



## Zoom Training Classes

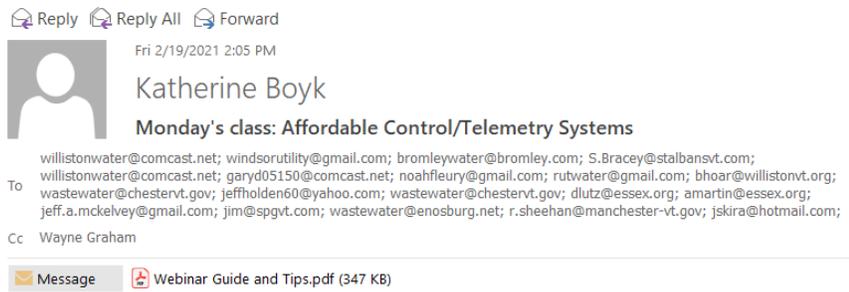
Our online classes are held on Zoom. You will not have pay any extra (beyond normal training registration fees) to use Zoom.

In order to view the webinar, you will need a computer, tablet, or smart phone, as well as an internet connection.

*Please Note:* We are aware that there have been some privacy concerns with Zoom. We are following best-practices guidelines to keep our webinar trainings secure. If you or your employer are concerned about the security of your work computer, you may consider using a smartphone or tablet that does not have access to sensitive information.

### Opening Zoom

The day before class, we will email you the Zoom link (see example below). You should open the link 10 to 15 minutes before class starts. If you haven't yet downloaded Zoom, it will prompt you to download the application. Follow the installation steps; this should only take a minute or two.



Hello everyone,

Below is the link to join the class on Monday morning. It starts at 9 am but please log in 5 to 10 minutes early. The link below will launch Zoom.

**Join Zoom Meeting**  
<https://zoom.us/j/91002222721?pwd=UWo1Wkd1eWhEVmdTZHlyaktYkpSdz09>

**Meeting ID:** 910 0222 2721  
**Passcode:** 914343

**Join By Phone**  
+1 646 558 8656

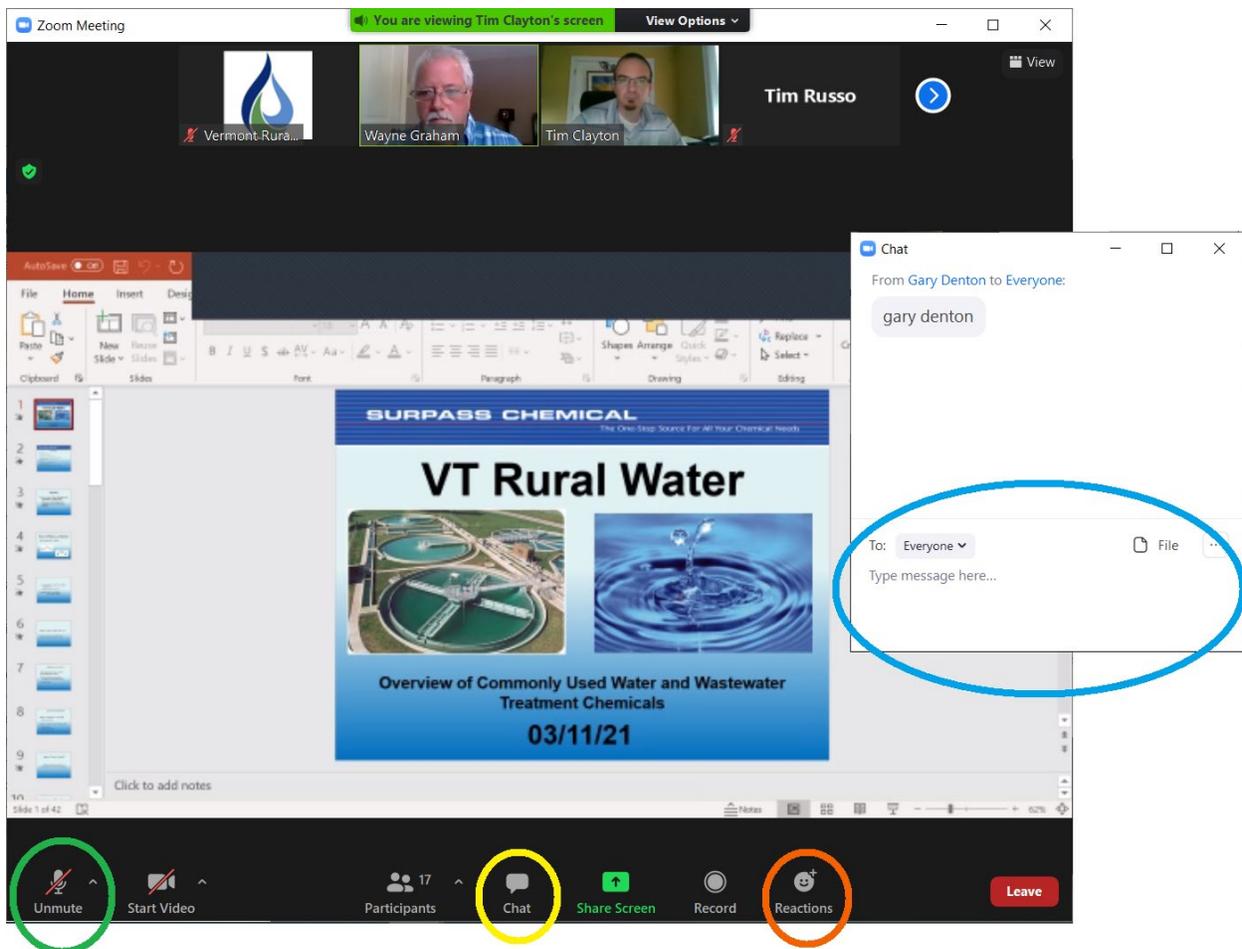
If the link doesn't work for you, go to <https://zoom.us/> and click "Join a Meeting" in the upper right. Enter the 11-digit Meeting ID from the email. Zoom will then open and ask for the 6-digit password, also provided in the email. If neither of these options work for you, call the "Join by

