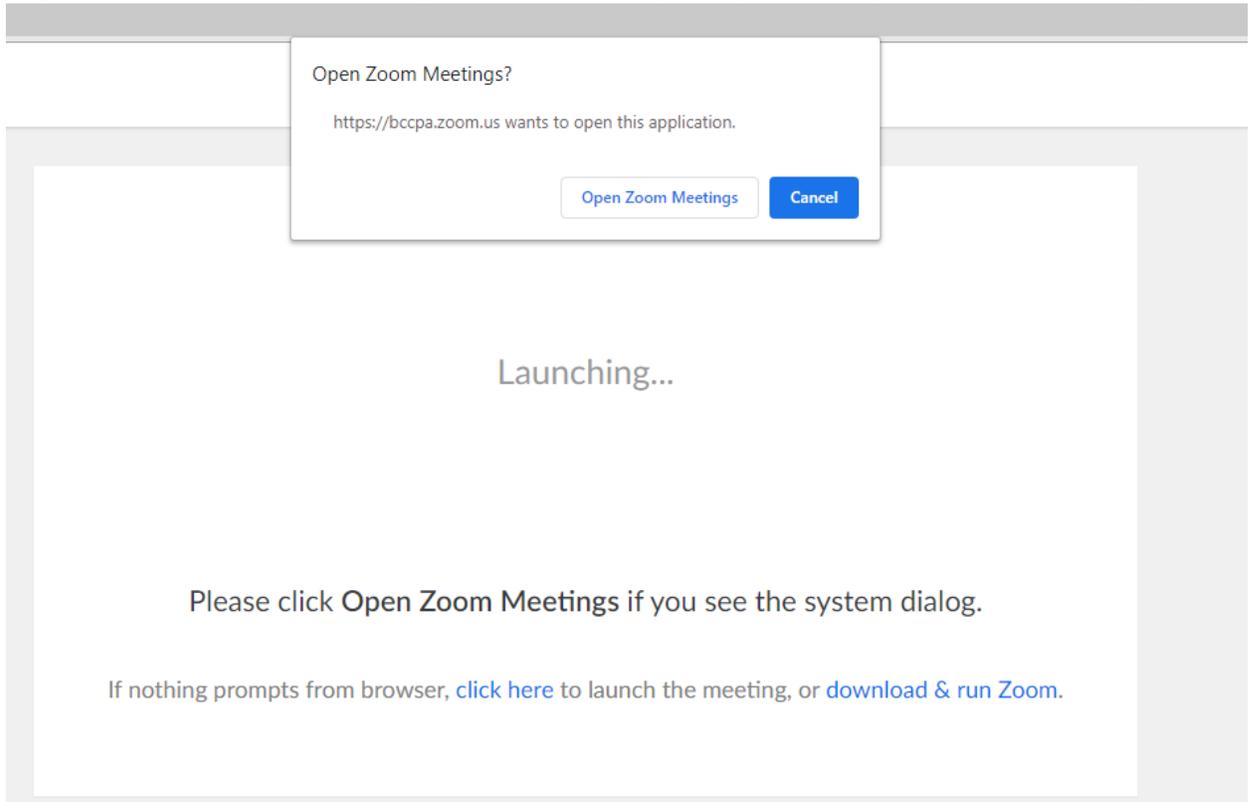
Joining a Test Session

If you would like to test your computer microphone and sound *before* your session, you can do so through Zoom [here](#)

