



Instructions for joining the BSE Centennial Celebration on Zoom

Before the event:

You will need a computer, tablet, or smartphone.

Make sure you have the latest Zoom Client. This will help you move between breakout rooms and ensure that you have full functionality. Download the first option, Zoom Client for Meetings, here: <https://zoom.us/download>

You will receive a pre-event email from lheanes@vt.edu. The email will include links to all events as well as the 9-digit Meeting ID. You can also get Zoom information from our Live Event web page, <https://www.bse.vt.edu/100-anniversary.html>

To join the event:

At the start time, click on the link in your email or from the web page. You may be instructed to download the Zoom application.

You may also join a meeting without clicking on the invitation link by going to <https://zoom.us/join> on any browser and entering the Meeting ID.

You will be placed into a waiting room until the host opens the Zoom session.

*If you are having difficulty joining via Zoom, you may join by Telephone.
In the US, dial: +1 (312) 626-6799 then, when instructed, enter the meeting ID followed by #.*

Video and audio:

Your video and audio will be on as you enter the Zoom session. You may mute your audio and turn your video on or off as needed. The moderator may also mute audio depending on needs during the session.

Setting your name:

Your name, telephone number, or tablet device name will appear to others during the meeting. You can set your name during the Zoom session by hovering over the three dots at the top right of your Zoom window and choosing "Rename". A window will appear, type your name into the space provided and click "OK".

Using the chat box:

To enter questions into the chat box during the session, select the “chat” icon at the bottom of your screen then type your question into the group chat box that will appear in the lower right-hand corner of your screen. Questions should be addressed to “Everyone”. Questions will be monitored and addressed at the end of the presentation. When a question or comment to everyone has been put into the chat, a red number will appear over the “chat” icon.

You can privately message other participants during the session by using the pull down menu in the chat box to address a particular person. Private chat messages will not appear to everyone, but are automatically captured in the Zoom chat log.

Sharing a meeting reaction:

In your meeting controls, click Reactions, then click the type of reaction you would like to send: Clapping Hands, Thumbs up, Heart, Tears of Joy, Open Mouth, Party Popper (Tada, Celebration). The reaction will display for 5 seconds.

Virtual Background:

While in a Zoom meeting, tap More in the controls. Tap Virtual Background. Tap the background you would like to apply or tap + to upload a new image. The background will be automatically applied.

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

How to leave a Zoom session:

To leave a meeting from Zoom on your desktop, select 'End' then 'Leave Meeting'. To leave a meeting from Zoom on your mobile device, select 'End' then 'Leave Meeting'.

Video – How to Navigate in Zoom:

<https://www.youtube.com/watch?v=9isp3gPeQ0E>