The University of Arizona HealthCare Partnership

Nicotine Dependence Treatment
Continuing Education/Certification Programs

Participant Guide

Joining an Instructor-Led Virtual Program

THE UNIVERSITY OF ARIZONA | HealthCare PARTNERSHIP

Transforming Lives with Evidence-Based Practices

Welcome!

We look forward to your participation in a University of Arizona HealthCare Partnership Nicotine Dependence Treatment live, instructor-led, virtual certification program via Zoom. The program is highly interactive, utilizing hard copy educational resources and small group virtual activity. This guide has been developed to enhance your learning experience.

If at any time prior to or during the virtual program you need assistance, contact Renee Sayre at the UA HealthCare Partnership — 520.626.9344 or sayrer@arizona.edu. We hope this guide will be helpful toward immersing yourself in the learning experience!
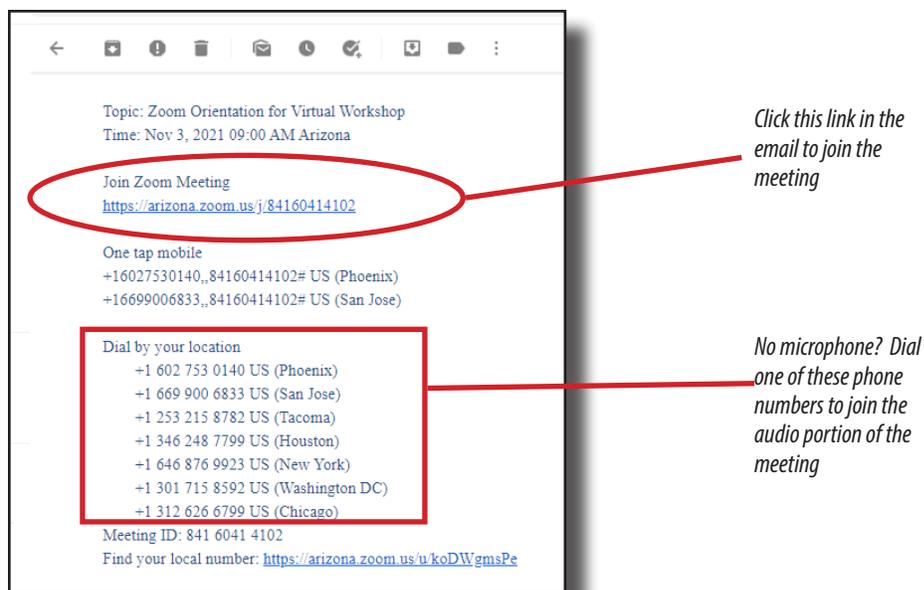
Joining a Meeting

Before joining a Zoom meeting on a computer or mobile device, it is helpful to download the Zoom client software for a computer, or the Zoom app for a mobile device, from the Zoom Download Center at:

https://zoom.us/download

If you don't have the Zoom client or mobile app installed, **don't panic**! It is still possible to join the meeting through a web browser!

This is an *example* of the email you will receive when you register for the workshop; please do not use the information in the example, the numbers will be unique for each session, so you should only use the links/numbers in the email that was sent to you.

Topic: Zoom Orientation for Virtual Workshop
Time: Nov 3, 2021 09:00 AM Arizona

Join Zoom Meeting
https://arizona.zoom.us/j/84160414102

Click this link in the email to join the meeting

One tap mobile
+16027530140,,84160414102# US (Phoenix)
+16699006833,,84160414102# US (San Jose)

Dial by your location
    +1 602 753 0140 US (Phoenix)
    +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 346 248 7799 US (Houston)
    +1 646 876 9923 US (New York)
    +1 301 715 8592 US (Washington DC)
    +1 312 626 6799 US (Chicago)
Meeting ID: 841 6041 4102
Find your local number: https://arizona.zoom.us/u/koDWgmsPe

No microphone? Dial one of these phone numbers to join the audio portion of the meeting

Prerequisites for joining a virtual meeting

Each meeting has a unique 9, 10, or 11-digit number called a **meeting ID** that will be required to join a Zoom meeting. This will be emailed to participants as part of the program registration confirmation process. Make a note of this number, or print the email to keep it handy. You can also simply click on the **link** in the email sent to you.

