



2021 Electrical Insulation Conference (EIC)



EIC-2021

June 7 - 28, 2021

**How to install and use Zoom Meeting for
EIC-2021 conference sessions:
Tips and Best Practices**

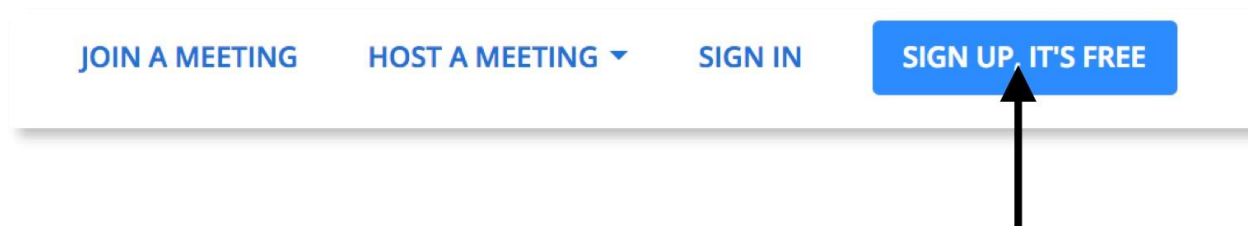


Introduction:

EIC-2021 is using the Zoom application for all Live Sessions for the conference. For the best experience and in order to utilize all the interactive tools that Zoom offers, we are encouraging conference participants to use a Zoom account and install the application before the conference starts.

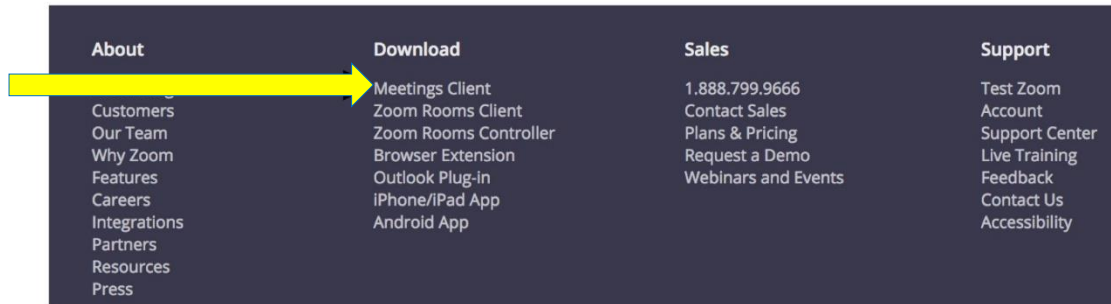
Set up a Zoom Account:

You will need to set up a free account to use Zoom if you do not already have one. To set up your free account, go to <https://zoom.us>. Click on the “Sign Up, It’s Free” button in the upper right-hand corner of the screen and follow the on-screen instructions.



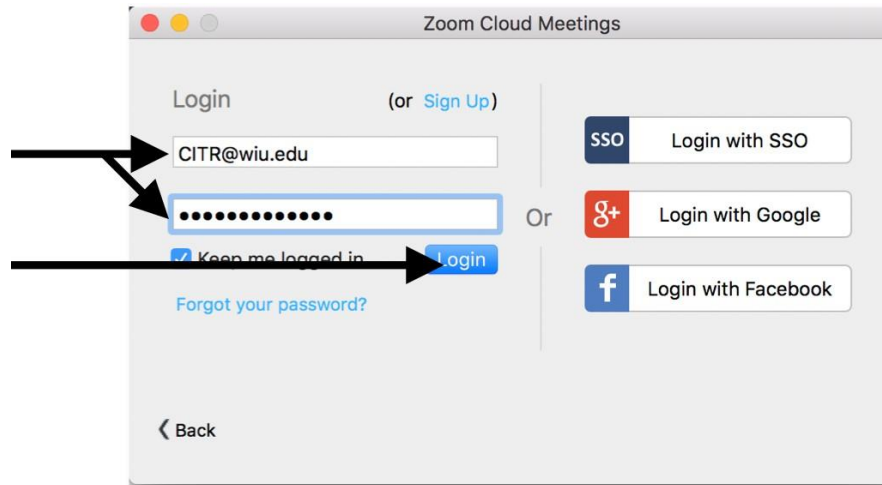
Download the Zoom Meeting Client

You will need to download the Zoom Meetings Client from <https://zoom.us>. Scroll to the bottom of the page. Click on the “Meetings Client” link under the Downloads section of the menu.

