

ArchivesSpace

Zoom cheatsheet for attendees

Before the event

- **Please download the Zoom client in advance of the meeting to avoid any delay in connecting.** You can download the Zoom client at <https://zoom.us/download>
- **Please be sure to check system requirements in advance of the event to avoid any connection issues.** If you are planning to use your computer audio, a headset is best for quality. You may use this Zoom Test instance: <https://zoom.us/test>
- Please ensure you have also received a Zoom meeting link from the organizer. This URL will be different from the Zoom Test link.
- If you have trouble accessing Zoom on your computer, you can also use the call in information provided to participate by phone or download the Zoom phone app at <https://zoom.us/zoom-phone-features>.

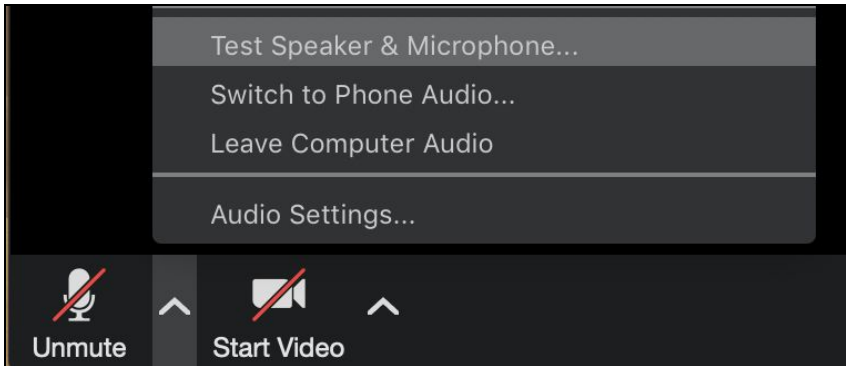
Joining an event

- Join the event by clicking on the link in the invitation sent to you by the organizer.

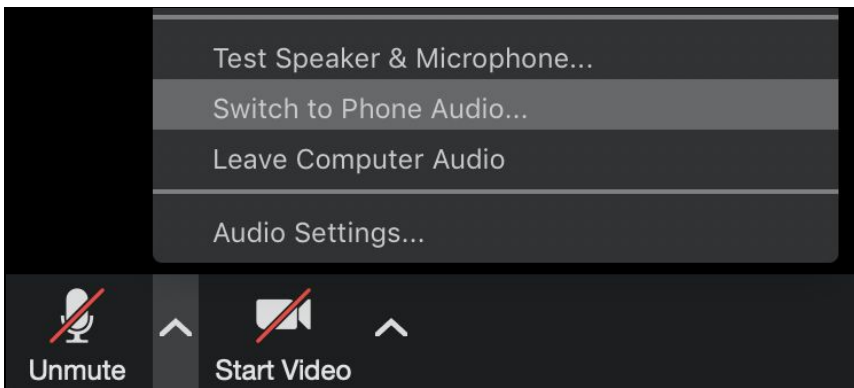
Joining a Zoom meeting

- If the Zoom event you are participating in is being held in Zoom meeting format, you will have the ability to mute/unmute both your microphone and your camera.
- **Please note:** You may be entering during an active session -- Please be sure to **mute** your audio, otherwise attendees will be able to hear you during the session. (By default, all attendees will be muted when they enter an ArchivesSpace zoom room)
- **Select either the computer audio or phone call option.** If you select computer audio, you can perform a sound check by clicking on the ^ button beside the Microphone

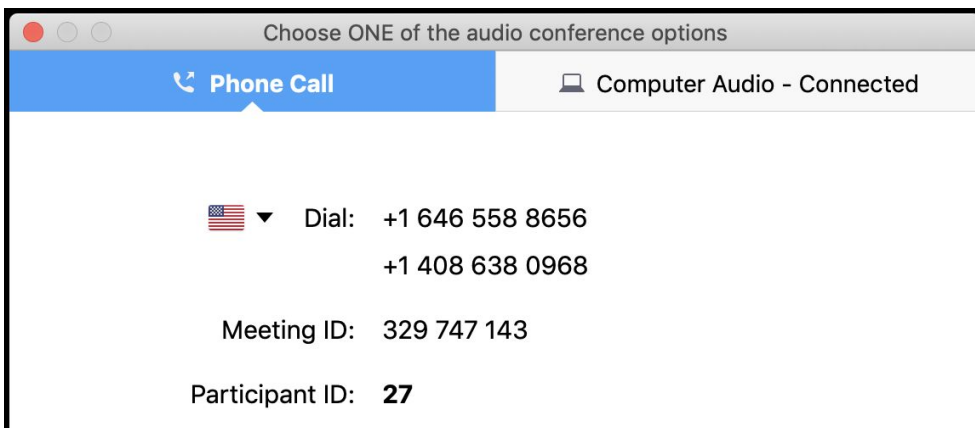
(mute/unmute) button, and select **Test Speaker & Microphone**.



- If computer audio fails, select **Switch to Phone Audio** to pull up your dial-in instructions.



- **If you phone in**, please enter both the **Meeting ID** and your unique **Participant ID** so the organizer can identify you.



Joining a Zoom webinar

- If the Zoom event you are participating in is being held in a Zoom webinar format, your camera and microphone will remain muted throughout the event. To ask a question or

leave a comment, type into either the Chat feature or the Q&A feature. Questions typed into the chat are viewable to all attendees (unless a specific attendee is selected to receive the chat). Questions submitted to the Q&A feature are visible to presenters and hosts only. These questions will be read aloud by the host.