What do I need for a virtual training?

- ❑ A desktop or laptop computer with a **camera** and **microphone**
- ❑ A **meeting ID number** or **link** to join the meeting

What if I don't have a camera and microphone?

The virtual training is best experienced with access to working camera and microphone on a computer or mobile device (tablet or smart phone). While not ideal, if you do not have access to a computer or mobile device and are joining by telephone, or if you do not have access to a microphone on your computer, you will need the teleconferencing number provided in the emailed invite to join the audio portion of the meeting.
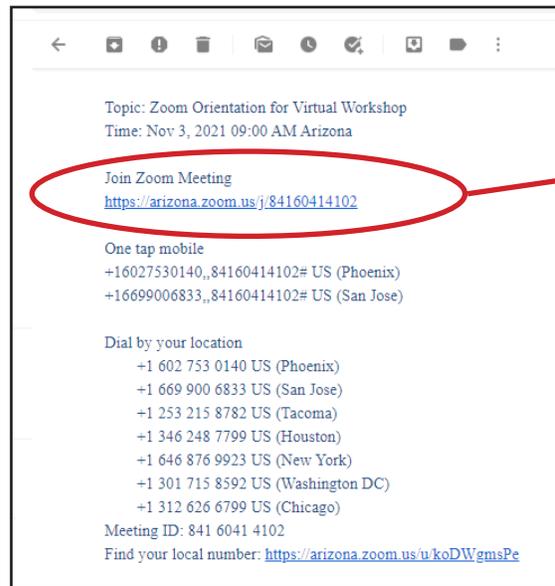
How to join a Zoom meeting on desktop/laptop
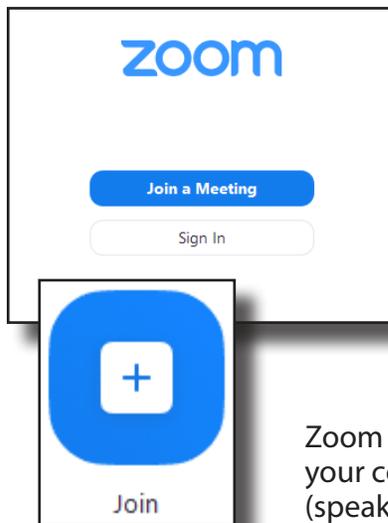
- ❑ Open the Zoom desktop client.
- ❑ Click Join a Meeting if you want to join without signing in to a Zoom account. If you have a Zoom account, click Sign In.
- ❑ Sign in to Zoom then click Join.

Enter the **meeting ID number** and the name you want displayed to the host and other participants. If you're signed in, change your name if you don't want the default name to appear. If you're not signed in, enter a display name.
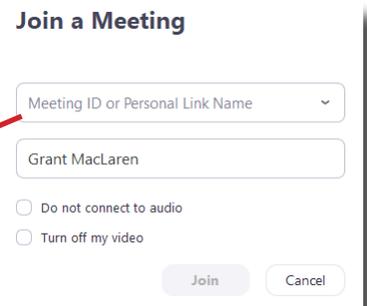
Zoom will ask if you want to join with your computer's built-in audio system (speakers and microphone) or if you want to dial in using a phone. You have an opportunity to test your speakers and microphone. This is strongly recommended, especially if you are using a computer that you don't usually use.
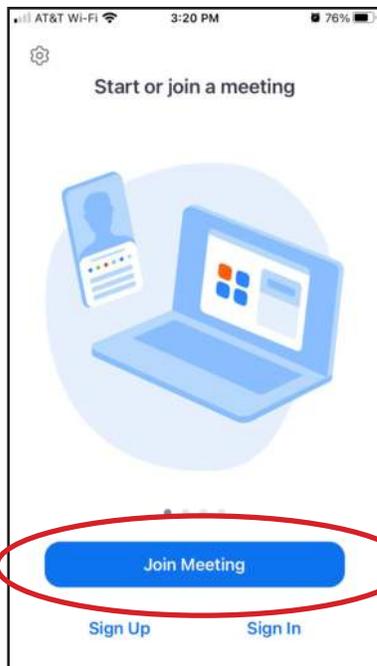
Click this link in the email to join the meeting