Tip: we recommend using your computer mic for a clearer sound

Joining the Webinar

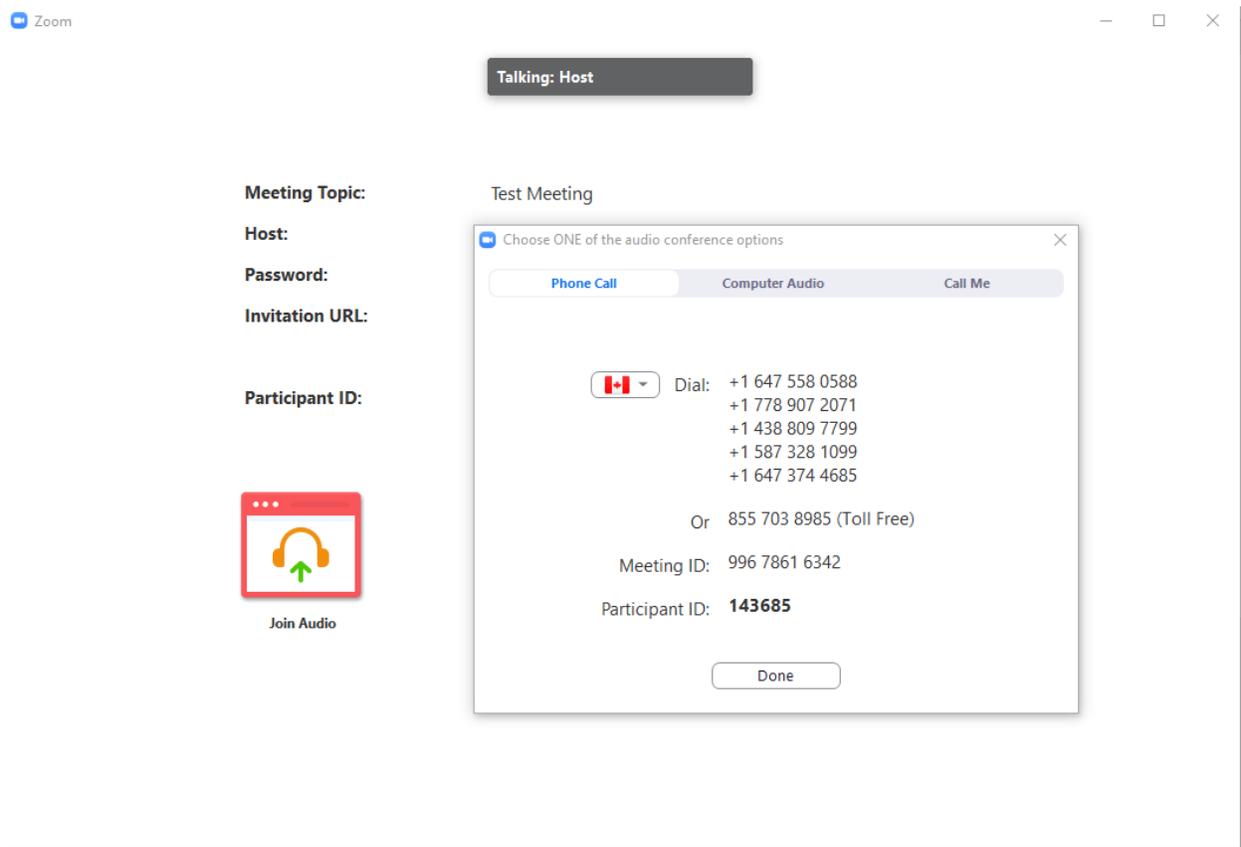
1. A meeting link, ID and password will be made available in the course confirmation you have received.
2. Take note of the Meeting ID and Meeting Password before you join the webinar.
3. After you click the webinar link, you will then be prompted to Open Zoom Meetings



After opening Zoom Meetings, you will be asked to enter the Meeting Password.

Audio Settings

When you first join the webinar, you will have two audio options.



If you would like to listen to the seminar through your computer, click the **Computer Audio** tab.

If you would like to dial-in to hear the seminar, click the **Phone Call** tab and dial one of the numbers shown; you will be asked to enter the Meeting ID and your Participant ID through your phone keypad.

We recommend that you listen to the seminar through your computer.

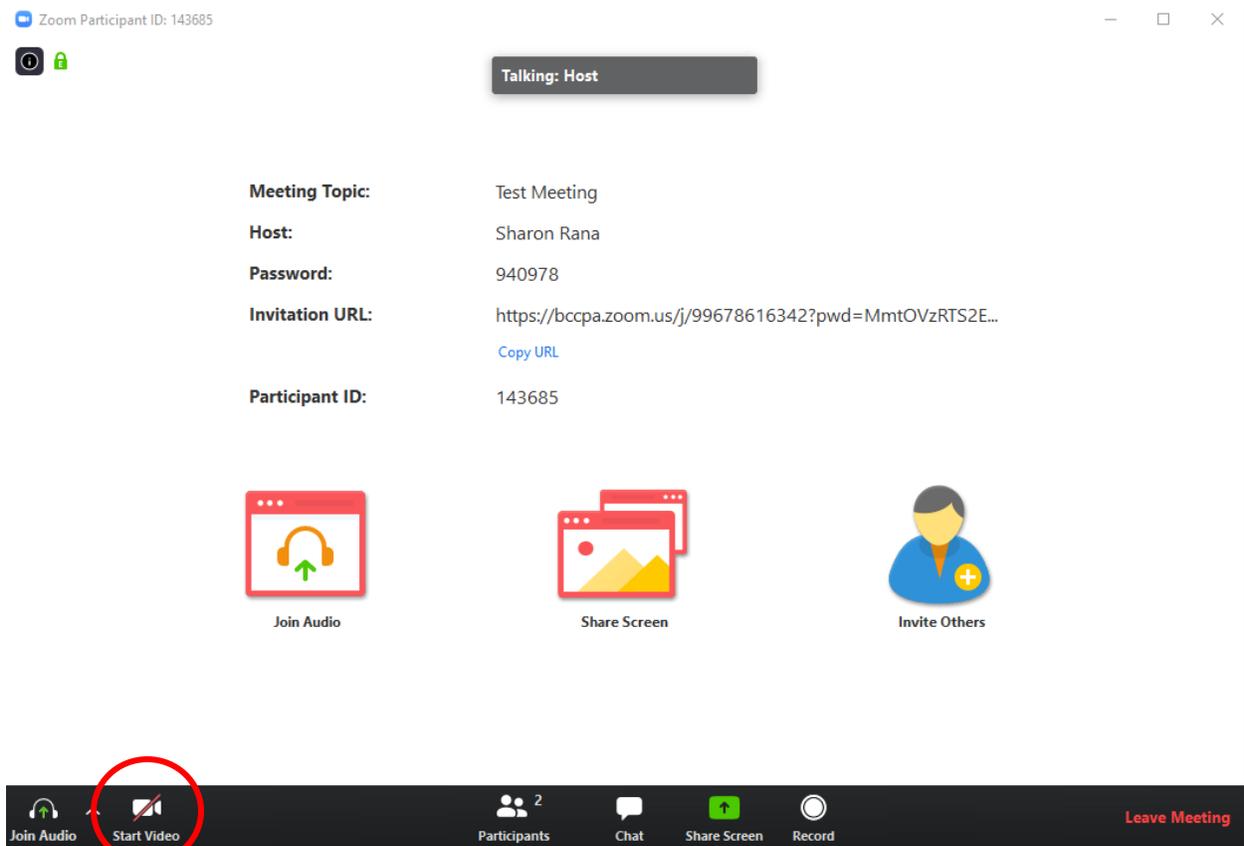
Note: If you decide to dial-in after **Joining via computer**, please select **Audio Options** and **Leave Computer Audio**. Then, enter **#Participant ID#**. Otherwise, you may hear audio feedback or echo in the meeting.

