



## SOCIETY FOR WOMEN AND THE CIVIL WAR VIRTUAL CONFERENCE – JULY 24 & 25, 2021

### Zoom Instructions for Participants

Zoom is the online platform that we will be using for our Virtual Conference on July 24 and 25, 2021.

You do not have to install Zoom software on your computer. However, you can open a FREE Zoom account by going to their website:

Visit [zoom.us/signup](https://zoom.us/signup) and enter your email address.

You will receive an email from Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)).

In this email, click **Activate Account**.

Having your own Zoom account will allow you to personalize the Zoom experience with your screen name and profile picture, as well as use various picture backgrounds. It is strictly optional; for the conference, you'll be able to click on a Zoom link and just use your browser.

#### **Before the videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for the videoconference from the Society for Women and the Civil War. The notification will include a link to **Join via computer** as well as phone numbers for a conference call option. It will also include the 10-digit Meeting ID and a Passcode. The link should connect you directly to the videoconference without needing the Meeting ID and Passcode.

#### **To join the videoconference:**

1. Five minutes prior to the start time of your meeting, click on the link in your invitation to **Join Zoom Meeting**. If you have the Zoom application on your computer, you may then be instructed to **Open Zoom Meeting**. If prompted, **Enter the Meeting Passcode** (the link, ID and passcode will only be operative on the days of the conference).
2. You have an opportunity to test your audio at this point by clicking on **Test Computer Audio**. Once you are satisfied that your audio works, click on **Join audio by computer**.

You may also join a meeting without clicking on the invitation link by going to [www.join.zoom.us](https://www.join.zoom.us) on any browser and entering the Meeting ID and Passcode.

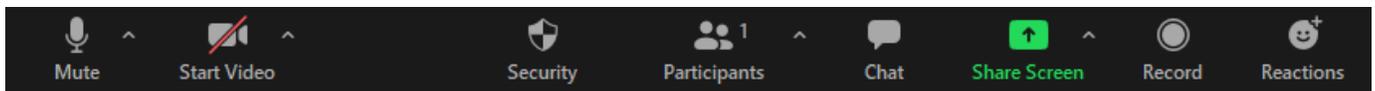
If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your phone's touch-tone keypad.

**Participant controls in the lower left corner of the Zoom screen  
(this may be in the upper part of your screen on a table or phone):**

By clicking the icons in the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- View Participant list – opens a pop-out screen
- Change your screen name (go to Participants List and click on your own name; select **More** and **Rename**)



- Click on the Chat icon to type in your questions for the speaker, which will be read during the Q&A session. Make sure you set the Chat to **Everyone** so that we can see all of the questions.

**Chat:**



Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.