

Zoom How-To Guide

Chabot - Las Positas Community College District

An Authorized



Initial Zoom Invitation Email

PLEASE READ this email. There are items that must be done prior to attending the class.

Hello,

This is a reminder that you are registered to attend our **OSHA #XXXX** as a zoom class starting Month, day from 8am-4:30pm **Pacific Time**. Full attendance in class session(s) is required. **Please log into the class at 7:45am (15 minutes before start-time)**. You will start in the waiting room and be brought into the class for an audio and computer test.

Important—ACTION REQUIRED:

Do this in advance. You must complete a sign in/registration to this class *in advance* by completing the information requested in the link below:

https://cccconfer.zoom.us/join/register/1jlkduCsqDoshHdFihg_1tHpRH9-Vm7xcyu3

When you click the link, please select your time zone before you click register. Pacific Time is automatically selected.

After registering, you will receive a confirmation email containing information about joining the meeting. Do not share the link.

This step is required in order for us to confirm your participation using the Zoom attendance roster. After signing in (registering), you will receive a confirmation email containing information required for joining the class. The password for the class is **Osha4you**. It is **case sensitive**. Also, you will see a tab to cancel your registration on the page. DO NOT click the tab on the screen. Doing so **will not cancel your enrollment** in the class. You MUST contact us directly at leigh@clpccd.org or (866) 936-6742.

Technology Requirements:

The class will be conducted using **ZOOM, a live, video-based platform**. In order to fully participate, you must have:

- Broadband internet connection
- Desktop or laptop computer or a tablet, microphone and webcam

You can test your internet connection at <https://zoom.us/test>.

We are excited to have you in the class. If you have questions, contact us at leigh@clpccd.org or call (866) 936-6742.

Jenifer Leigh
Chabot-Las Positas Community College District | OSHA Training Institute Education Center
5860 Owens Drive, 3rd Floor | Pleasanton, CA 94588
Telephone: 925.416.5161
www.osha4you.com

Read all instructions, then click the
link to set up your registration.

Post Registration Email from Zoom

Hello Suzanne Kohler,

Thank you for registering for OSHA #7405-Fall Hazard Awareness for the Construction Industry. You can find information about this meeting below.

OSHA #7405-Fall Hazard Awareness for the Construction Industry

Date & Time	Jul 7, 2022 02:30 PM Pacific Time (US and Canada)
Meeting ID	969 1946 1675
Passcode	Osha4you

Please log into the class 15 minutes early for an audio/visual check.

[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

You can cancel your registration at any time.

Please submit any questions to: leigh@clpcd.org.

WAYS TO JOIN ZOOM

Join from PC, Mac, iPad, or Android

[Join Meeting](#)

If the button above does not work, paste this into your browser:

[https://cccconfer.zoom.us/j/96919461675?
tk=0oMAPnvnHPkj4n4q8aVYGEFg6Y2jL0_jIN86iTbT3A.DQMAAAAWkNmFKxZImPTNfOVJOMFNfdUh3QjFCcG5ZUTNBAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=bnRhcXVsN25kdDBVK3RGR0xzblhUZz09](https://cccconfer.zoom.us/j/96919461675?tk=0oMAPnvnHPkj4n4q8aVYGEFg6Y2jL0_jIN86iTbT3A.DQMAAAAWkNmFKxZImPTNfOVJOMFNfdUh3QjFCcG5ZUTNBAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=bnRhcXVsN25kdDBVK3RGR0xzblhUZz09)

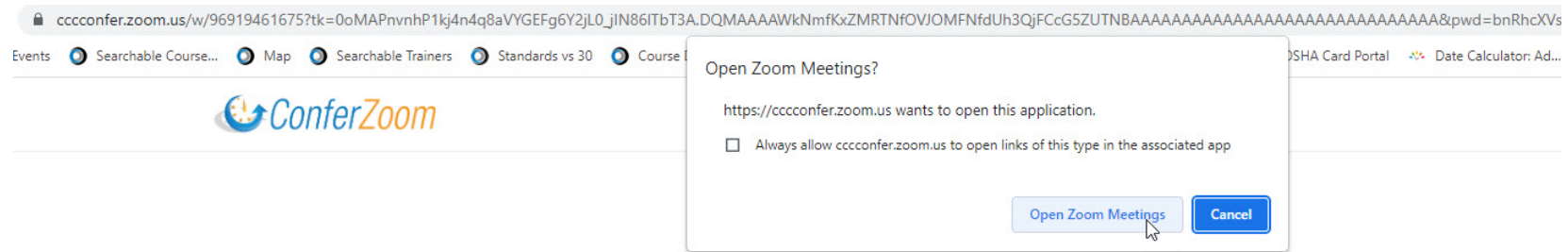
To keep this meeting secure, do not share this link publicly.

DO NOT use the cancel function – this will not cancel your enrollment.

Add class to your calendar (optional).

Retain this email and join meeting when ready.

Joining the Meeting



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

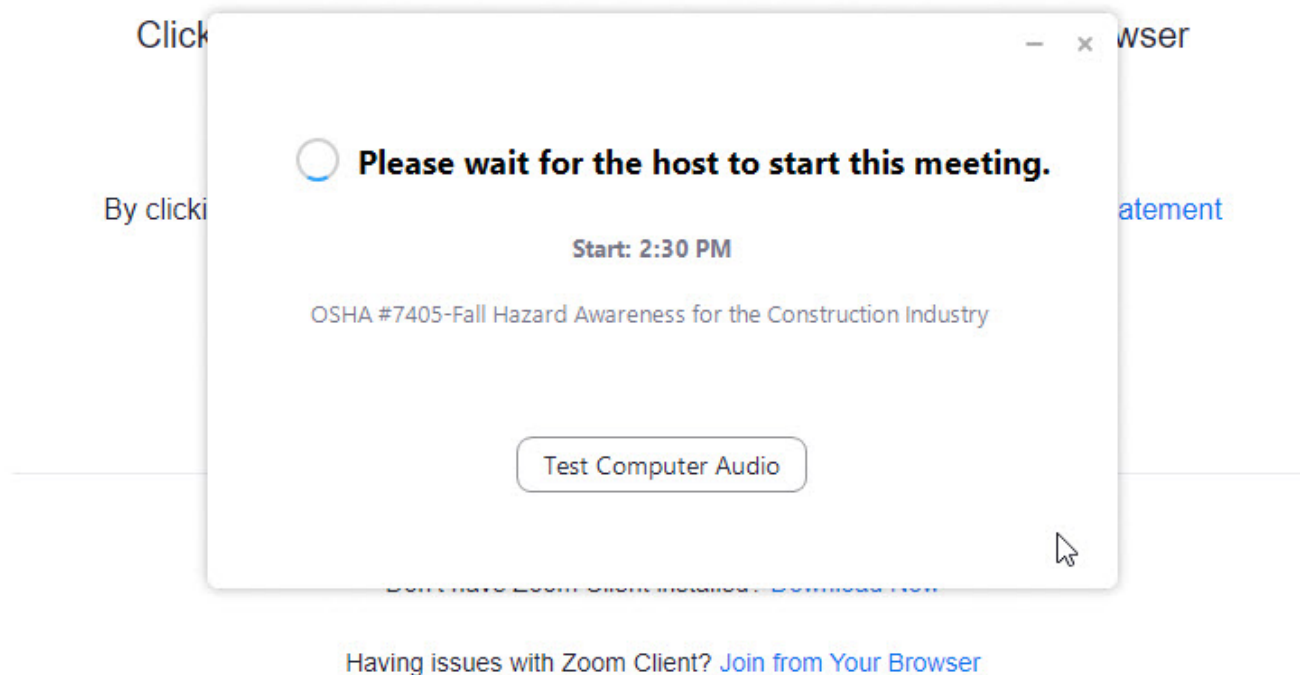
By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

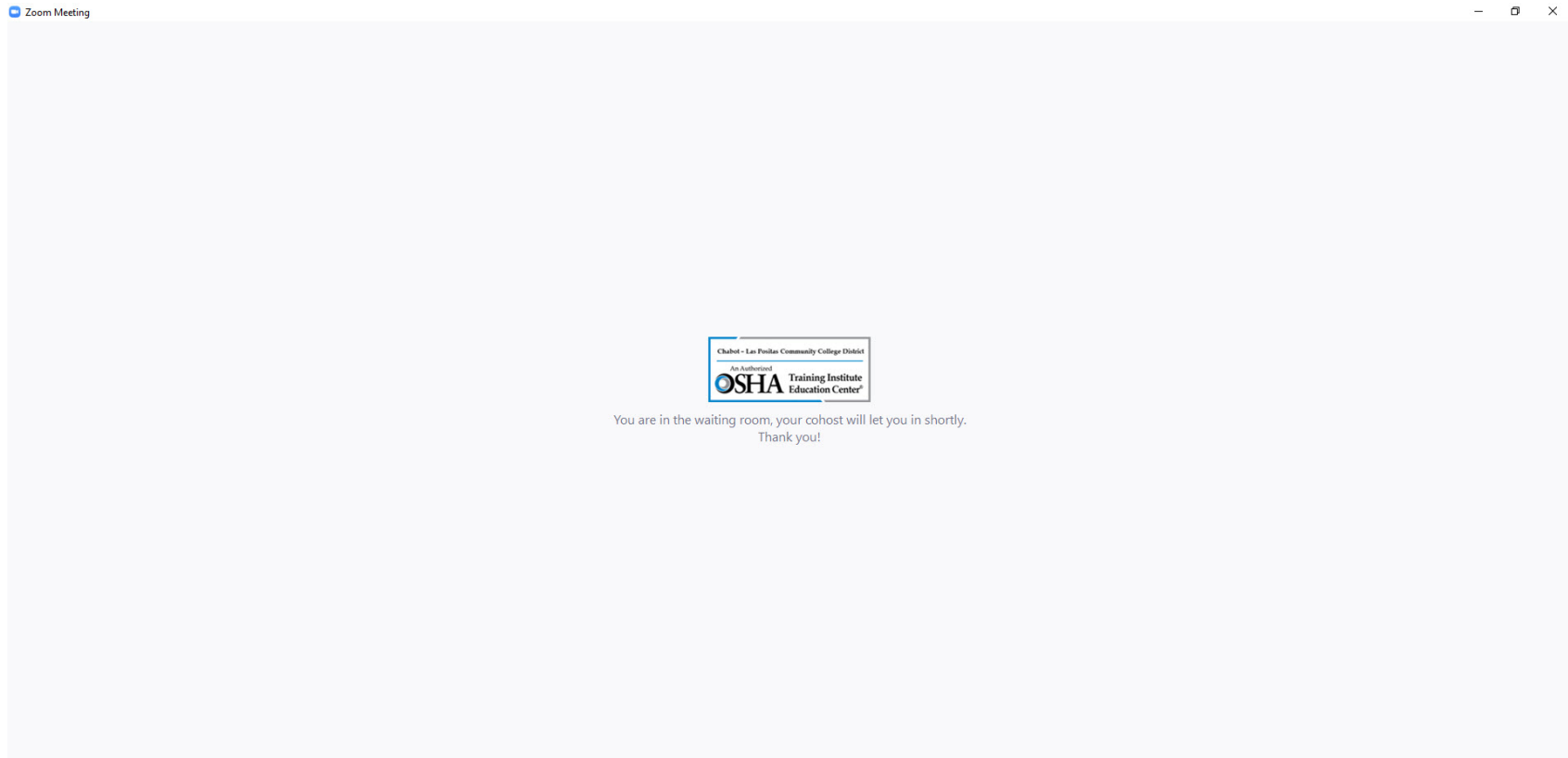
Having issues with Zoom Client? [Join from Your Browser](#)

Joining the Meeting – Class Not Yet Open



This screen means that the host has not yet started the class. You should return when the start time is sooner (approximately 15-20 minutes before class begins).