Tip: if you are outside of Canada, click on the flag and navigate to the correct country to be given the correct phone numbers.

Communicating During the Session

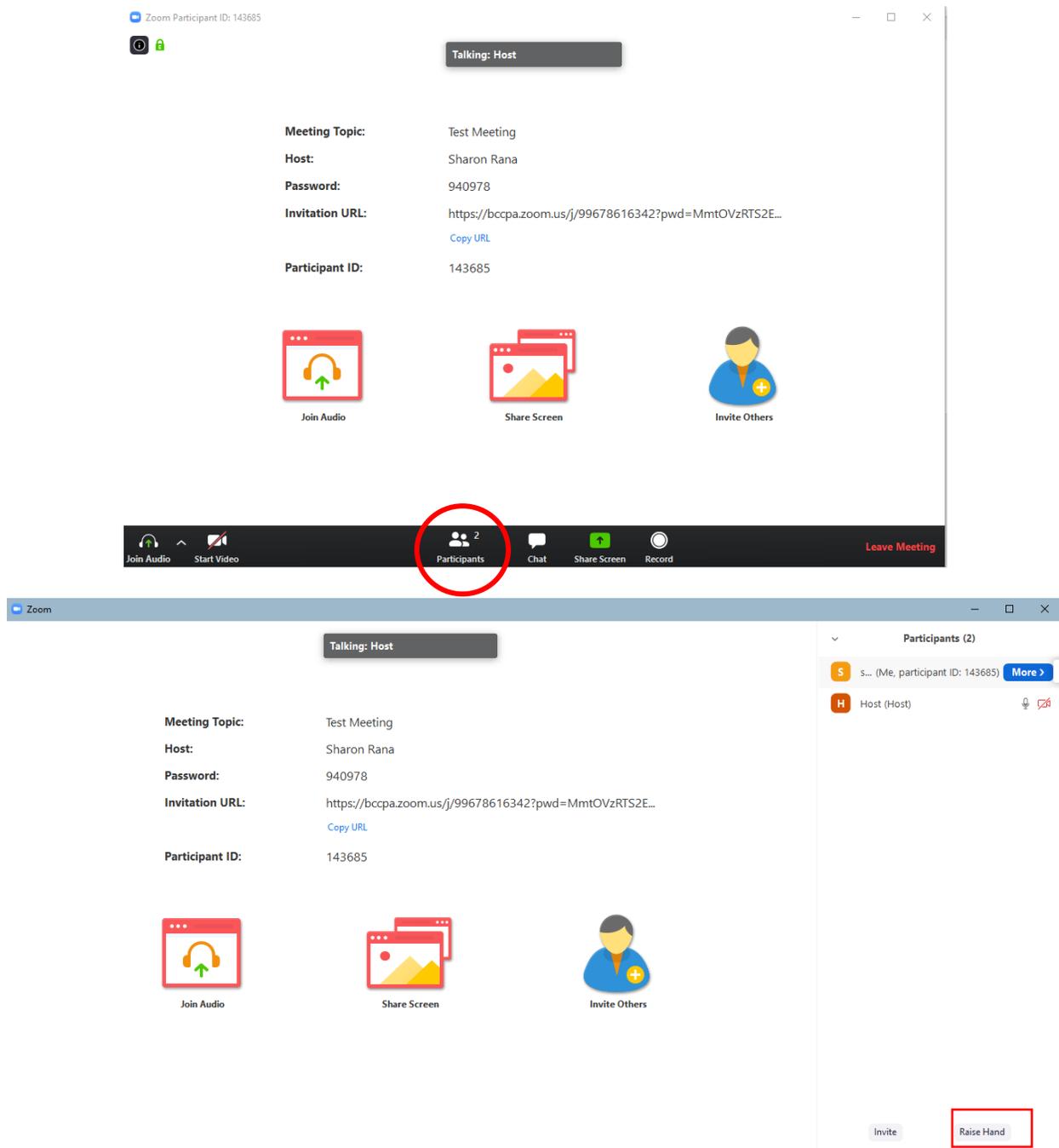
When you join the meeting, your camera and mic will be turned off by default to avoid background noise.

