

PART 1

ATTENDEES GUIDELINES

Navigating your way virtually



WOODRIDGE

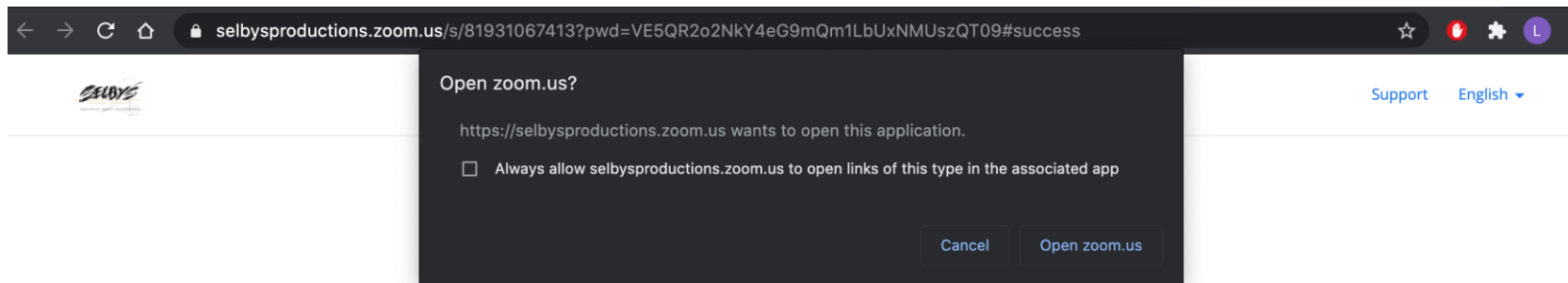
COLLEGE AND PREPARATORY SCHOOL
more than a school...an experience

Zoom Meeting Access

As an attendee, you will be accessing zoom directly:

- You will be sent an e-mail invitation from Selby's Productions (*selbysproductions@zoom.us*)
- Use only this link to log into the Zoom meeting on **24th February 2021**
- Zoom Link is specific to you & sharing it would prevent you from accessing the meeting
- We would advise that you join 5 minutes before start of Woodridge Information Evening

- You will be prompted by your default internet explorer to “Open zoom.us” which is the Zoom app
- You must choose “Open zoom.us” to use the **Zoom app** as this is essential for accessing (**breakout rooms**). If not, you will be held in the main session & need to request permission to move between the breakout rooms each time which could cause delays

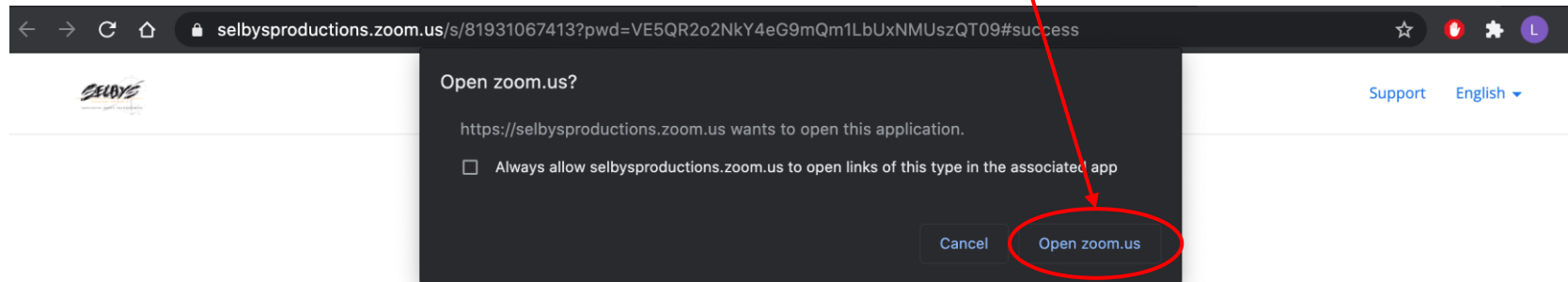


When system dialog prompts, click **Open zoom.us**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).



- Click on “Open zoom.us” which will take you to your Zoom app or prompted to download the Zoom app
- If prompted to download the app, follow the system steps accordingly (this is a free platform)



When system dialog prompts, click **Open zoom.us**.