Joining the Meeting – Class Is Open

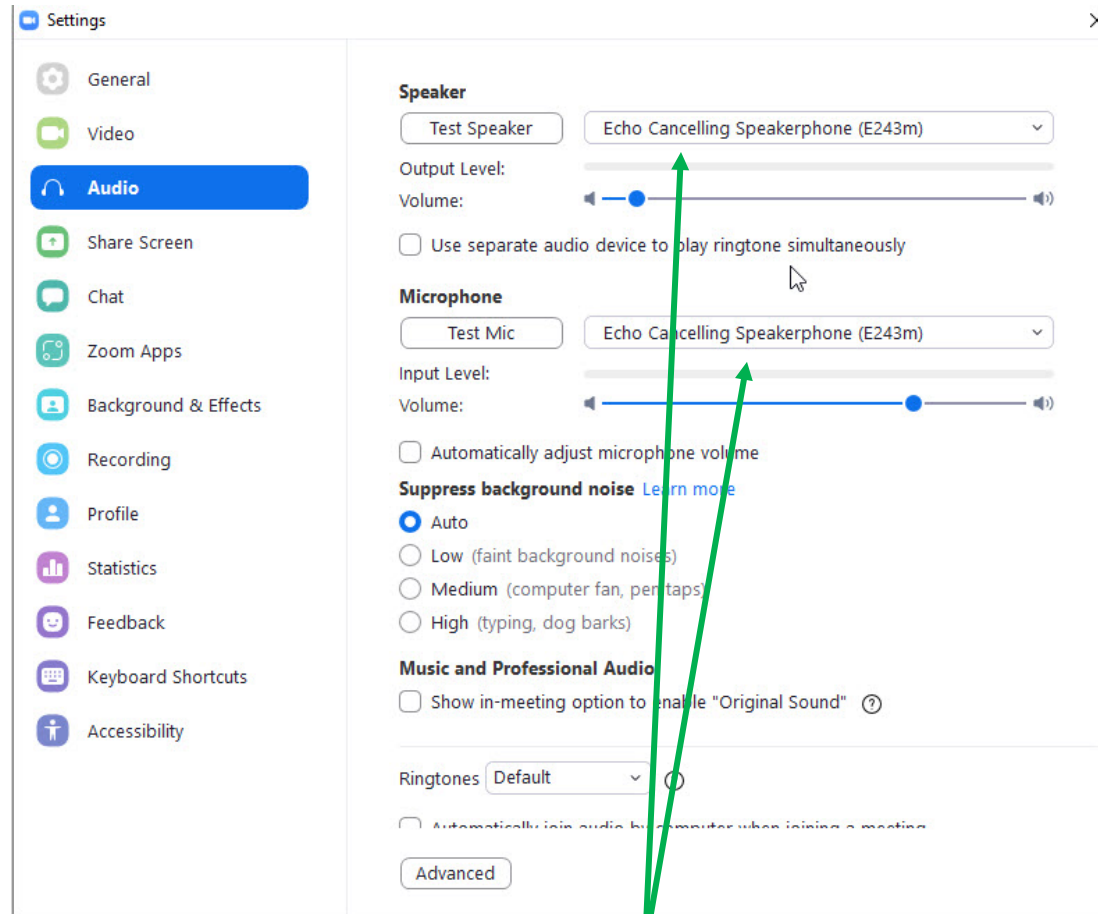


The meeting host will let you in soon.
OSHA #7405-Fall Hazard Awareness for the Construction Industry
[Test Speaker and Mic](#)

The host will let you in soon
for an audio/visual check.

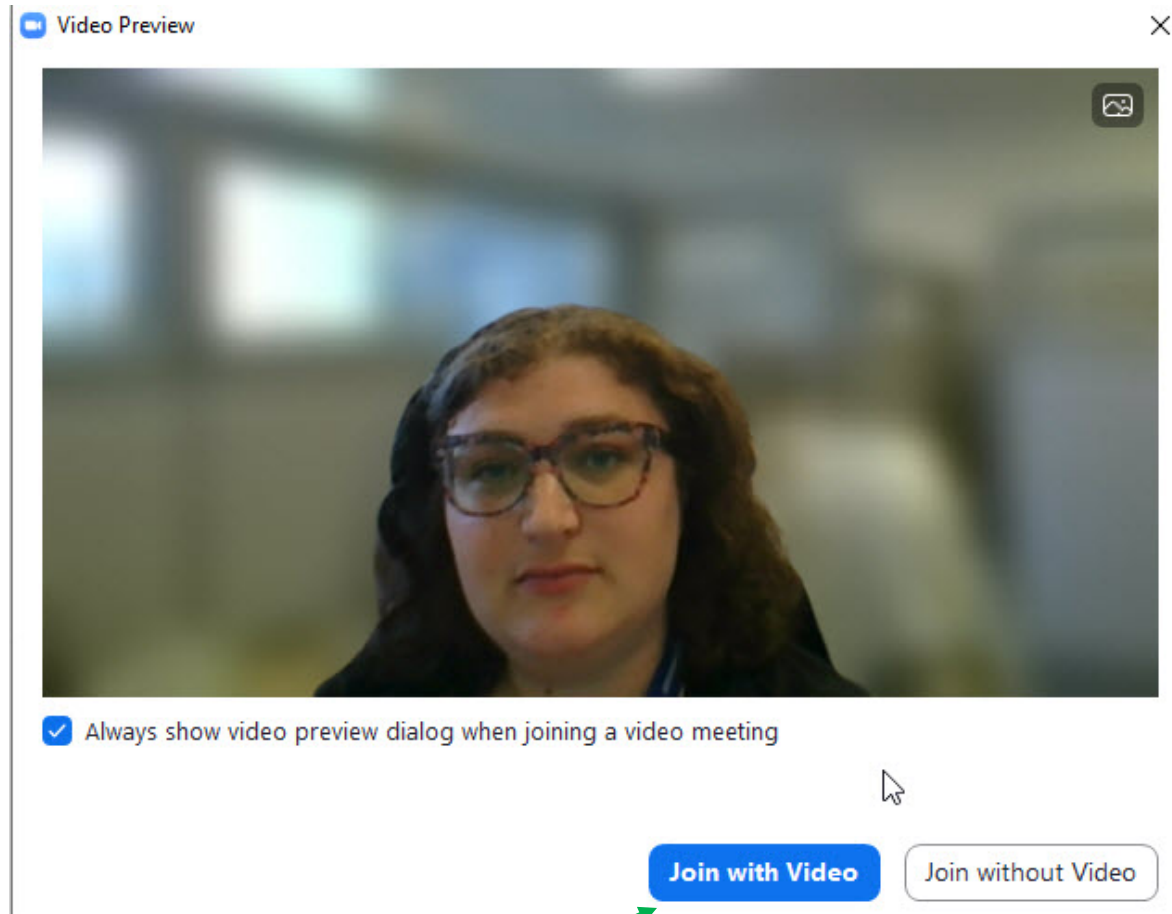
In the meantime, you should
test your speaker and
microphone.

Testing your Speaker and Microphone



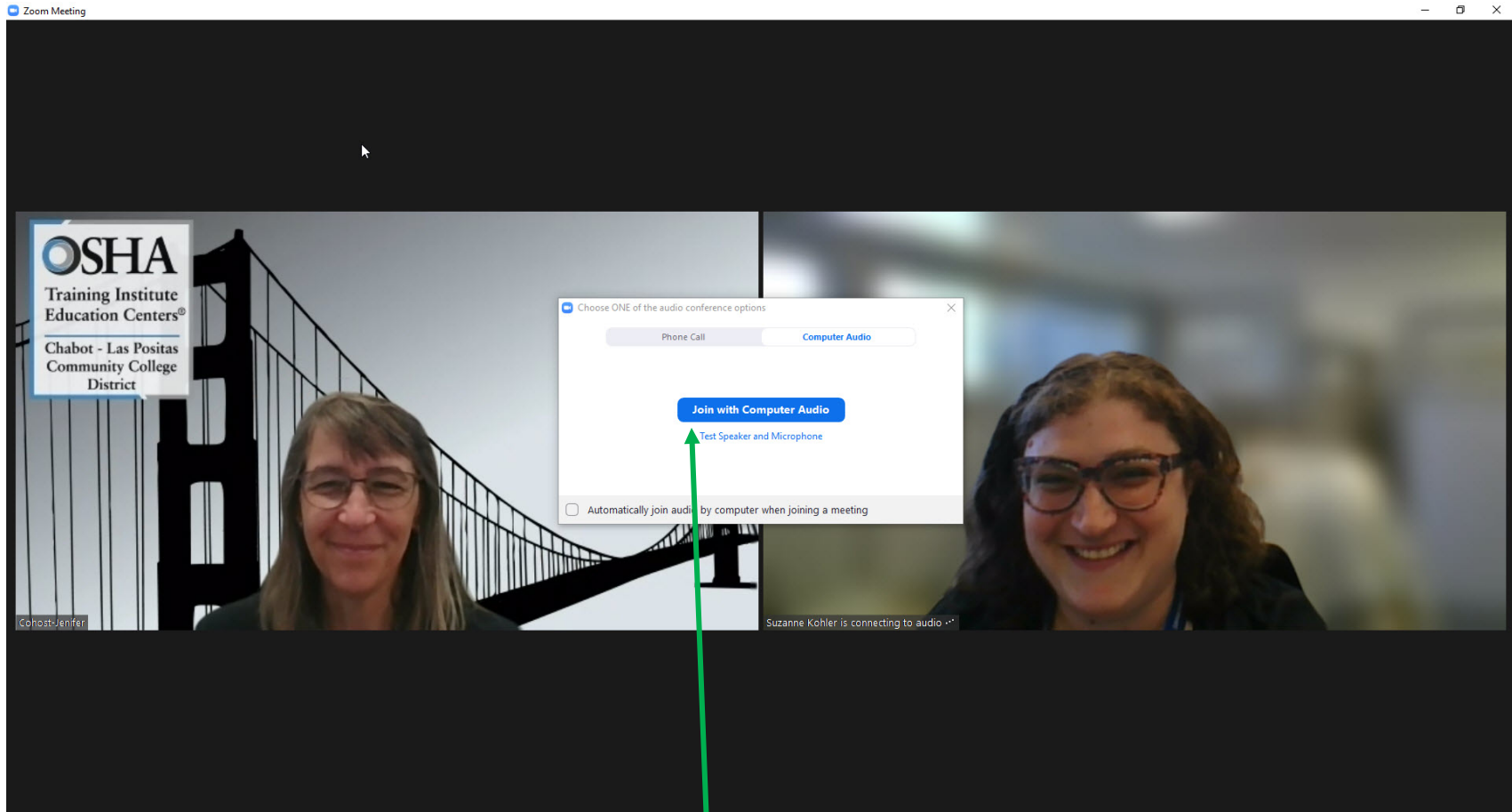
You may need to select a different speaker/microphone, especially if you are using a headset or have external speakers.

Enabling Video



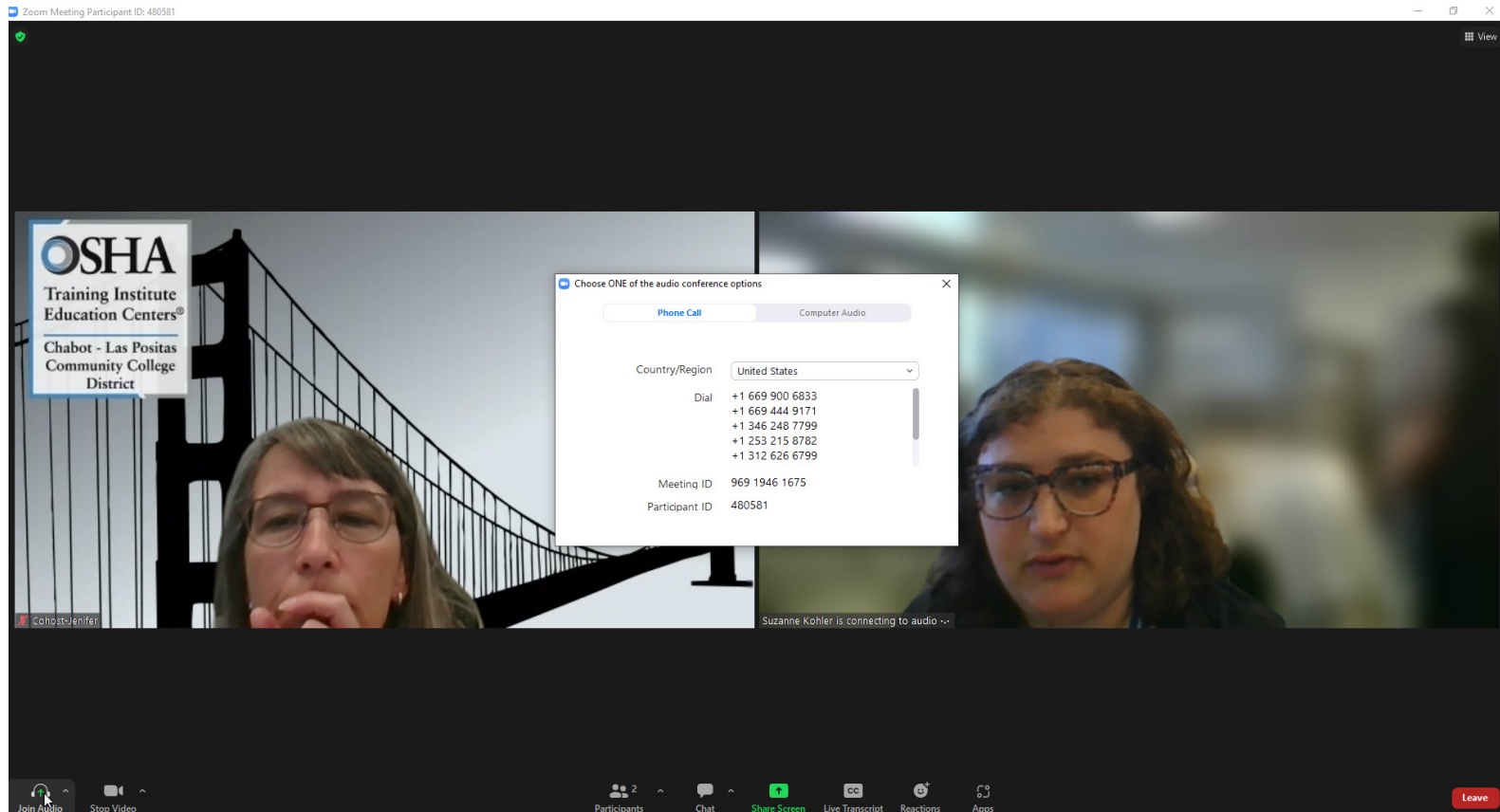
You must join with video. We require your camera to be on at all times except during breaks.

Enabling Audio



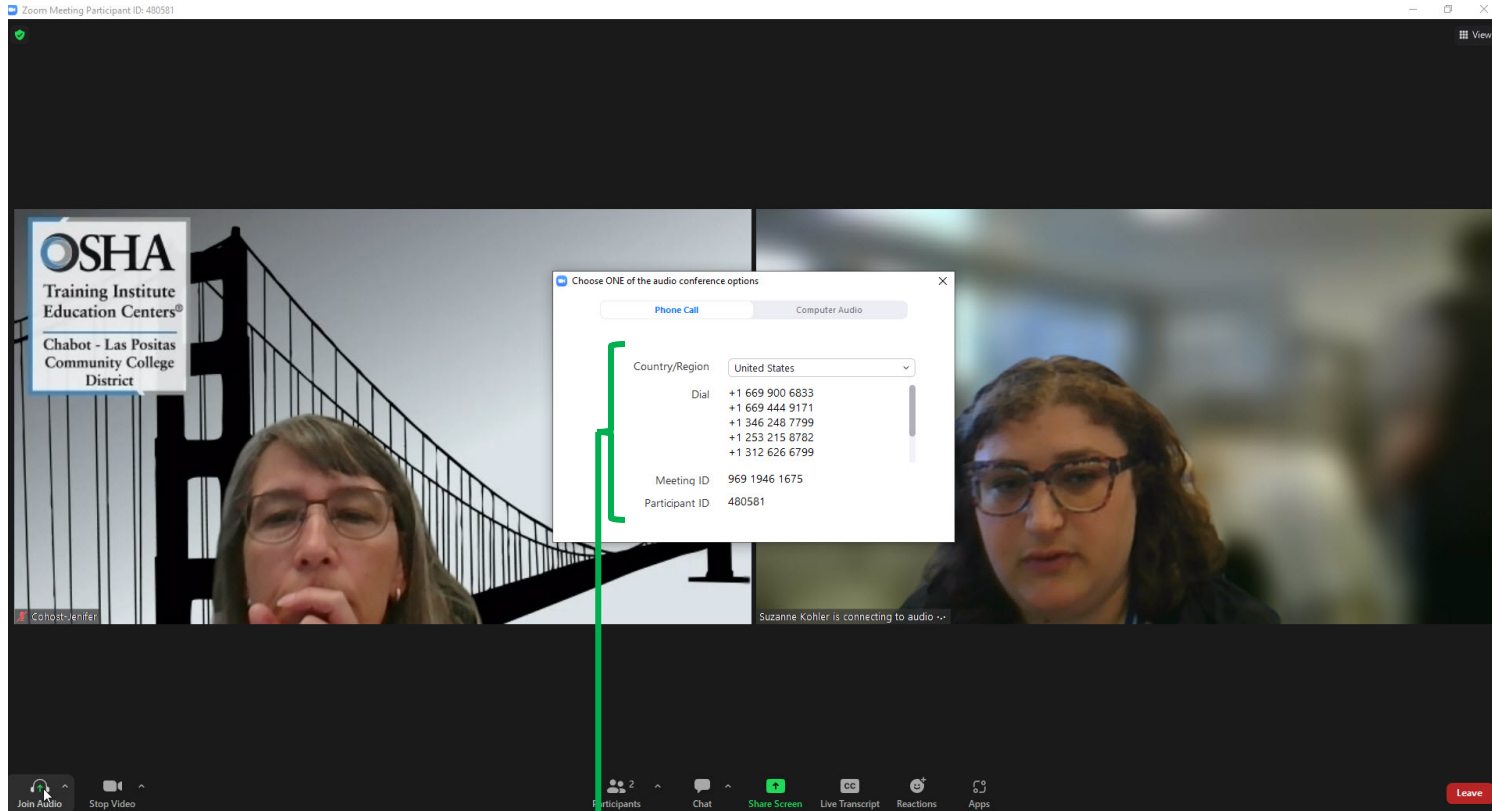
You must join with audio so you can interact with the instructor and your peers.

Using your Phone for Audio



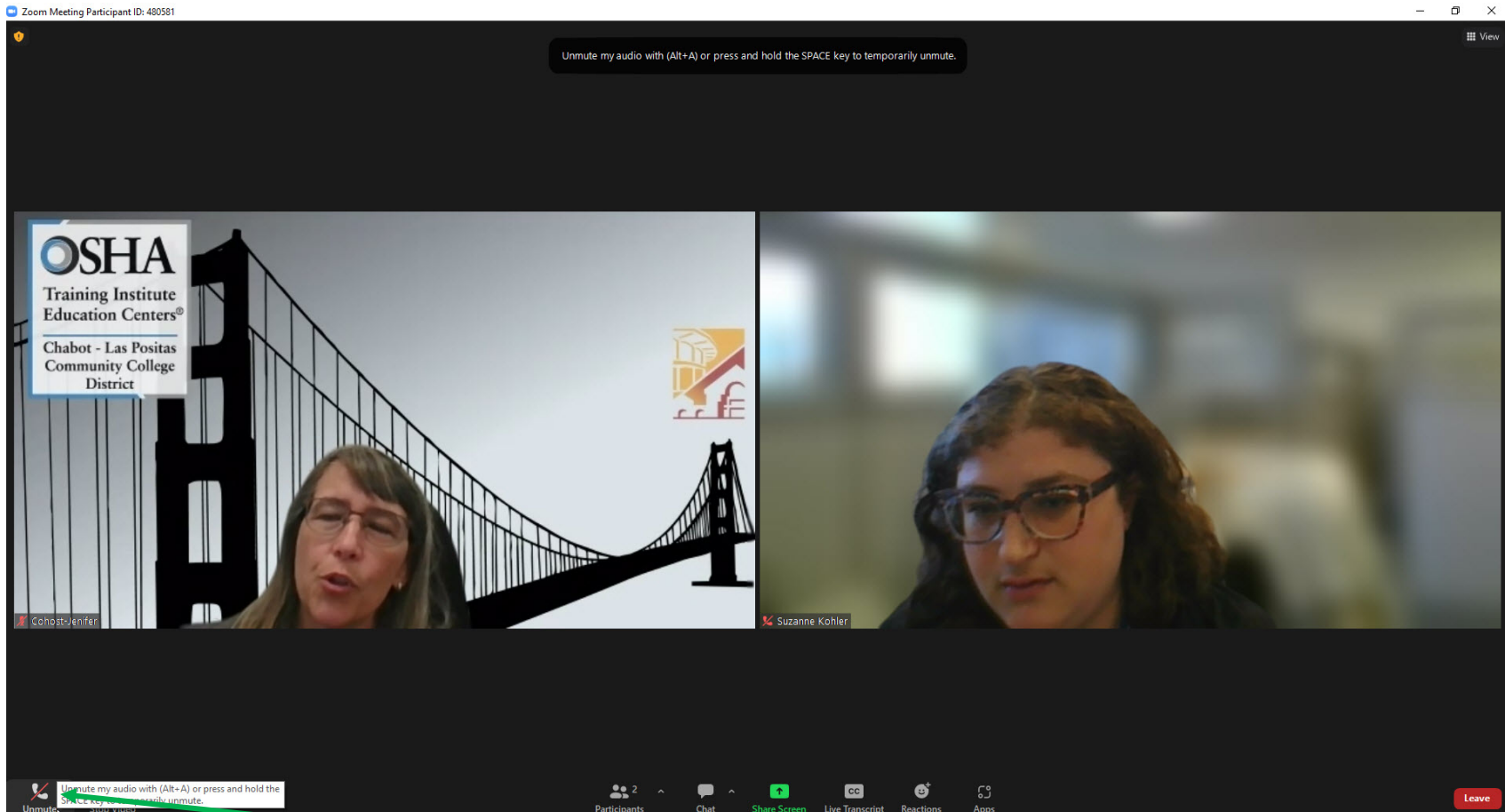
If your device's audio isn't working properly and the cohost/AV technician's troubleshooting advice isn't solving the issue, you have the option to join using your phone as audio.

Using your Phone for Audio (continued)



1. Click the **Join Audio** button on the bottom left
2. Dial any of the listed **phone numbers**
3. On your phone, enter **Meeting ID**, followed by #
4. Enter **Participant ID**, followed by #

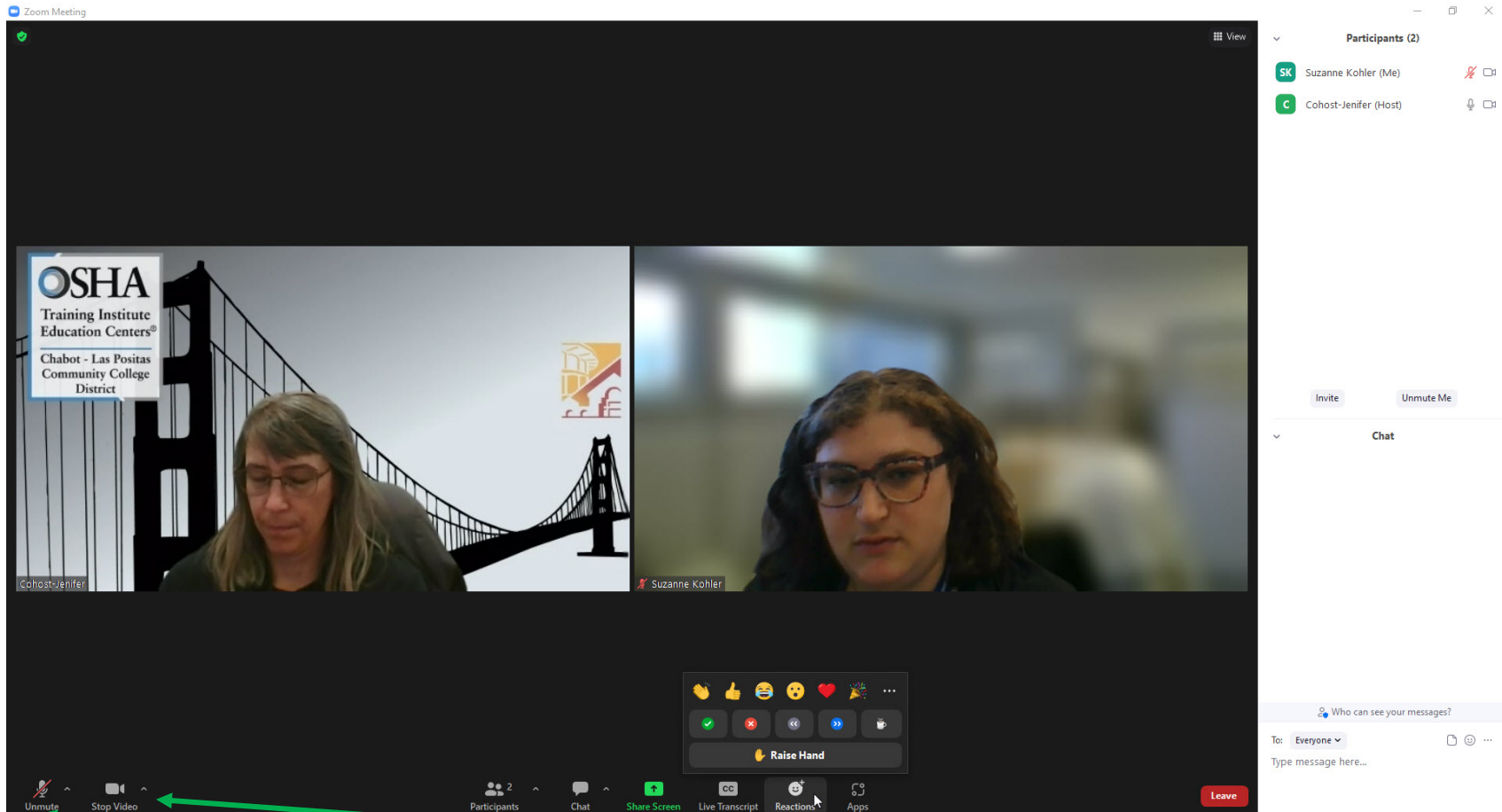
Using your Phone for Audio (continued)



The audio image on the bottom left will look like a phone receiver when you have successfully synched your audio.

Click **unmute** and speak into your phone when you need to speak. *Don't forget to mute again when you're done!*

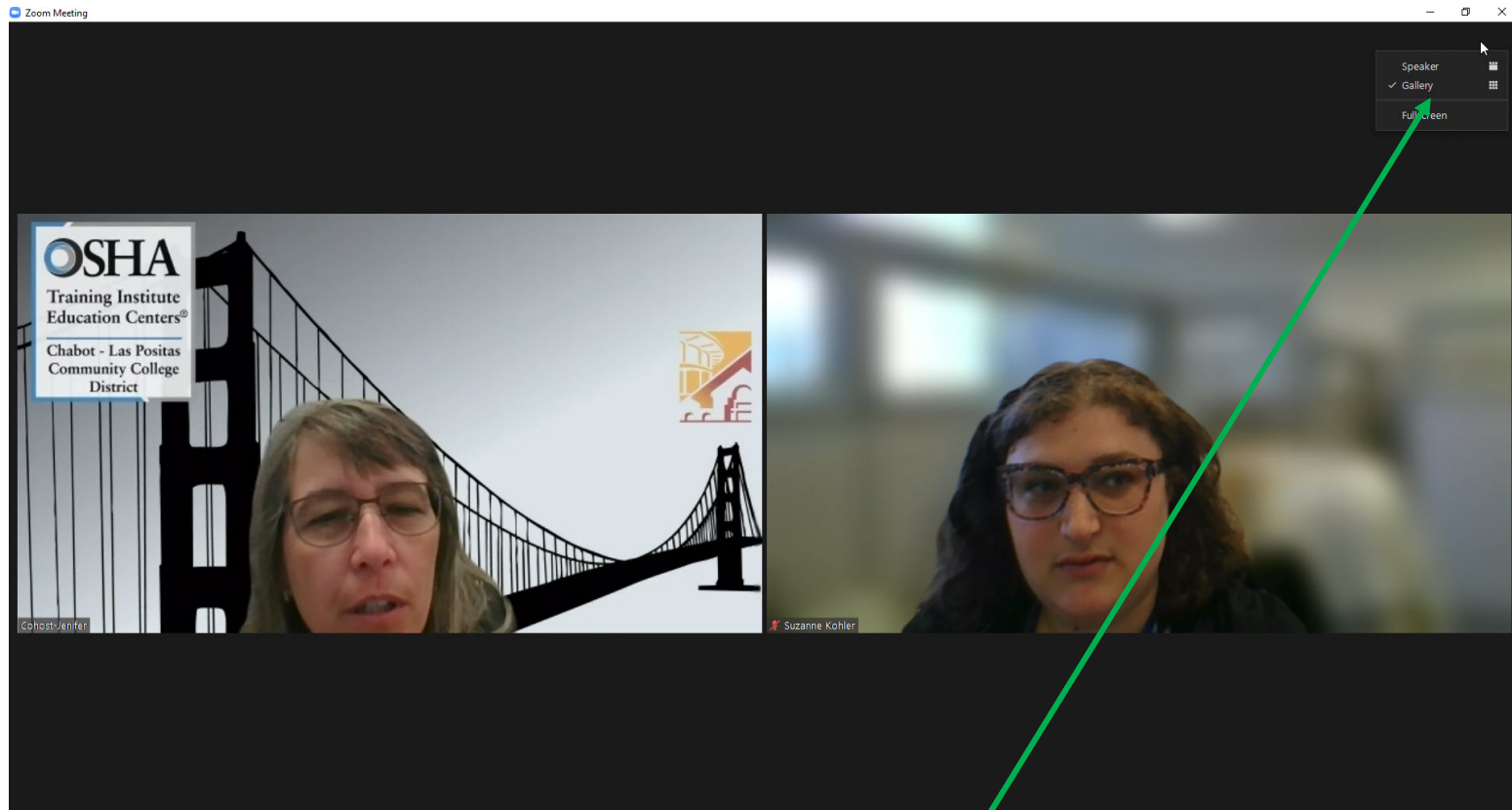
Basic Functions



Click **Unmute** when you would like to speak. *Remember to mute again when you're done!*

