TECHNICAL CHECKLIST FOR CAPT/ACAP ONLINE ZOOM MEETINGS (Update 2020-05-01)

Meeting Connection I.D.: (NOT YET AVAILABLE FOR THIS MEETING). Please check back (using the link from your registration email auto-reply) approx. 12 hours before the meeting is to begin for log-in and password information.

1. Timezones and When to Join the Meeting: Please check the time (at host location) and convert to your local time zone. This online tool might be helpful ... https://www.thetimezoneconverter.com/ Join a few minutes early using the link or meeting credentials provided to you and select Internet Audio. Although Zoom has the capability to connect with a landline or mobile phone, the connect by phone feature may be disabled by the meeting host, as sharing video with only a phone connection is not possible.

2. Interruptions: In the rare event a technical problem *(i.e. Internet or power outage affecting host or your own location)* causes a meeting to end for you unexpectedly first try to rejoin the meeting. If unsuccessful after 10 minutes check back at this page for updates and alternate instructions.

3. Zoom App Setup: If you are using a smartphone, tablet or iPad download the app from the Google Play Store or Apps Store. For computers (PC and Mac) check Zoom connecting options and downloads at https://zoom.us/download . Devices should be equipped with a webcam, microphone and speakers, or better yet headphones or earbuds. It is not necessary to set up your own Zoom account to join a meeting, but a free or subscription Zoom account is necessary to host your own meeting. To test your setup before joining a meeting go to https://zoom.us/test.

4. Your display name: When initially joining the meeting check the name displaying for your connection. If a name such as "Samsung Galaxy" or the name of your device or computer is showing try to rename it to your own name (used when you registered on-line). For security reasons a "waiting" room feature is enabled so the host can check the names of registered participants before admitting them. Please don't reactivate the login or refresh the browser while waiting to be admitted to the meeting as presenters may still be finalizing technical details of the presentation, and it takes time to check the waiting names against the registered list when admitting the participants.

5. Preventing audio feedback: There are icons to enable video (so we can see your face), and for you to mute your audio. For larger meetings we request that you mute your audio except when speaking to minimize feedback. An ideal way to connect is with a headset or earbuds to disable the sound of your speakers, minimizing the potential for your device's microphone to cause potential echoes and feedback. *Advanced:* In case more than one device is connected to a meeting at a participant location there will be a slight delay of audio and video between the devices and echoes and feedback may result, which affects all participants. To prevent this turn the volume OFF on the second device and MUTE its microphone during the meeting. Some devices (iPhone & iPad) may have a toggle switch to mute the device.

6. Interaction during the meeting: Zoom makes use of meeting enhancements, such as Chat *(i.e. text messaging within the meeting)* to be able to comment generally to all by text or with individual participants. Another useful feature for larger meetings is "Raising" a hand so the host can acknowledge someone wishing to speak, etc.