If you wish, you can turn on your camera once the seminar begins by clicking on the Start Video button located in the bottom menu but please ensure to keep your mic muted at all times unless you are speaking to minimize any disruptions and feedback.



When you want to ask a question, you can either:

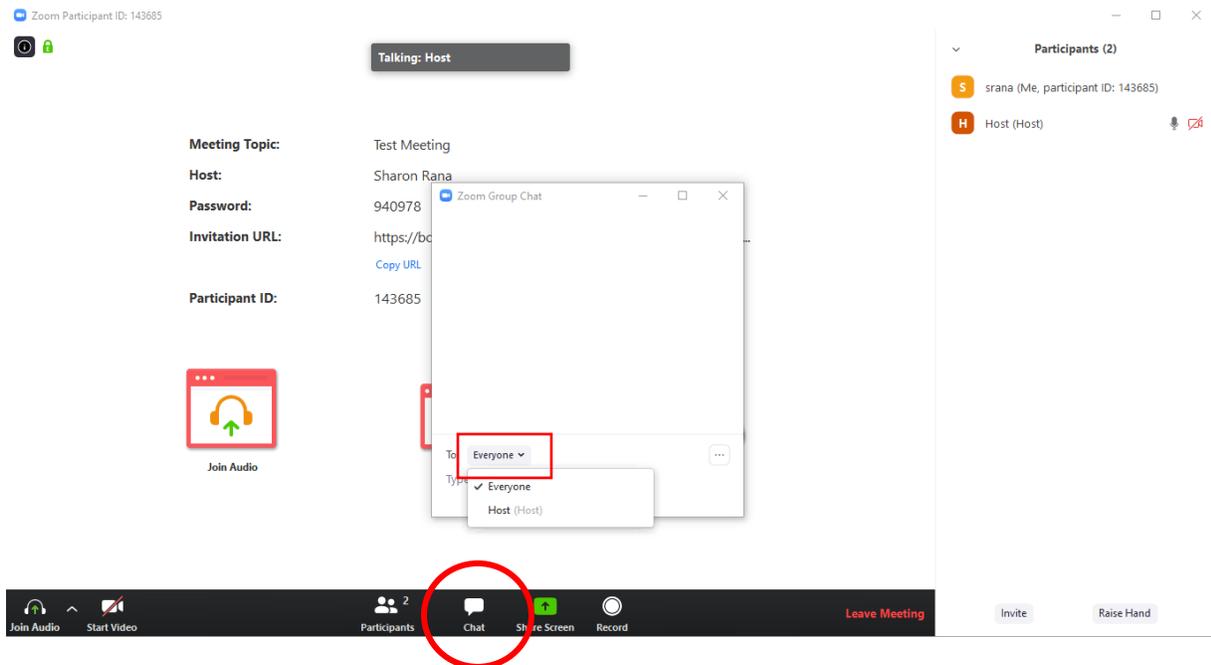
1. Use the **Raise Hand** button by opening the Participant button located in the black menu. The tab will open on the right hand side, where you will see the Raise Hand function and the instructor will unmute you. Alternatively, we will call upon you to unmute your microphone.



In order to use the “Raise Hand” feature, you must be using one of the following versions:

- Zoom Desktop Client for Mac or PC version **3.5.24604.0824** or higher
- Zoom Desktop Client for Linux version **1.1.44485.0317** or higher
- Zoom Mobile App for iOS version **3.5.31169.1102** or higher
- Zoom Mobile App for Android version **3.5.24588.0824** or higher
- Zoom web client

2. Type your question in the Chat window. You can open the Chat by clicking on the button on the bottom black menu:



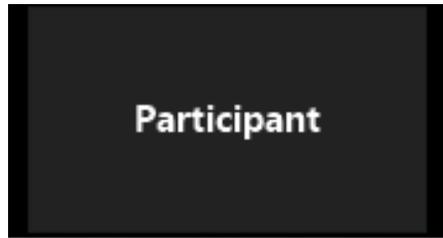
The default setting in the Chat is to send your message to Everyone in the seminar, where it can be viewed by all attendees in the meeting.