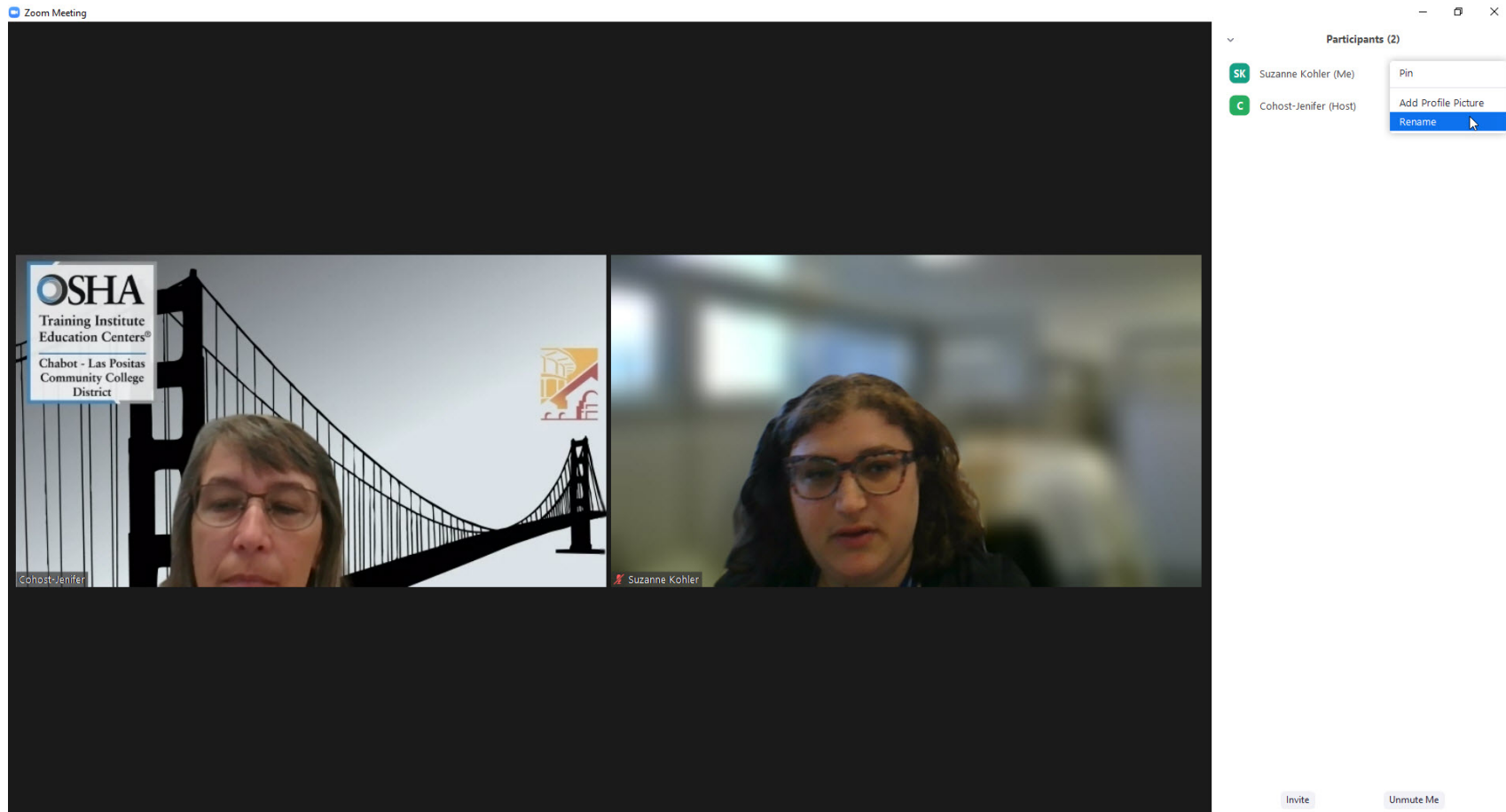
Click **Stop Video** if you would like to turn off your camera during breaks. *Remember to turn it back on once class has resumed!*

Gallery Vs. Speaker View



You can switch between **Speaker** (*shows only the person speaking*) and **Gallery** (*shows all participants*) view at the top right corner. We recommend Gallery so you can see everyone at the same time.

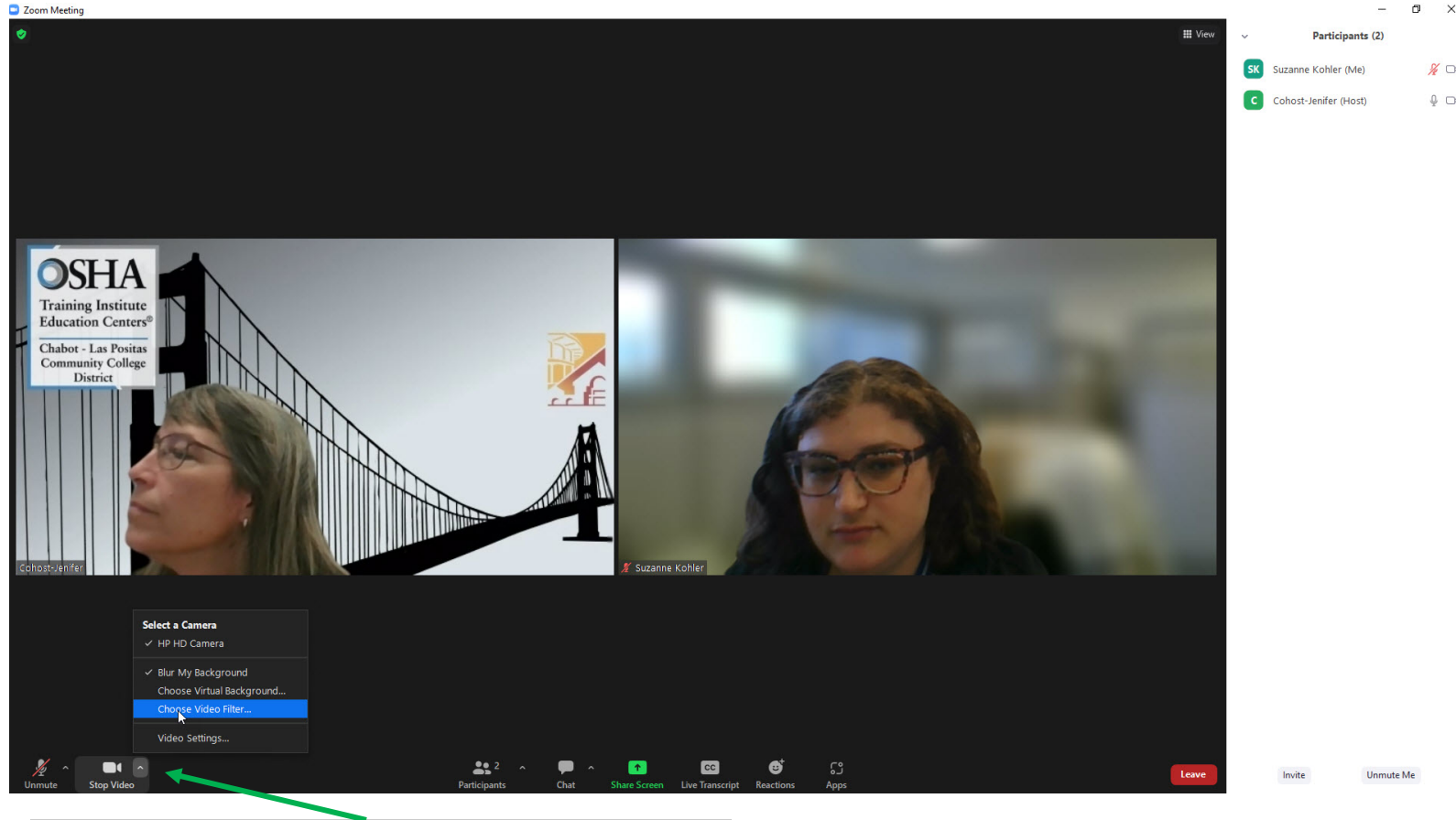
Changing your Screen Name



1. Click **Participants** at the bottom navigation bar
2. Hover over your name
3. Click **More**
4. Select **Rename**

Please use both your first and last name for recordkeeping purposes.

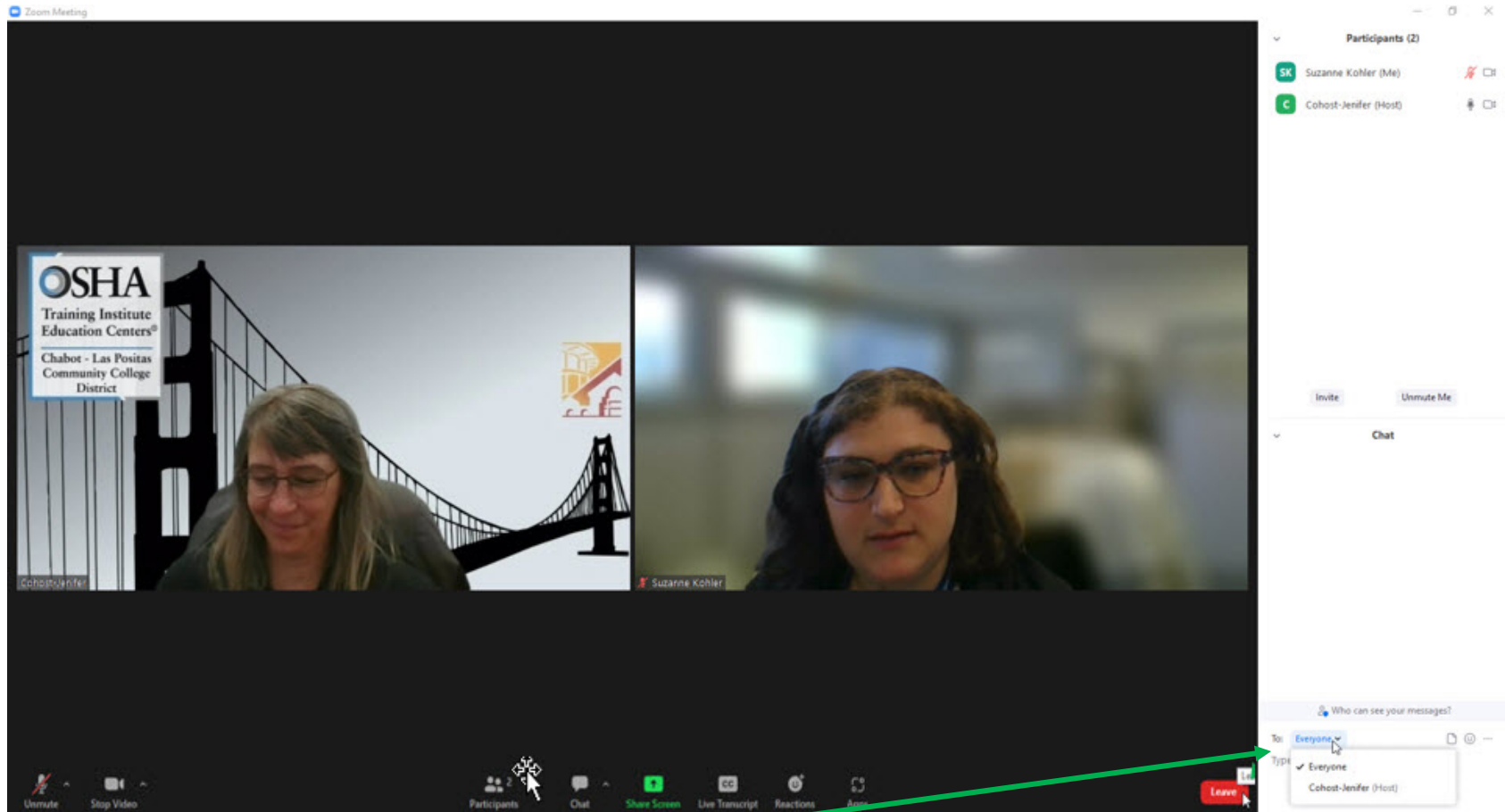
Changing your Background



Select the small arrow on the Stop Video button and select **Choose Virtual Background**, **Video Filter**, or **Video Settings** (*recommended if you have clutter or distractions behind you*).

We recommend using the blurring feature or one of Zoom's built-in virtual backgrounds.