# How to join a Zoom meeting on a mobile device (smartphone or tablet)

If you have access to your email on your phone or tablet, simply tap on the link in your email.

This will open the Zoom app on your phone or tablet, or prompt you to install the free app.

If you don't have access to your email on your smartphone or tablet, you can simply open the app, tap on **Join Meeting** and manually enter your meeting ID number that was emailed to you. *Make a note of this number when you receive the Zoom meeting email so you can join from any available device, or re-join if you are disconnected for any reason.*
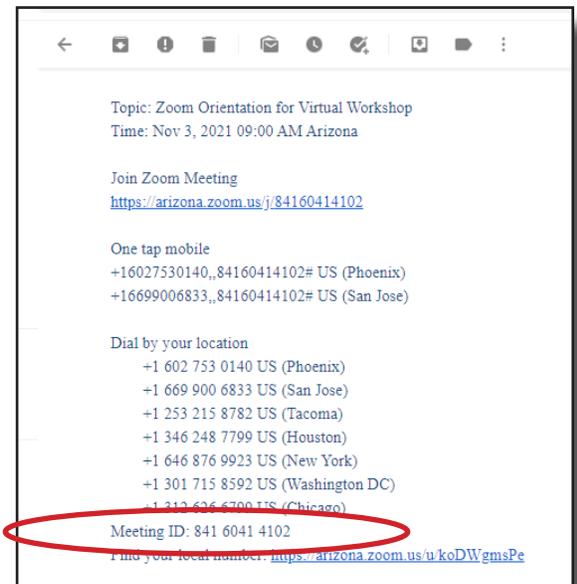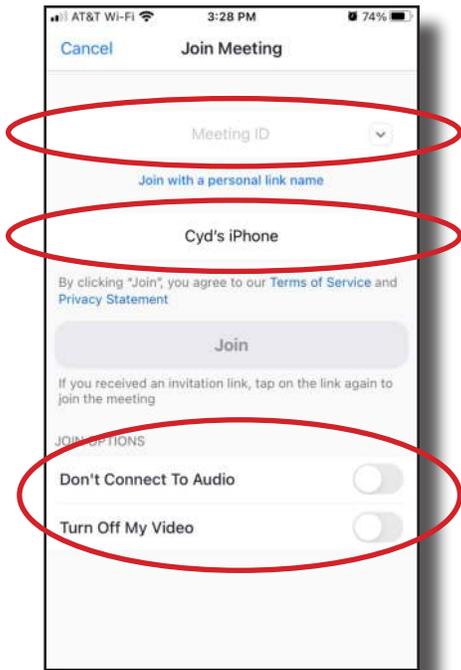
Enter the meeting ID, and make sure the display name you want is displayed.

