



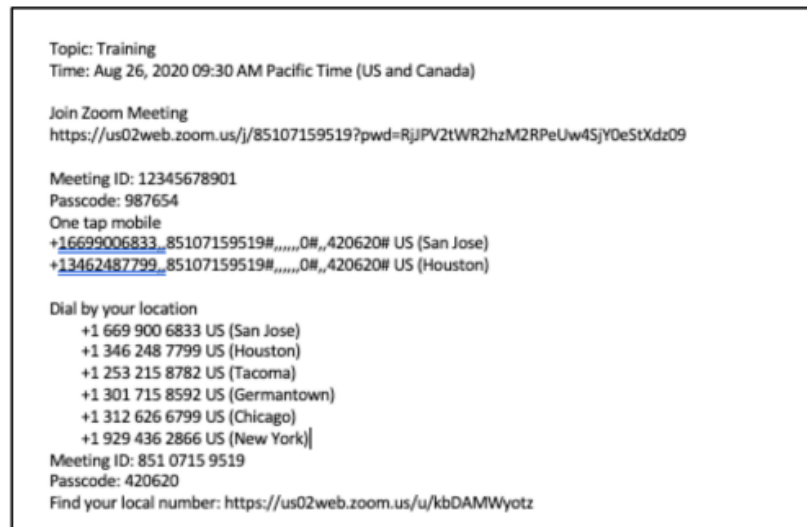
ZOOM Information Sheet – Harassment Prevention Training

We want to make sure you're prepared for navigating your upcoming virtual training with Civility Partners via [Zoom](#). Here is some logistical information you'll need to participate.

Logistics

Once you register for the training, you'll receive your login information via email. This is a unique link, specific to you, that should not be forwarded to others. It will look like the picture below.

*Note this is just a sample and does not reflect the details of your training.



You will need to log in via the unique weblink that was sent to you to ensure your attendance is counted. This also allows you to see the slides and answer questions via the chat box. If your computer does not have a speaker, you can call in for the audio function using the phone numbers provided.

Throughout the presentation you'll be asked to use the chat function, which is located on the toolbar at the bottom of the screen. Your microphone will be muted, so if you have any questions, you will have to type them into the chat.

Keep in mind that **the law requires you to participate throughout the entire training.** If you fail to utilize the chat function, there will be no proof of participation. You may be asked to



retake the training as a result.

Lastly, we recommend you log in 5-10 minutes prior to the start of the training to ensure everything is working correctly (e.g., you can hear the facilitator).

If you have any difficulties, please refer to the FAQ section on the following page, or reach out to Jenny at Jennifer@CivilityPartners.com. She will be on standby during the training to assist with any technical issues.

ZOOM FAQ's

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting.](#)

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)

Can I Use a Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

My video/camera isn't working.

[Read tips on troubleshooting a camera that won't start or show video.](#)

There is an echo in my meeting.

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

Audio isn't working on my mobile device.



[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)