You can also send a private message to only the instructor, by clicking on “Everyone” - a drop-down menu will appear listing all participants in the meeting and you can select the instructor.

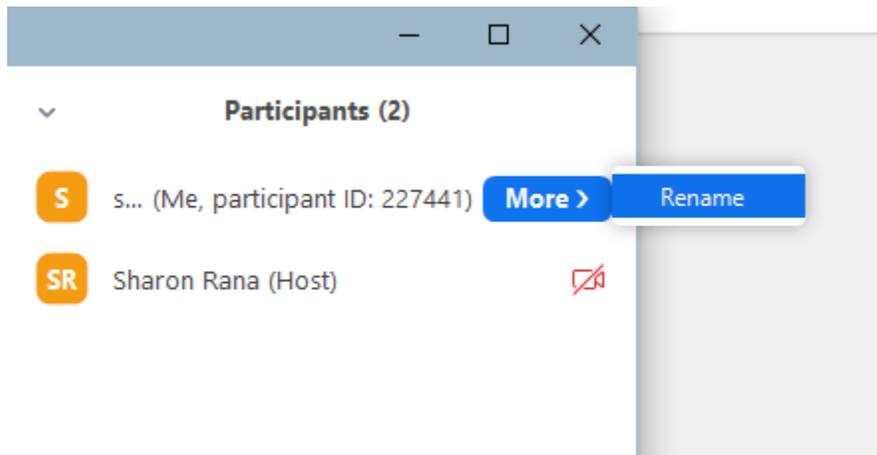
3. If all else fails, you can wave your hand to get the instructor’s attention if your camera is on and begin speaking.

Use of Camera while in Session

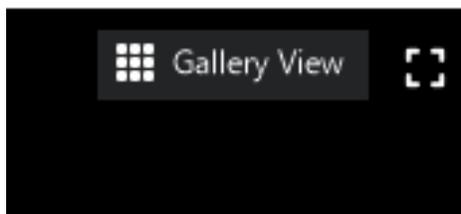
You have the option of turning your camera on or off while in the session. If your camera is off, your name will be displayed in a black box to fellow attendees:



You can change how your name is displayed in the meeting by opening the Participant Tab. When the Participant tab is open, hover your mouse over your name and then click on More, where you will see an option to “Rename” yourself.



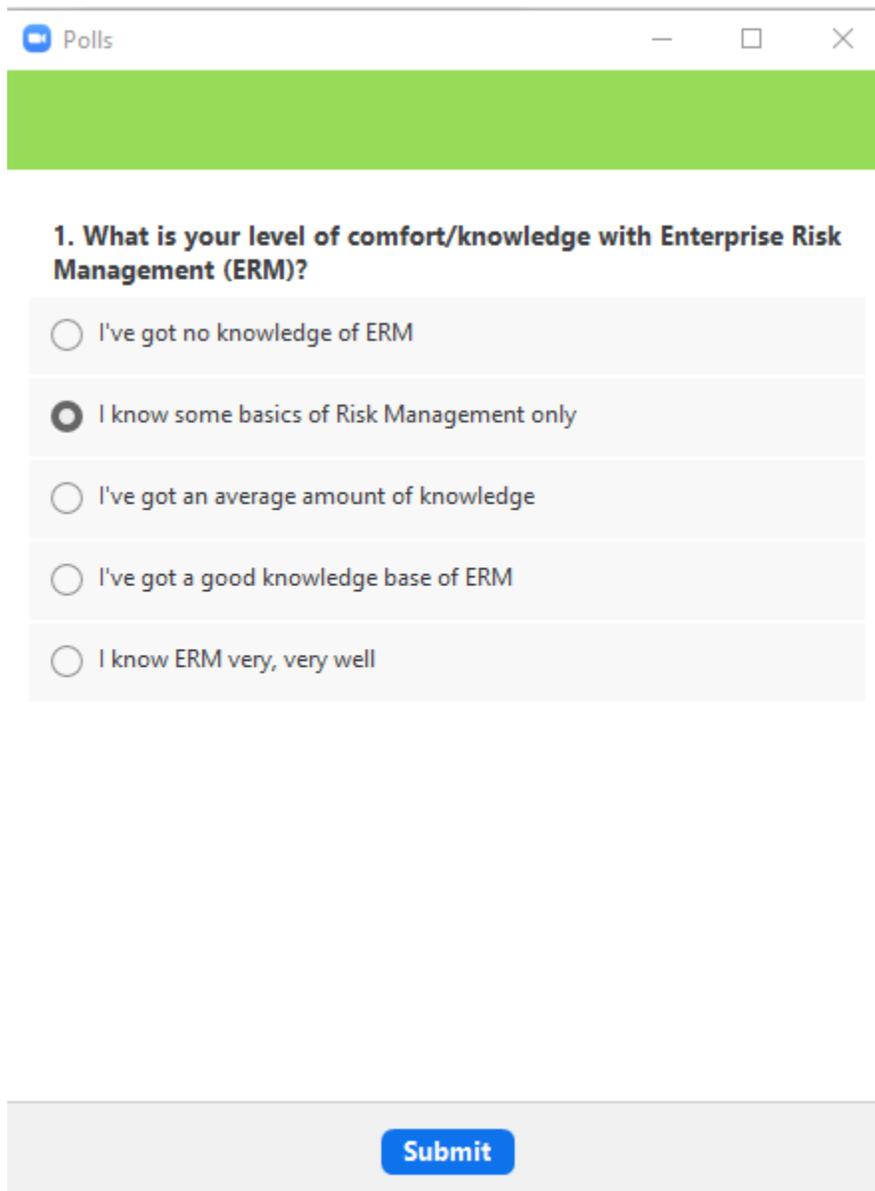
You can also choose to view the class in a grid view by selecting “Gallery View” in the top right corner:



Polling

During the session, the instructor may choose to use Polling to gather information and increase participation. All polls will be anonymous.

After the poll is launched by the instructor, there will be a pop-up with the question and possible answers. You can select the appropriate answer and then Submit:



The screenshot shows a window titled "Polls" with a green header bar. Below the header, the question is: "1. What is your level of comfort/knowledge with Enterprise Risk Management (ERM)?"

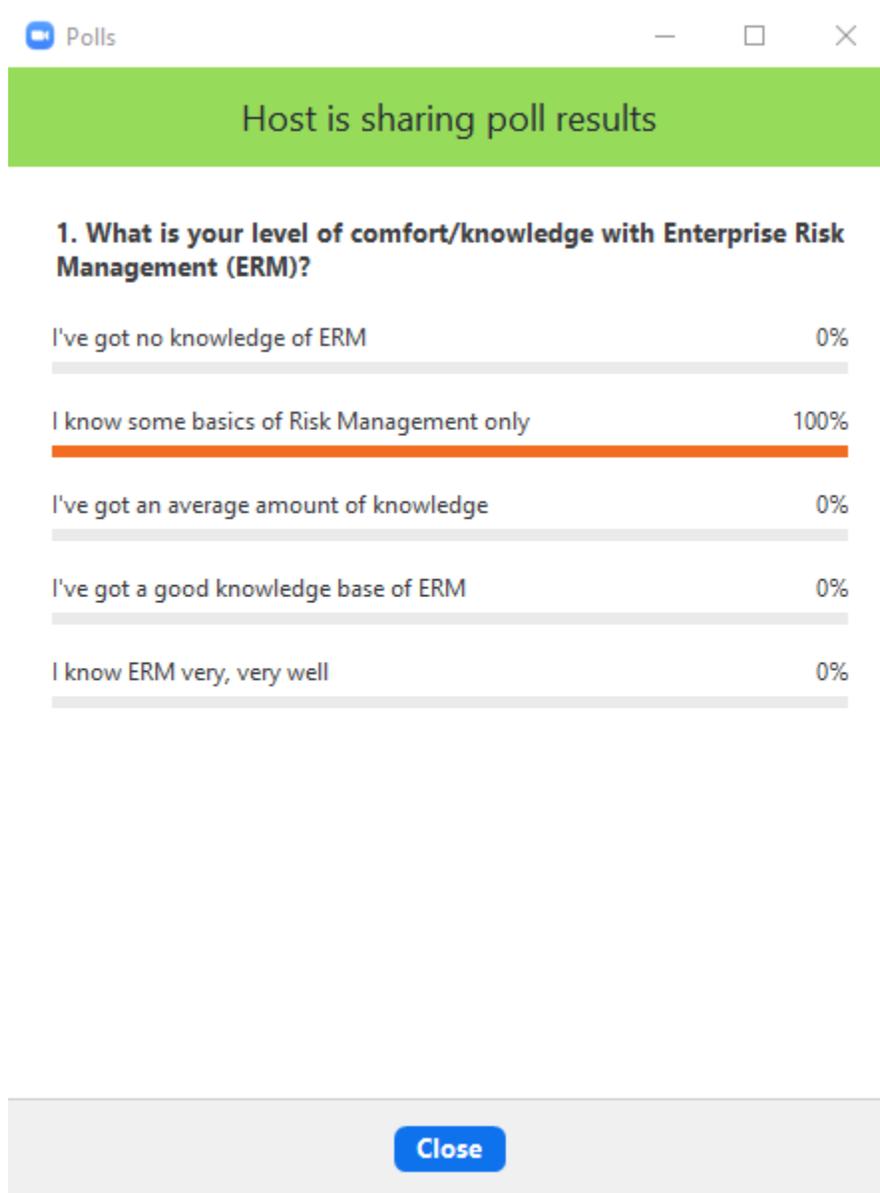
The options are:

- I've got no knowledge of ERM
- I know some basics of Risk Management only
- I've got an average amount of knowledge
- I've got a good knowledge base of ERM
- I know ERM very, very well

At the bottom of the form is a blue "Submit" button.