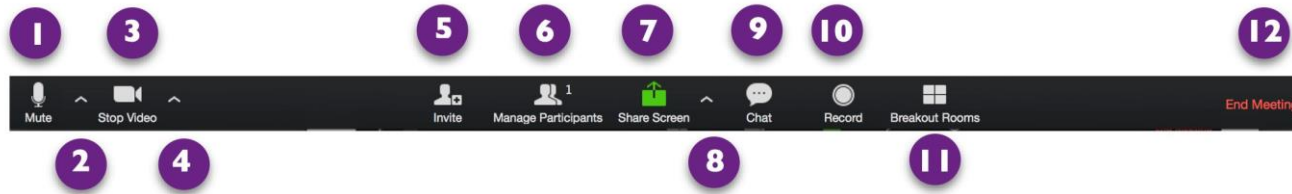


Logging into Zoom

- A. Open the Zoom Meeting Client.
- B. Click **“Sign In”**.
- C. Enter your username and password.
- D. Click the **“Login”** button.



Using the Toolbar

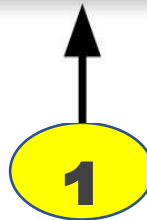


1	Mute/Unmute Microphone	Allows you to mute your microphone so participants cannot hear you, and then unmute it so that they can hear you when you are ready for them to hear you.
2	Microphone/Speaker Settings	Clicking on the up arrow allows you to access the microphone and speaker settings as well as the Audio settings, which is where you can perform an audio test.
3	Stop/Start Video	Allows you to start and stop your video feed.
4	Video Options	Clicking on the up arrow allows you to access the video options which allows you to switch video inputs, adjust video settings, or add a virtual background.
5	Invite	Allows you to invite participants to your meeting.
6	Manage Participants	Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen sharing, lock the meeting, and etc.
7	Share Screen	Lets you share your screen with your participants.
8	Screen Sharing Settings	Lets you set how many people can share at a time, and whether or not participants can share their screens.
9	Chat	Lets you start a private or a group chat.
10	Record	Lets you start recording the video and audio of your meeting.
11	Breakout Rooms*	Lets you break the meeting attendees up into small groups for collaboration and group work activities.
12	End Meeting	Lets you end or leave the meeting.