Phone” number. You will be able to hear the class but you won’t see the presentation. Once Zoom opens, you will have to wait for one of us to admit you into the class.

## Signing In

At the start of class, we will ask you to sign in by typing your name into the Chat. This is how we verify your attendance. To do this, move your cursor (mouse) over Zoom so that a menu bar appears on the bottom of the screen. Click on Chat (circled in yellow below). Type your first and last name into the Chat (circled in blue) and press Enter or Return to send the message.

The instructor will ask you to sign in again after each break.



## Using Features

The display may be slightly different on your computer, but the controls will be the same. Move your mouse to the bottom of the screen to bring up the menu bar with features.

**Microphone:** If your device has a microphone and the instructor has enabled the microphone

feature, you will be able to speak and be heard by everyone. When not speaking, please keep your microphone on mute to reduce background noise. The Mute/Unmute feature is circled in green above.

**Raise Hand:** To signal to the instructor that you want to speak, use the Raise Hand feature. Click the Reactions button (circled in orange) which will open a selection of options. Click Raise Hand.

**Chat:** You can also ask questions by typing them into Chat. Click the Chat feature (circled in yellow) to open the chat box. Type your message and press Enter to send.

Please practice online civility by keeping the discussion respectful and on-topic. It is best to avoid jokes or sarcasm because humor can be difficult to interpret online.

## Accommodations

We strive to make our classes accessible to all. To discuss concerns or request accommodations, email [info@vtruralwater.org](mailto:info@vtruralwater.org) or call 802-660-4988.

Depending on the class, some accommodations we may be able to offer include:

- Taking a break every hour
- Providing a copy of the PowerPoint presentation
- Providing a recording of the class
- Providing extra time to complete practice assignments
- Closed captioning—please contact us in advance to set this up. Verify your system can support Live Transcription at [https://support.zoom.us/hc/en-us/articles/207279736-Closed-captioning-and-live-transcription#h\\_5ae2ddf1-fca4-40ac-9776-3d8a483d9df9](https://support.zoom.us/hc/en-us/articles/207279736-Closed-captioning-and-live-transcription#h_5ae2ddf1-fca4-40ac-9776-3d8a483d9df9)

## Tips for Online Learning

It can be hard to stay engaged when you aren't in the same room as the instructor. Consider these ideas to help you stay focused and get the most out of the webinar:

**Engage your brain:** Take notes, ask questions, use the chat feature to share your ideas

**Engage your hands:** Doodle, knit, play with play-dough or fidget toys

**Engage your body:** Stretch, march in place, do lunges, do jumping jacks, sit on a yoga ball

**Avoid distractions:** Don't text, check email/social media/apps, or play games