Using Zoom
GS One Pager
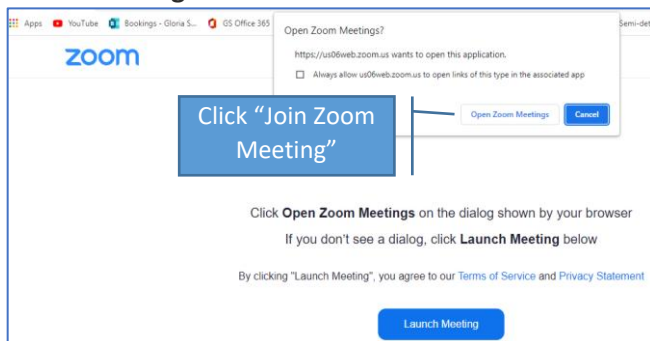### GS Software Consulting.ca
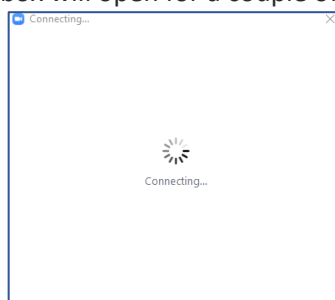
How to Use Zoom for a GS Online Course:

1 Open your Email Invitation for a GS Course

2 Click on the link below "**Join Zoom Meeting**":
https://us06web.zoom.us/j/88229824996?pwd=R1hVR25ocUpSWXRUSktvNUIzVFJ0dz09&from=addon
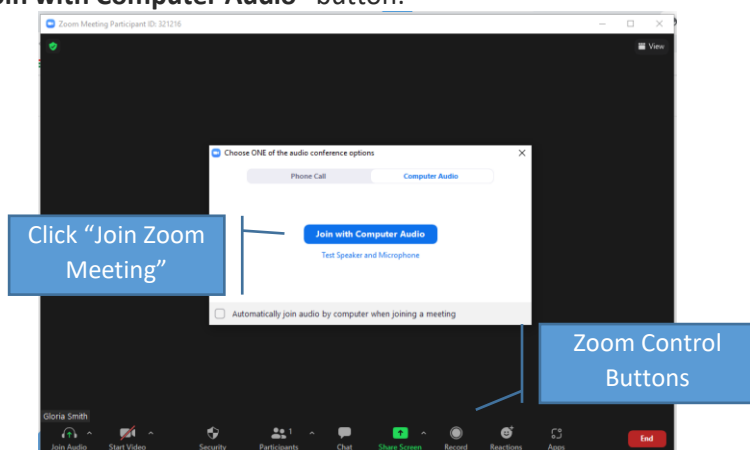This page will open – on the pop-up window at the top, click the "**Join Zoom Meetings**" link:

3

The "Connecting" box will open for a couple of seconds…

4

Then, the meeting room will open – on this prompt, click the "**Join with Computer Audio**" button:

5

If you are having trouble with Audio, there is also a Dial-in number on the invitation with the meeting ID number and passcode. The number of Zoom Canada is: +1 778-907-2071.

6 Then, just the meeting room will be displayed and will show your **name**:
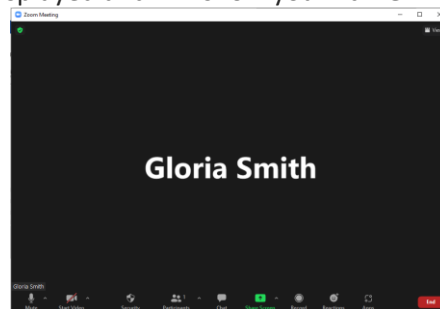
Tips:

- If you don't see the panel at the bottom with buttons, move the mouse pointer to the bottom of the page – it will pop up
- When you join a GS Zoom meeting, your Video will be turned "Off" – to turn it "On" (optional) click the Video button
- Your microphone will be "On" - to turn it "Off", click the Microphone button
- Use the Chat button if you want to add a comment or read other's comments
- Use the Reactions+ button if you want to add an emoji (happy face, etc.)
- If you need to demo something, click the Share Screen button *(the instructor will need to stop sharing first)*
- To leave the meeting, click End, Leave Meeting buttons
- If you leave the meeting while it's still running, to re-join go back to Step 1

Keyboard Shortcuts:

Alt+A to mute microphone
Alt+V to turn video on or off
Alt+U to see list of participants
Alt+H to open the chat box
Alt+S to share screen
Alt+Q to end and leave session

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