Using the Chat

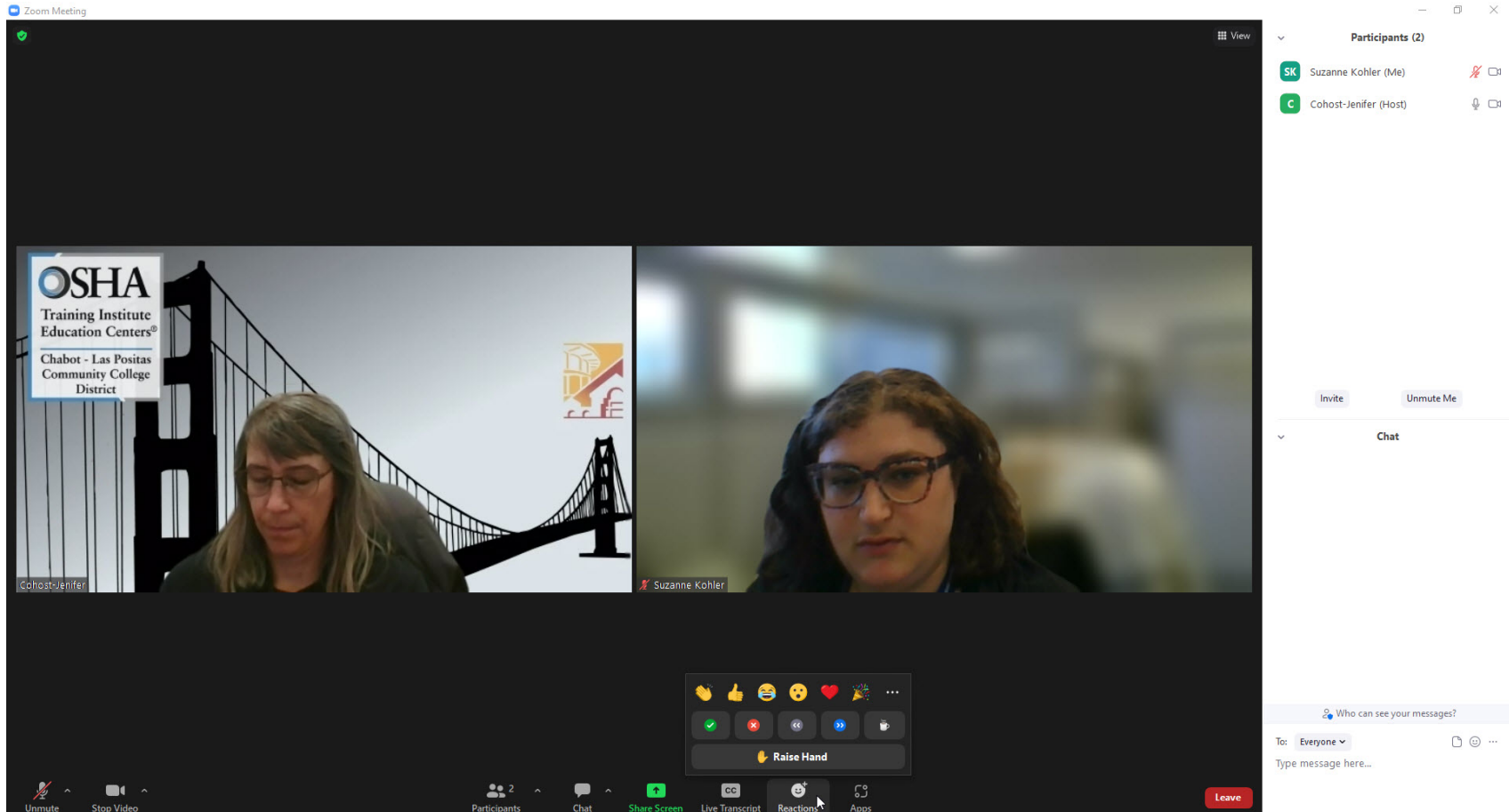


Click **Chat** on the bottom navigation bar.

You can broadcast a message to *everyone* or select a *specific person*.

The cohost/instructor may send messages with pertinent information or questions so **be sure to have this open!**

Using the Virtual Raise Hand Function



Click Reactions on the bottom navigation bar and select:



Raise Hand

Viewing PowerPoints



The screenshot displays a Zoom meeting interface. The main window shows a PowerPoint slide with a blue and white geometric design. The slide content includes:

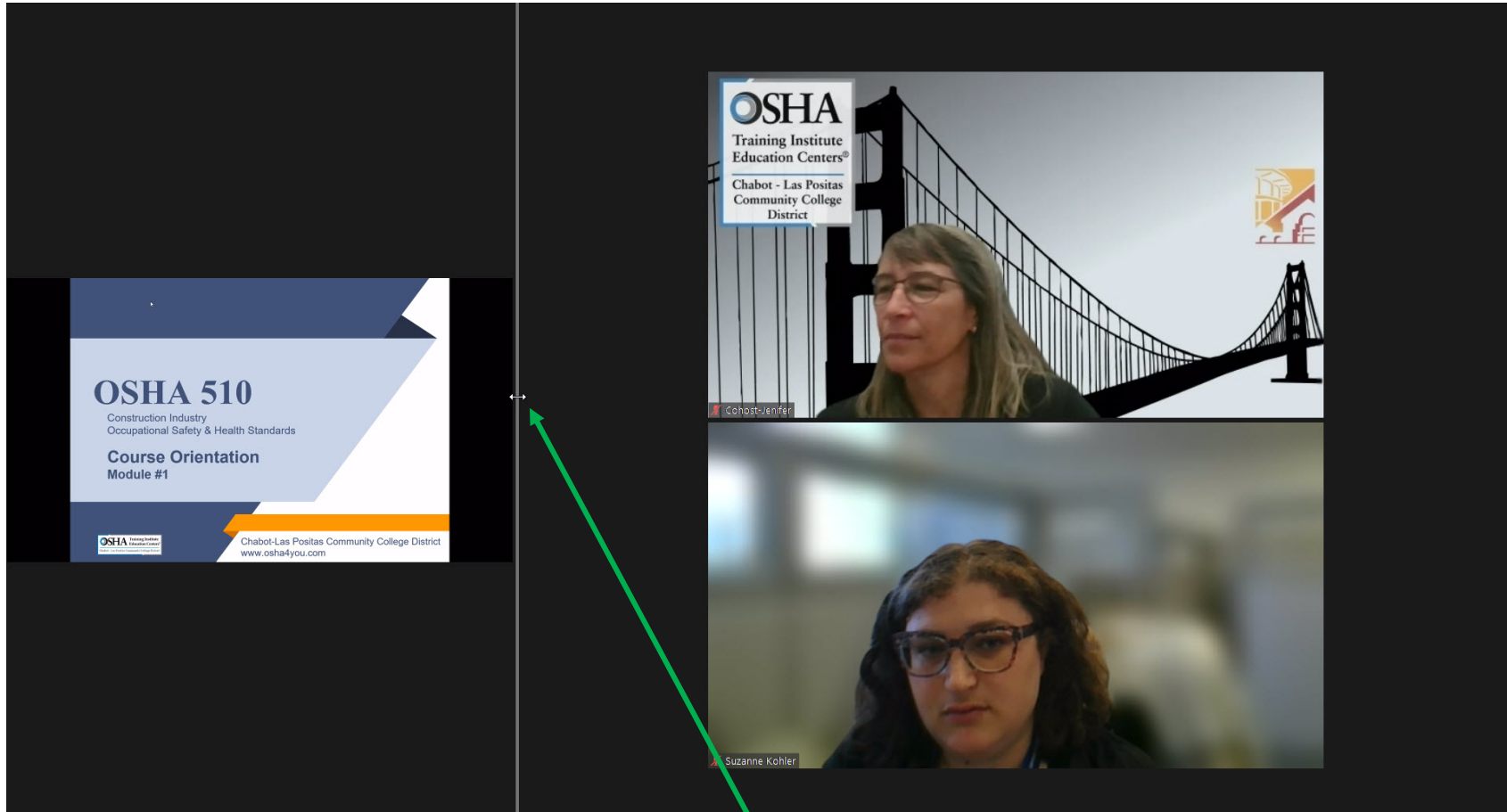
- OSHA 510**
- Construction Industry
Occupational Safety & Health Standards
- Course Orientation**
- Module #1**

At the bottom of the slide, there is a small OSHA Training Institute Education Centers logo on the left and the text "Chabot-Las Positas Community College District" and "www.osha4you.com" on the right.

On the right side of the Zoom window, there are two participant video feeds. The top feed shows a woman with glasses and a background featuring a bridge, with the name "Jenifer" visible below. The bottom feed shows a woman with glasses, with the name "Suzanne Kohler" visible below.

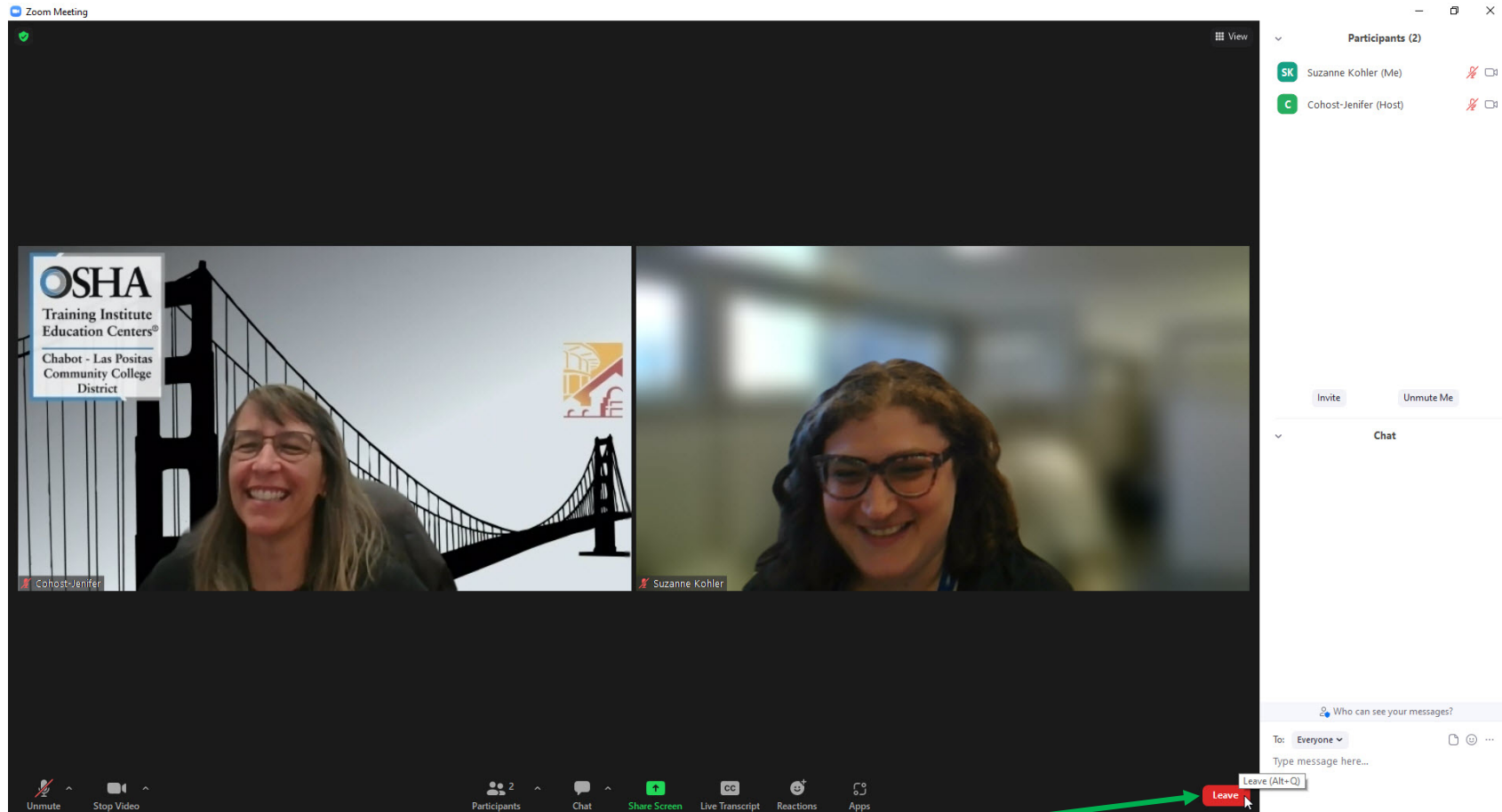
This is what you will see when
the instructor shares their
screen.