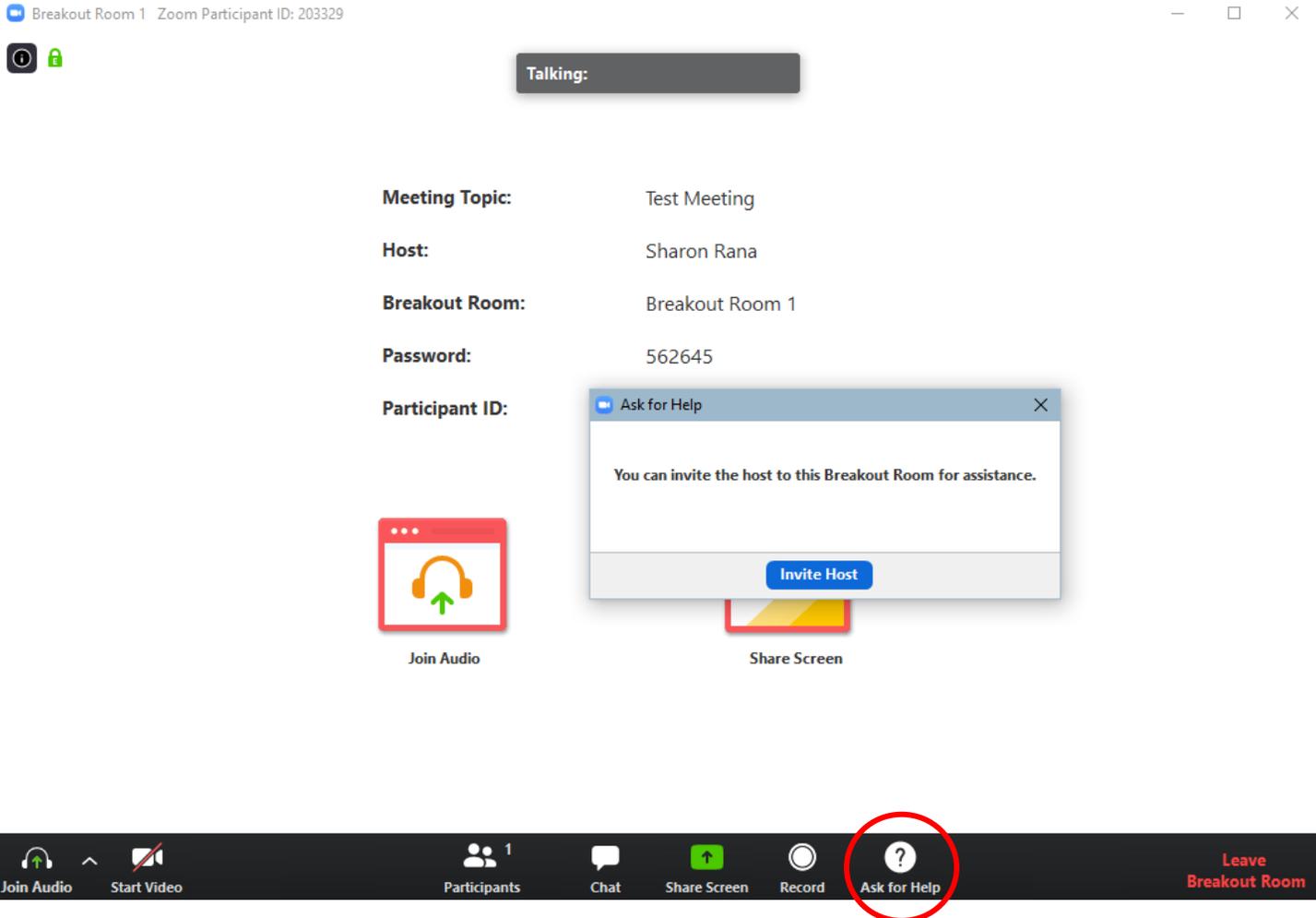
After you Submit your answer, the pop-up will go away.

The instructor will end the Poll when they've received all responses and they can then share the results with all attendees.



Breakout Rooms

During the webinar, the instructor can put you into a Breakout Room with your fellow attendees for group work. While in the Breakout Room, you're able to communicate with the other people by using either your mic or the Chat. If you need assistance from the instructor, you can Ask for Help, which will send a notification to the instructor that you need help in your room.



If the instructor is currently in a different room, the dialogue box will let you know that they are currently assisting in a different room and will let you try to invite them again.

