

HTO CSO Course

zoom

Instructions

# Zoom Instructions

## Before The Training Session

**You will need:**



- A computer, tablet, or smartphone with speaker or headphones.
- To download the zoom application (if you have not done so).

# Zoom Instructions

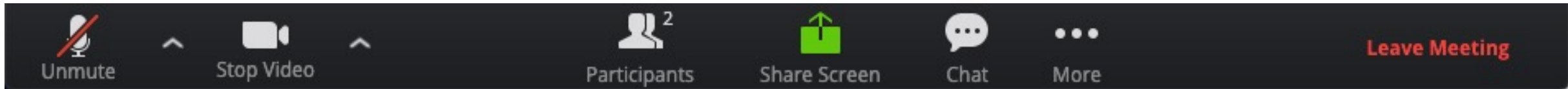
## To Join The Training Session

### You will need:

- To click on the provided link to join the zoom session.
- To test your audio by clicking on “Test Computer Audio.”  
Once you are satisfied that your audio works, click on  
“Join audio by computer.”

# Zoom Instructions

## Controls In Zoom Screen



Mute /  
Unmute  
your  
microphone

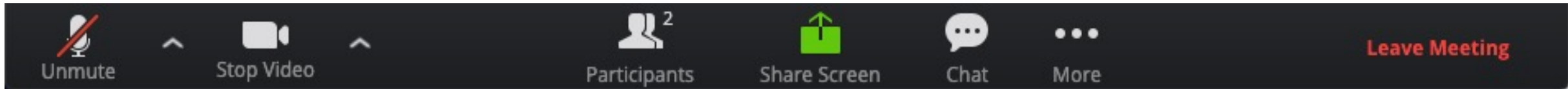
Start /  
Stop Video

View Participant  
list – opens a  
pop-out screen  
that includes a  
“Raise Hand”  
icon that you  
may use to raise  
a virtual hand.

Share  
your  
screen  
(when  
instructed  
by the  
trainer)

# Zoom Instructions

## Controls In Zoom Screen



To Change your screen name (if it is not the registered name):

Click on participants and you will see the list of participants. On your name, please click on MORE and rename it to your class registered name.

Breakout Room



# Breakout Room

- During the training, you may be assigned to work in teams in breakout rooms. The assignment is done by the trainer. Each team should select a spokesperson to represent the team.
- Once the teams have completed their work in the breakout rooms, the trainer will then bring them back to the main session.
- The spokespersons for the teams may be invited to share their teams' findings with the main session.

**Note: Users joined using Chromebooks/Chrome OS are unable to join breakout rooms.**

# Others

- Chat
- Raise hand
- Annotate

# Others

- Chat
- Raise hand
- Annotate





Thank You!