Be sure to leave "Don't connect to audio" and "Turn off my video" UNCHECKED so that you are able to fully engage in the training experience! If you have issues with your audio and video, be sure to discuss that with your facilitator.
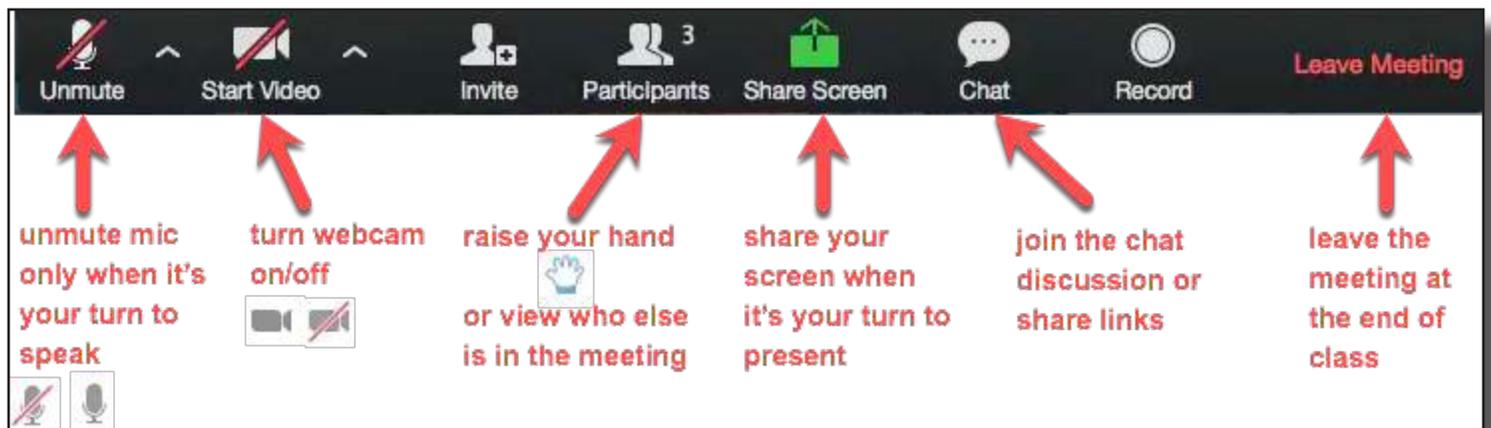

Participants shown in "Gallery View" during a virtual meeting

User Controls in Zoom

Once you join the meeting, you have control over muting and unmuting your microphone, turning your video on and off, participating in the group **Chat** box, as well as other controls from the menu bar.

If you didn't change your display name when logging in, you can change it now by clicking on the **Participants** icon. Then find your screen name, hover over your name, and click **Rename**. This is important so that the facilitator knows at a glance that everyone who registered is in attendance. Also, it's just better to call someone by their own name rather than "Conference Computer 3" for example.

unmute mic only when it's your turn to speak

turn webcam on/off

raise your hand or view who else is in the meeting

share your screen when it's your turn to present

join the chat discussion or share links

leave the meeting at the end of class

Breakout Rooms

To facilitate small group discussions, your facilitator may ask you to join a breakout room. Just like you would in an in-person training experience, Zoom allows for digital breakout rooms for more robust discussions, teaching practice, group projects, or one-on-one technical support.
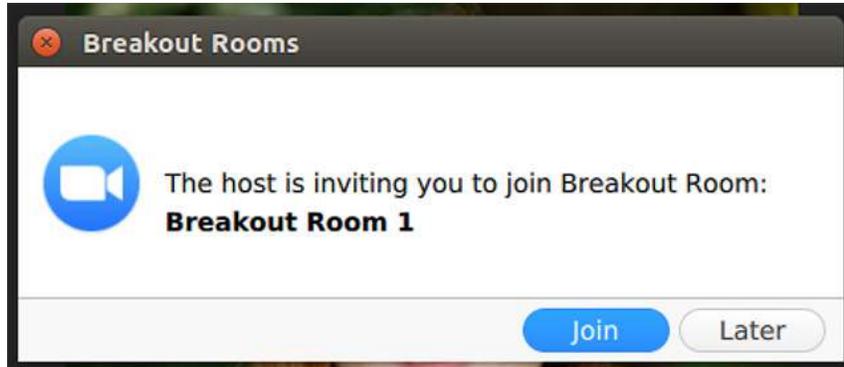
Let the Learning Begin!

This is a general guide to participating in an Instructor-led virtual certification/continuing education program utilizing the Zoom platform. Please reach out to your facilitator or the HealthCare Partnership if you need more information or assistance!