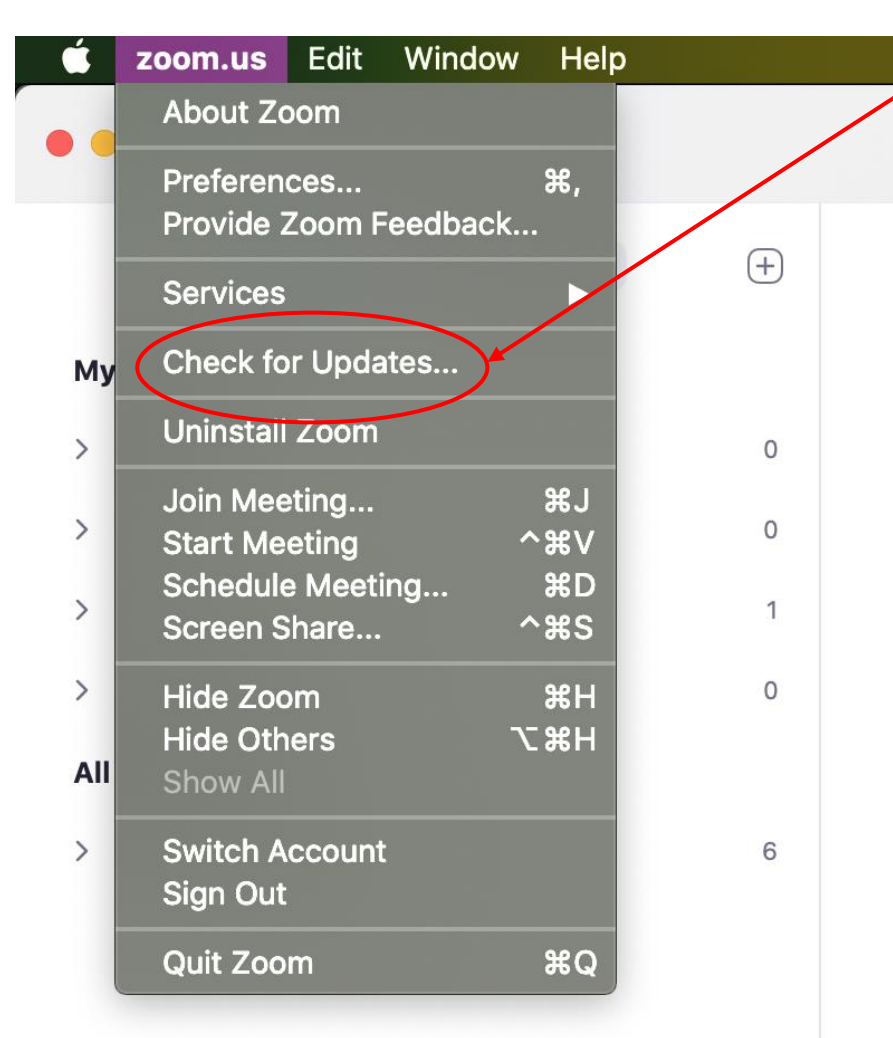
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

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- Please ensure that you have the latest version of the Zoom app (**version 5.3.0**) installed (see following page)

- If you have the app installed, please check for updates
- Click on the “zoom.us” menu & then click on “Check for Updates...”



- If you are the latest version there will be no updates available

- If an update is available then click on “Update”

Update Available
New version 5.3.2 (53291.1011) is available. You have 5.3.1 (52877.0927).

Release notes of 5.3.2 (53291.1011)
General features
-Additional MSI/GPO options
Meeting/webinar features
-Poll reports available during live session
Webinar features
-Hyperlink support for Q&A
-Q&A indicates other panelist is responding to question
-Dismissed Q&A questions hidden from attendees
Resolved Issues
-Minor bug fixes

Release notes of 5.3.1 (52877.0927)
Resolved Issues
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Not Now **Update**