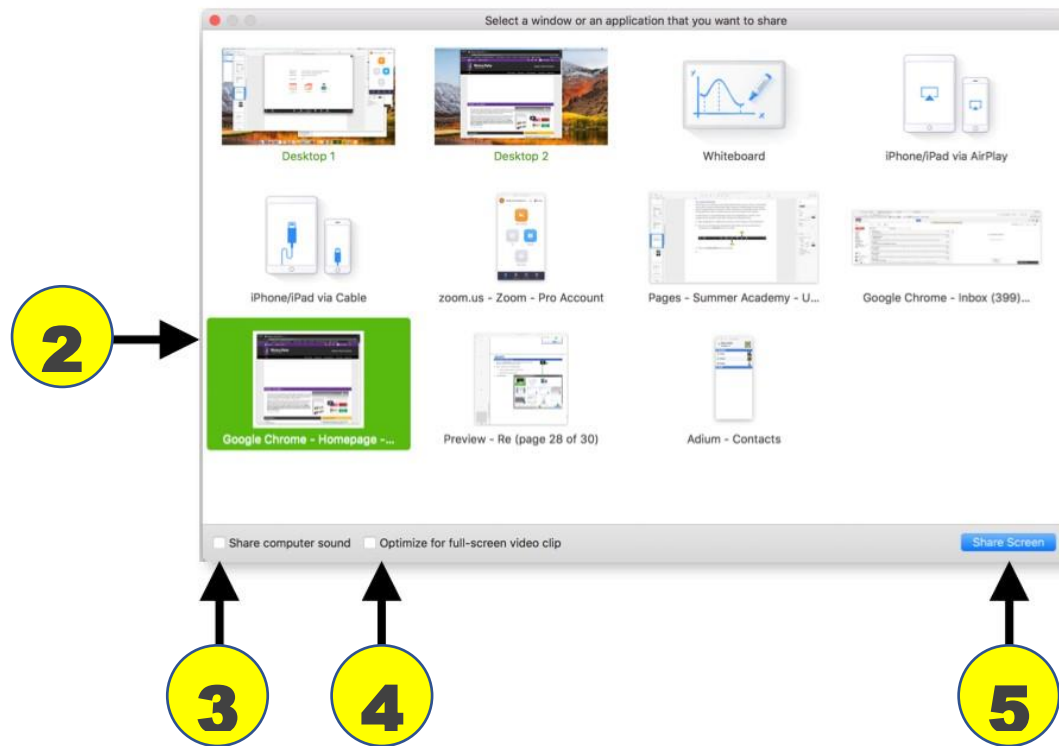
Screen Sharing

Within Zoom you can share your screen with participants, and they can share it with you. As a best practice, it is recommended that you open any and all applications or windows on your computer that you would like to share before starting screen sharing within Zoom.

1. To share your screen, Click on the "Share Screen" button on the toolbar.



2. When the "Window Selection" screen shown below appears, click on the Window you would like to share.
3. At the Bottom Left of the screen are two Checkboxes. If there is sound such as from a video you would like to share with the participants, click "Share Computer Sound".
4. If you intend to share a video with participants, click "Optimize for Full-Screen Video Clip".



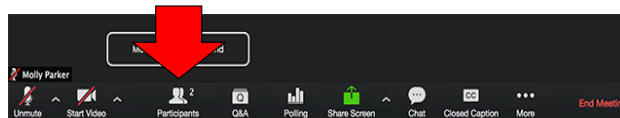
5. After you have made your selections, click the "Share Screen" button.

For Best Zoom Performance:

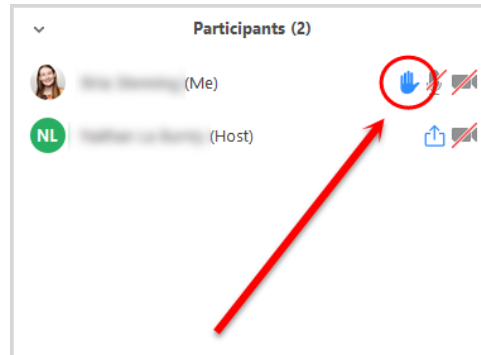
- Please close all applications/windows running in the background to ensure premium audio & video call quality. Some applications might download files or updates in the background, which can affect your call quality.

Before starting the conference sessions...

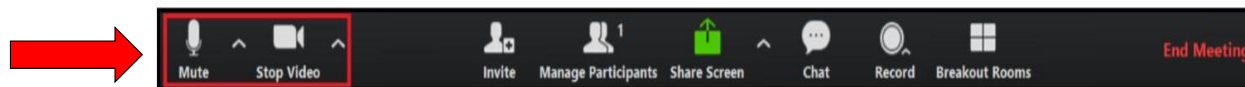
- All Live sessions will have participants muted by default.
- To raise hand for Q&A, please click “Participants”.



- Click “Raise Hand”. Please wait until the session chair addresses you and gives you the option to unmute yourself.



- To talk, click “unmute” on the left of the Zoom toolbar as shown below. Press *6 to unmute yourself if you dial in from a cellphone.



- After speaking, please do not forget to mute your microphone again. If you dial in from a cellphone, press *6 to mute your microphone.



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