While in the Breakout Room, you are only able to message the fellow Breakout Room participants using Chat; if you have a private question for the instructor, you should wait until you're in the main meeting room again.

The instructor can also send a broadcast message to all breakout rooms to give information. The message will appear at the top of your screen and you **will not** be able to reply to it.

Zoom

— □ ×

From Host to everyone: This breakout room will close in 1 minute

Meeting Topic:	Test Meeting
Host:	Sharon Rana
Breakout Room:	Breakout Room 1
Password:	562645
Participant ID:	203329

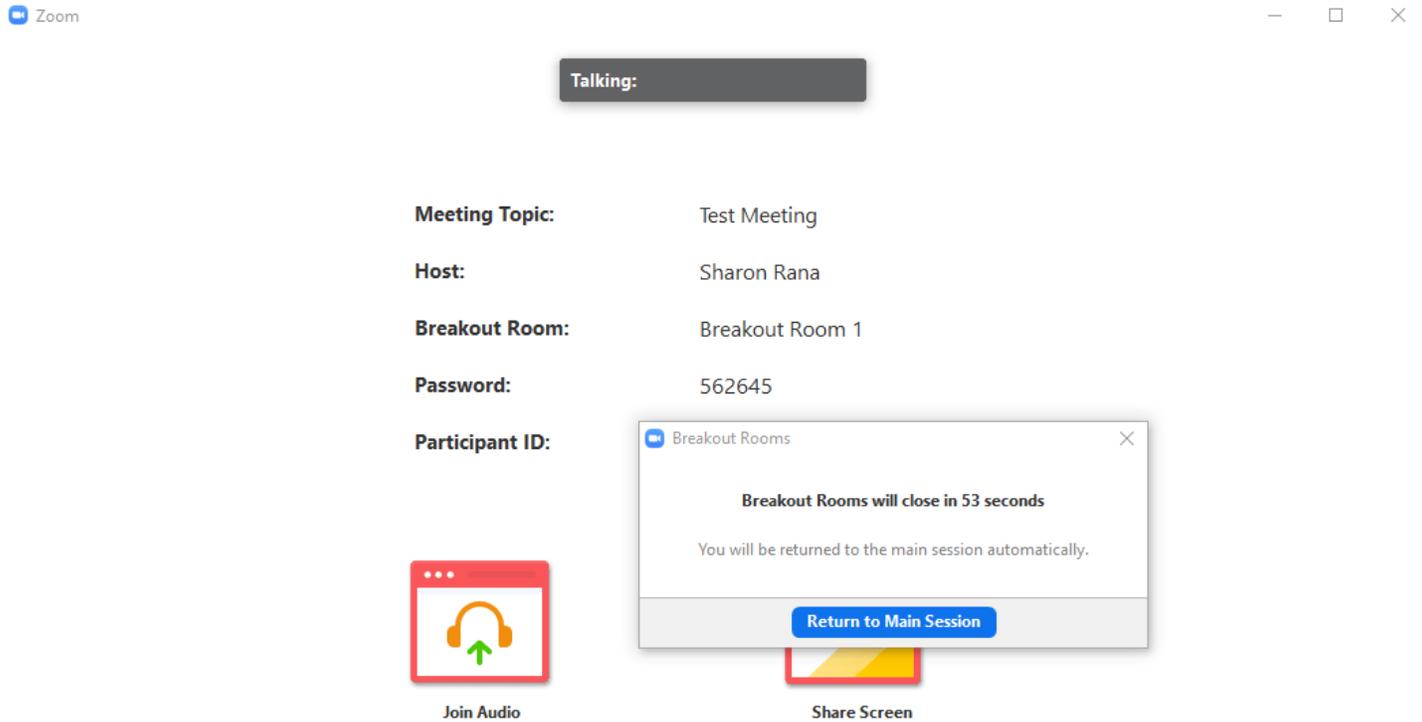


Join Audio



Share Screen

When the instructor would like to close the breakout room, you will receive a one-minute warning. You can either stay in the room and be sent back automatically after a minute, or you can rejoin the main session right away.



If you had been working on a file, make sure to save it before you leave the Breakout Room as you may be asked to share it with fellow attendees. Please note that any file you save will be saved to your personal drive.

NOTE: If you will be joining the webinar using the Zoom Desktop Client, you must have one of the following versions:

- Windows: 3.5.31087.1102 or higher
- macOS: 3.5.31087.1102 or higher
- Linux: 2.0.81497.1116 or higher
- Chrome: 2.4.943.510 or higher

Security Settings While in the Webinar

Screen Sharing

Screen sharing will be disabled during the webinar, unless otherwise clearly stated. Only the instructor will be able to share their screen.

Recording

Only the meeting host (CPA NS) and instructor will have the ability to record the webinar. Neither you nor fellow attendees will be able to record the session. **There are no plans to record this session.**