Viewing PowerPoints (continued)



You may adjust how big/small the PowerPoint appears by dragging the vertical bar.

Leave Meeting



Once class is over, you may leave the meeting by clicking the red **Leave** button at the bottom right.

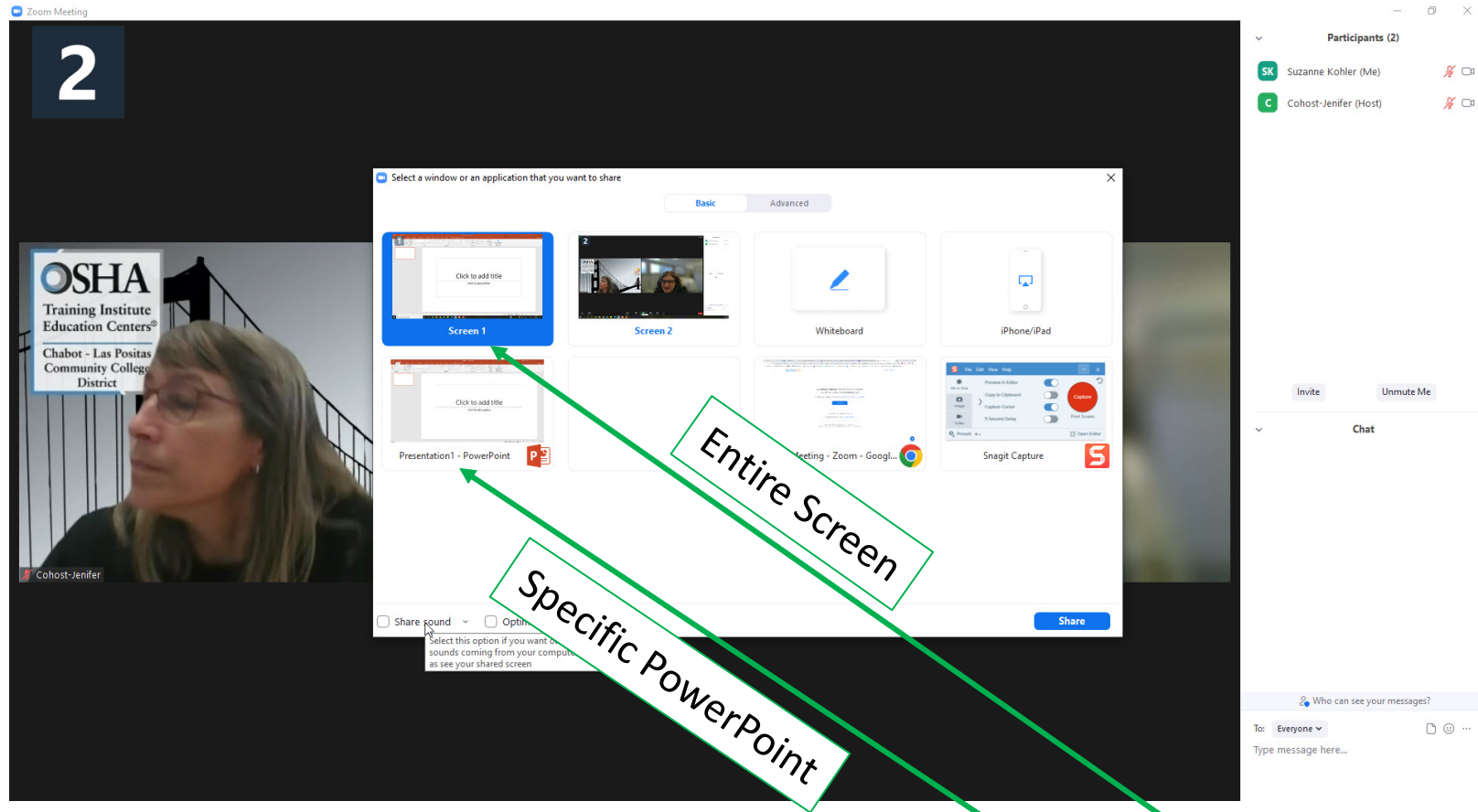
Trainer-Level Classes Only

OSHA #500, #501, #502, #503, #5600, etc.

You will be required to give a presentation in these courses. These instructions will guide you in sharing your screen and presentation with the class.



Sharing Your Screen

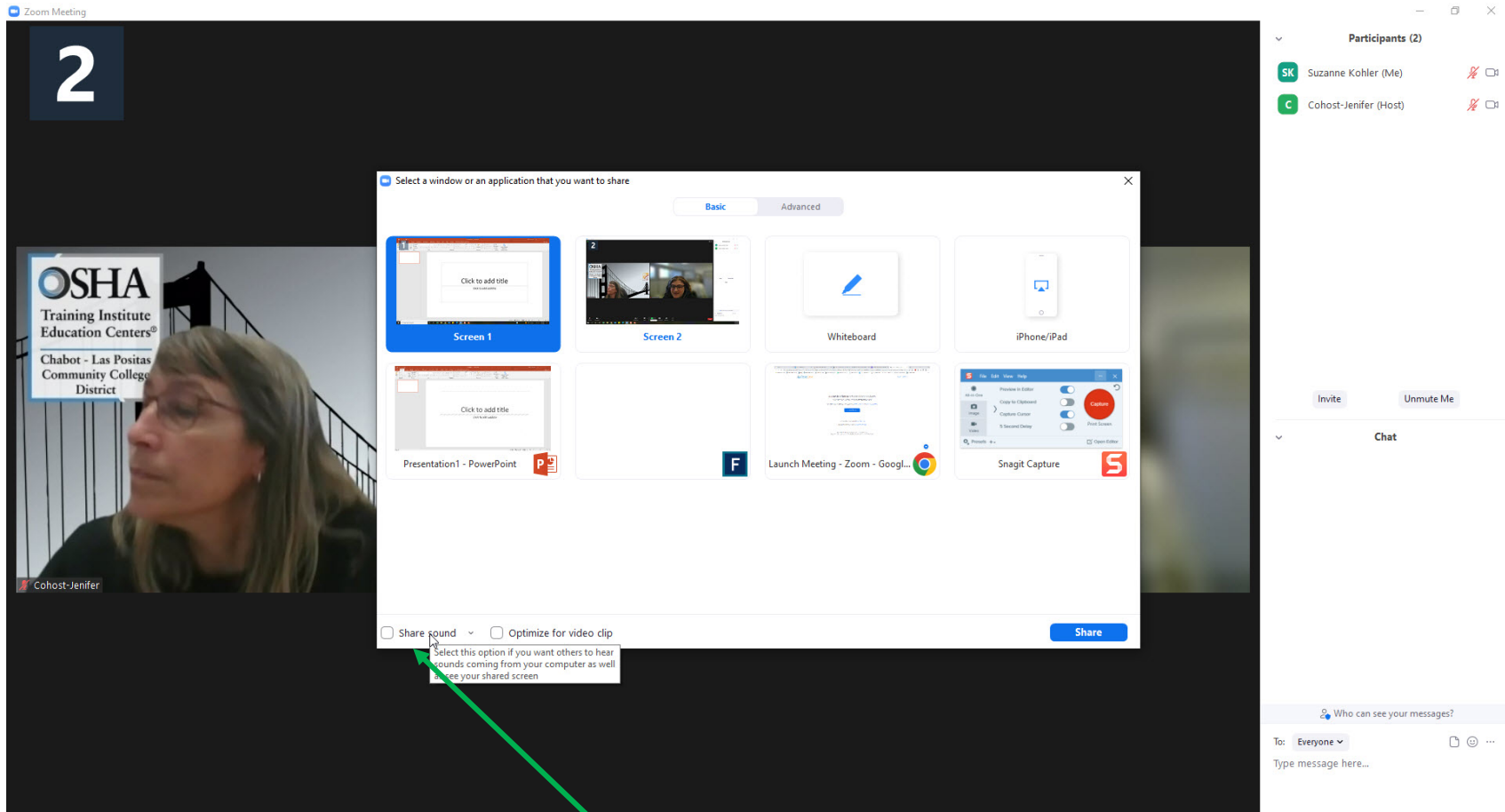


Click **Share Screen** on the bottom navigation bar.

A window will appear for you to select which screen you would like to share.