- Once update has downloaded click on “Install” & follow system prompts

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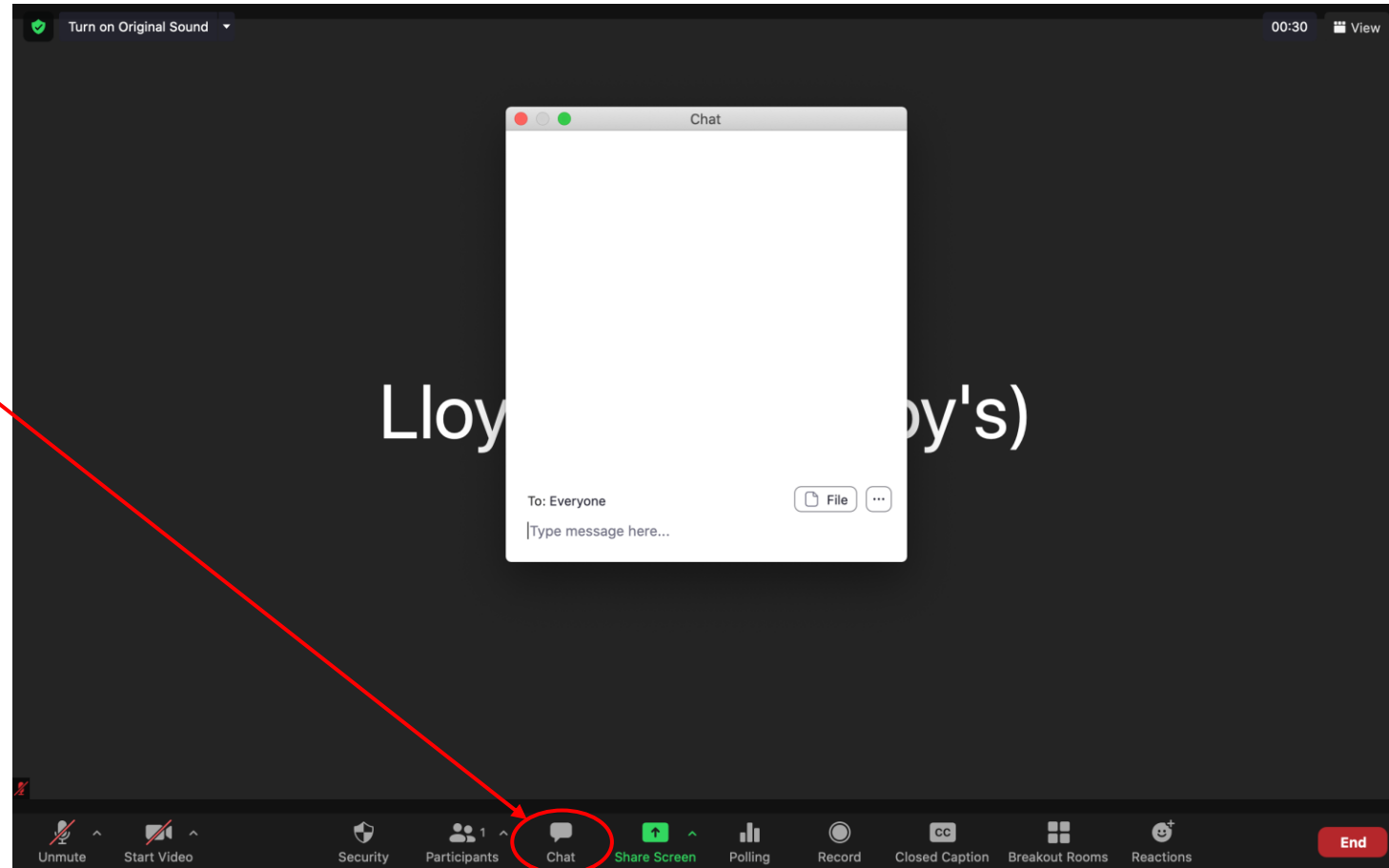
Not Now **Install**

Requirements for Zoom

- **Wired Headset:** preferred – your audio will be far better
- **Quiet Space:** required, it is essential that your microphone remains on **MUTE**
- **Ethernet (wired connection not Wi-Fi):** strongly encouraged. Recommended 10 Mbps line for both uploads & download.
- **Device:** laptop/desktop (mobile devices not recommended)
- **Web Camera:** built into laptop or via USB plug in (please ensure camera **remains OFF** at all times)
- **Zoom App:** latest version of the Zoom app (version 5.3.0)

Zoom Chat Function

- Click on the “Chat” function to ask questions during the meeting
- The **Jason Syc & Ant de Villiers** will facilitate the chat in the main room



Technical Support

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