

SP PACKET

ZOOM

MARCH 5, 2024

Date

CONTENTS

Zoom Connection Details	3
Zoom Protocol	4
Breakout Rooms	5
Joining Breakout Rooms	5
Leaving Rooms	5
Exiting Zoom	6

Zoom User Guide

ZOOM CONNECTION DETAILS

Mi-CCSI trainings will be hosted at the following Zoom address:

Join Zoom Meeting

<https://us06web.zoom.us/j/2291227046?pwd=ZDZzNmN0eEZwMXh6aHZFRThmUzRrdz09&omn=87885568435>

Meeting ID: 229 122 7046

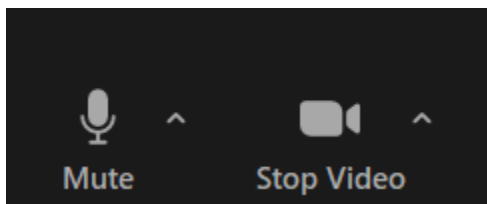
Passcode: 762452

Click on the link and follow the login prompts. If it asks you to enter the passcode as listed above.

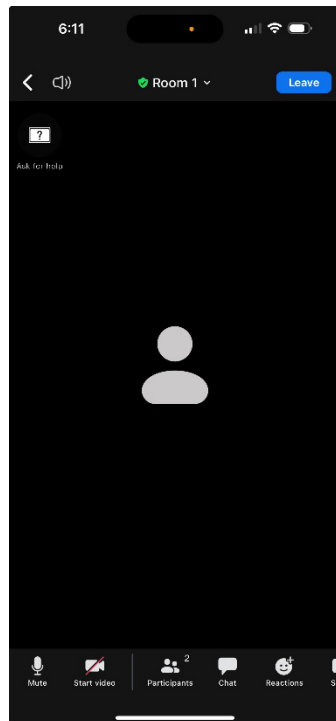
Zoom User Guide

ZOOM PROTOCOL

1. **Entering Zoom** - When you enter the Zoom meeting, the training will be in progress, please be sure not to have conversations with participants until prompted to do so.
2. Using Mute & Stop Video – After you enter, please be sure to mute yourself and switch off your video until prompted to turn both on.
 - a. The icons for both will be found on the bottom left of your screen if you are using a computer. Click on the icon to switch on and off.



- b. On a phone or tablet, it may look similar to the following:

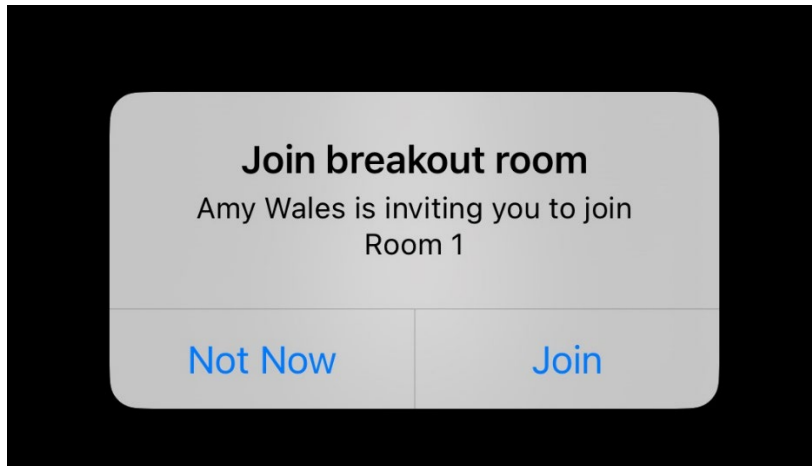


B.

BREAKOUT ROOMS

JOINING BREAKOUT ROOMS

1. The host will assign you into a breakout room. To join the room, you will click **JOIN** on the popup window as shown below:

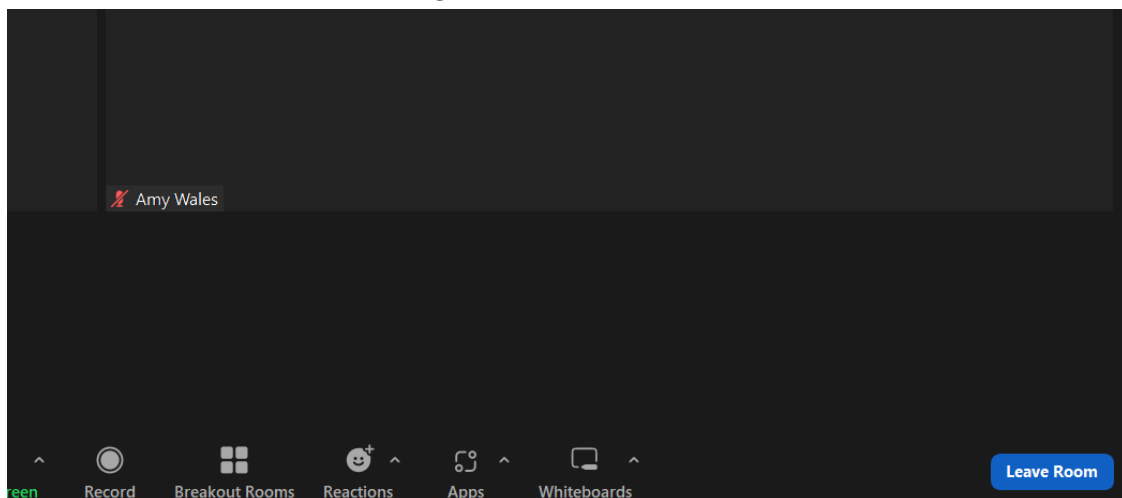


2. Once you enter the breakout room, please follow the instructions given to you by the trainer or facilitator.

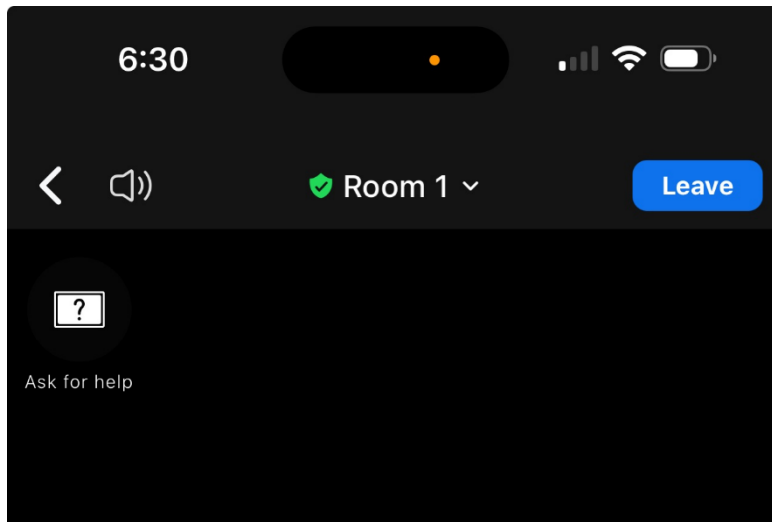
LEAVING ROOMS

1. Once you have completed your simulation and feedback with your participant, you will exit the breakout room and return back to the main room. This is accomplished by clicking the blue **Leave Room** button.

On a PC it will be in the bottom right corner of the screen.



On a phone, it will appear at the top right corner of the screen.



2. You will wait in the main session until the next breakout session.

EXITING ZOOM

Once you have completed your simulation assignments, you may exit Zoom and complete additional required paperwork and complete your timesheet. To leave Zoom, click on the red leave button.