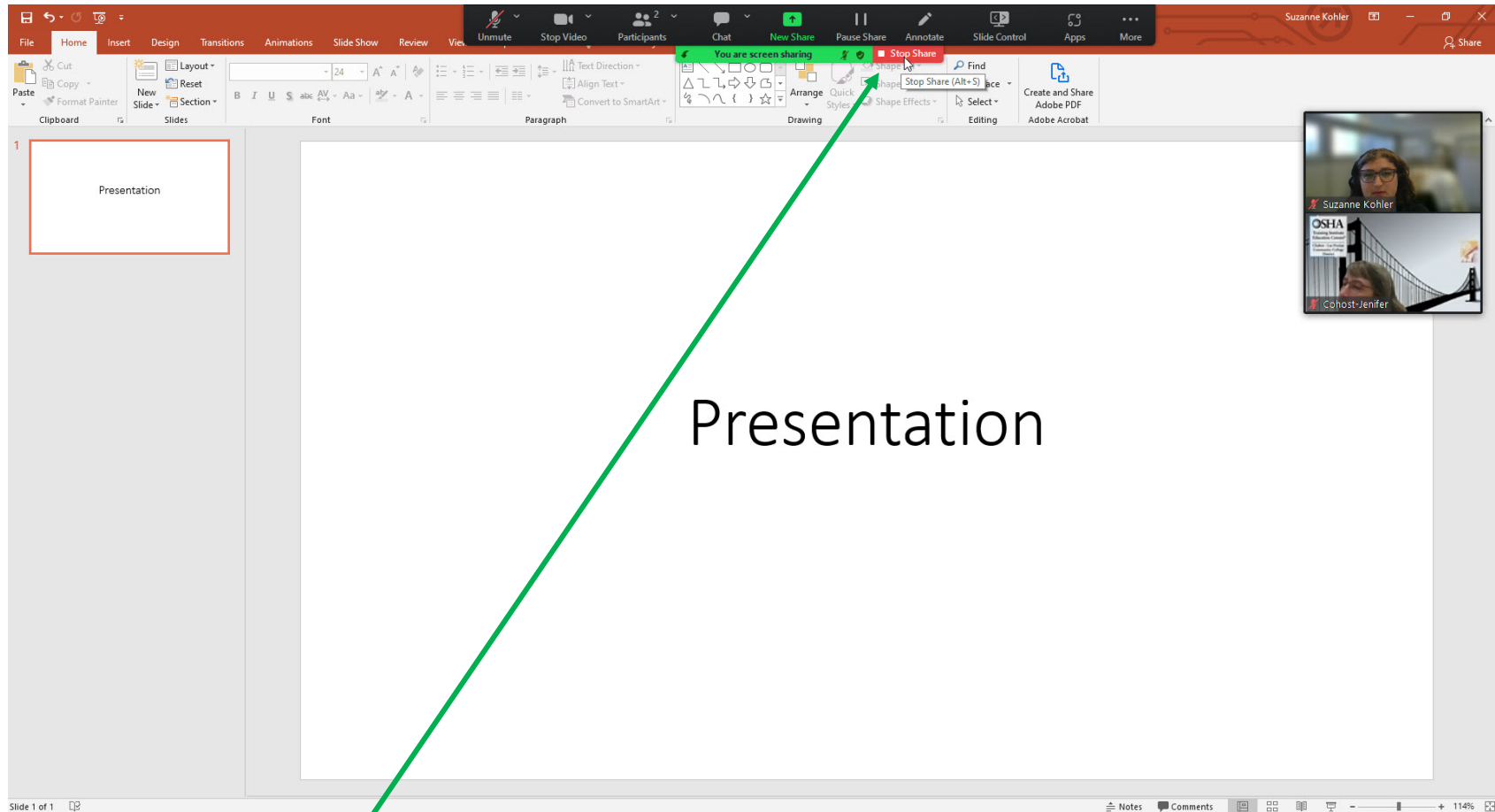
You can select your **entire screen** (*recommended if you will be switching between documents*) or a **specific document** (*recommended if sharing only one document/PowerPoint*).

Sharing your Screen (continued)



Don't forget to click the Share Sound button if you plan to play a video or have a PowerPoint slide with audio!

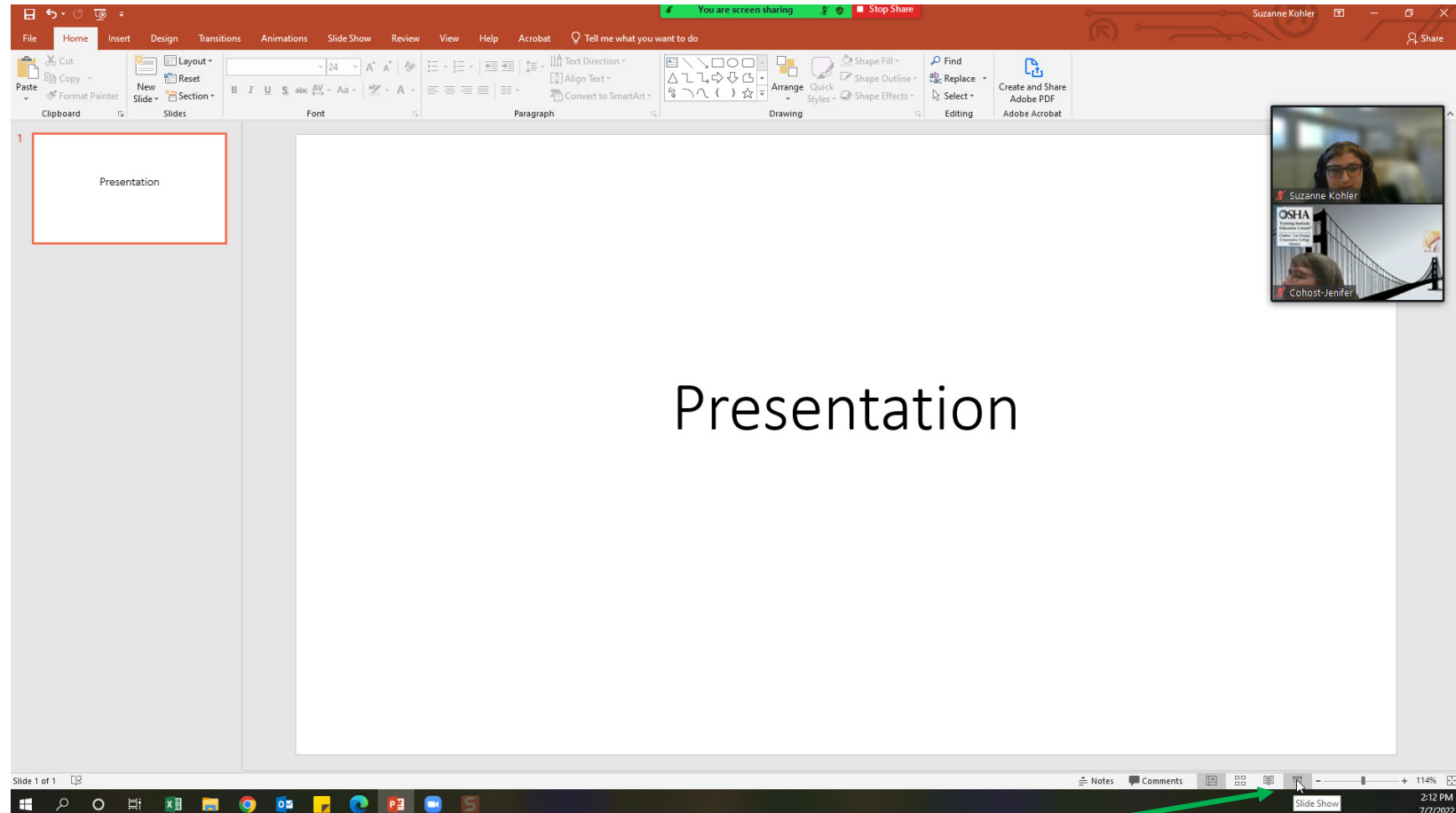
Sharing your Screen (continued)



Your navigation bar will move to the top. Click the red **Stop Share** button to end sharing.

You will still be able to see *some* participants (you can see more if you have two monitors).

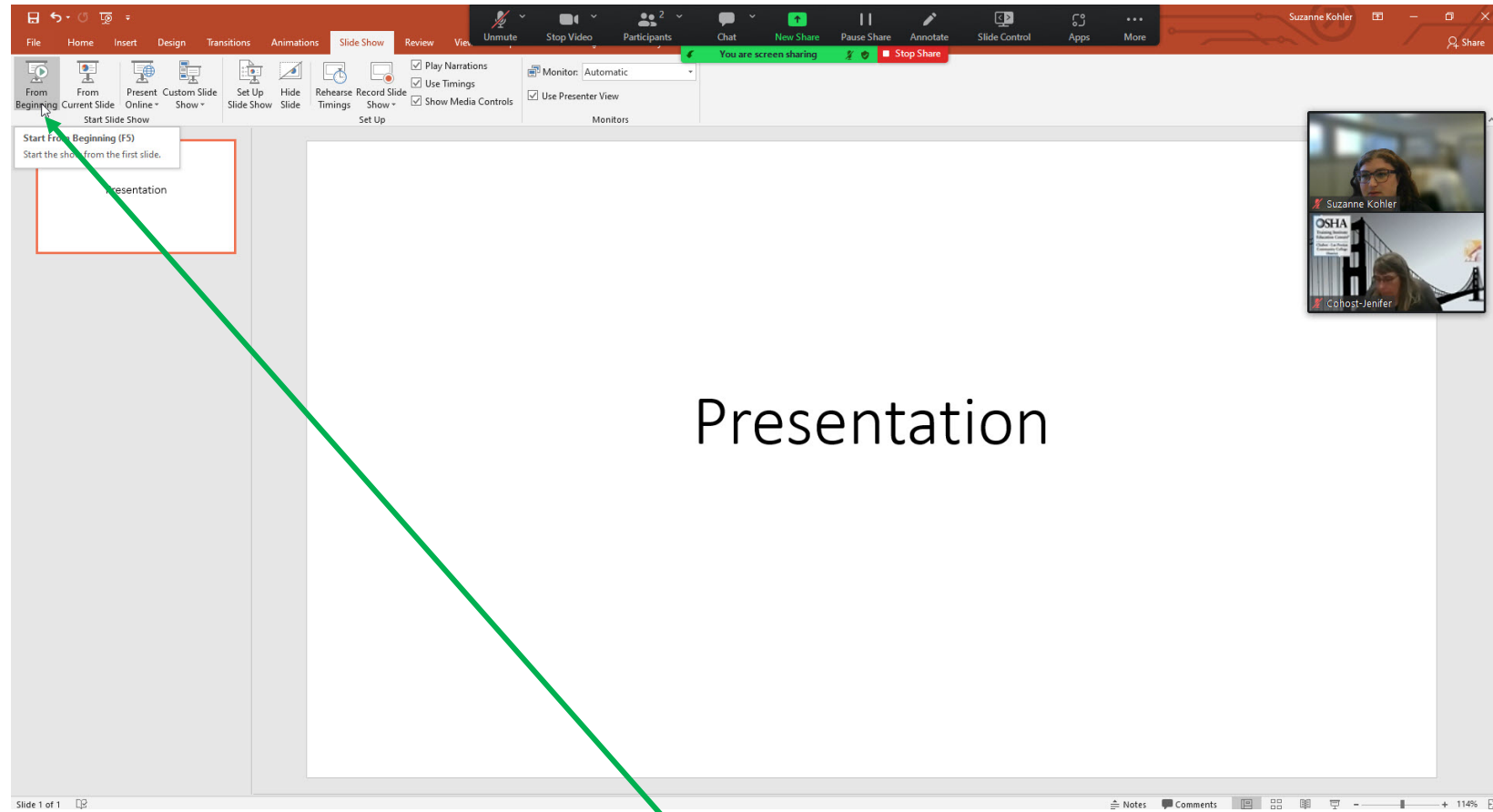
Sharing your Screen (continued)



Begin your slideshow either by:

1. Clicking the **Slide Show icon** on the bottom right of the PowerPoint.

Sharing your Screen (continued)



Or by:

2. Clicking **From Beginning** under the **Slide Show tab** at the top navigation bar.

Thank you for joining us for our Zoom class!

