Zoom Instructions with Breakout Rooms for 1971

<u>NEW TO ZOOM?</u>

Here is what we suggest you do before the event (instructions below):

  1) Download the Zoom client to your computer, laptop, tablet, or smartphone. 2) Create
  a Zoom account.
  3) Test your microphone and speakers.

1) Download the Zoom Client

You have two options for accessing Zoom: Via your Internet browser *or* by downloading the Zoom client to your computer, laptop, tablet, or smartphone. **W<u>e recommend downloading the Zoom client rather</u> <u>than using the</u> <u>web-based version</u>**. It's more user-friendly and has additional helpful features.

There is no cost to download or join Zoom or to create an account. Complete instructions for downloading Zoom along with helpful tips for getting started can be found [here](#).

If you are unable to download the Zoom client and need to use the web-based version, it works best on the following Internet Browsers: Google, Chrome, Mozilla Firefox, and Chromium Edge. We also suggest reviewing the information on using the Zoom web client on the Zoom [website](#).

2) Create a Zoom Account

Once you have downloaded Zoom, you will need to create an account at https://zoom.us/signup. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

<u>IMPORTANT: PLEASE USE THE SAME EMAIL YOU ARE USING TO RECEIVE REUNION INFORMATION FROM ST.</u> <u>OLAF FOR YOUR ZOOM ACCOUNT</u>.

3) Test Your Microphone and Speakers

If you are new to Zoom, we suggest reviewing this [article](#) about configuring your audio and video.

**Other Resources:**
[A Very Simple Introduction to Zoom](#)
[Video Conference Etiquette](#)

**<u>WHAT TO EXPECT: Breakout Room Sessions -- PLEASE READ</u>**

During the breakout reception, we will be utilizing the **breakout room** feature, which will provide you with the opportunity to meet and connect with smaller groups of your classmates. We will have three 30-minute sessions. For the first session, we'll be broken up by first-year dorms. The second session will be by affinity groups (sports teams, clubs, music ensembles, etc.). For these two sessions, you'll have the opportunity to **select your preferred breakout room**. The third session will be a randomly assigned breakout session.

IMPORTANT: As mentioned before, we'll be using a relatively new Zoom feature that will allow you to choose which breakout room you wish to participate in. **In order for this to work, it's important that you check that you have the most up-to-date version of Zoom installed on your computer or device** (version 5.3.0 or higher). [Here](#) is an article and a video on how you can check for updates. Please do this ahead of time.

When it's time for our first breakout session to begin, a menu should appear with a list of breakout rooms (for the first session, you should see a list of first-year dorms). Find your preferred selection in the list, then hover your cursor over the blue number to the right of the dorm name, then click "Join."
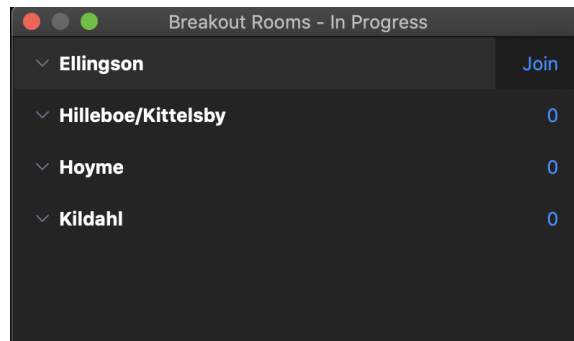
If a menu does not appear, look for a button that says "Breakout Rooms" with this symbol at the bottom of your screen. Click that button, and then a menu should appear. If you don't immediately see the breakout room button, try clicking the button that says "More" to see if it's hidden there.
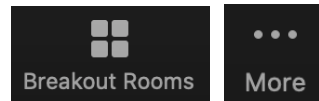
If you still don't see a "Breakout Rooms" option, please click the Chat button and type your preferred selection there. We'll then place you in your room manually.
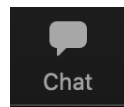
If you are joining the session via smartphone or tablet, a breakout room button should appear for you as well. Below is an 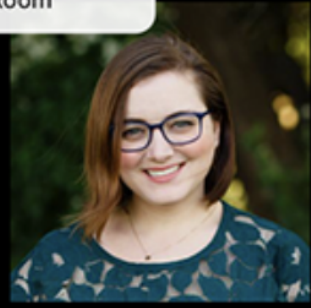image of what that might look like: