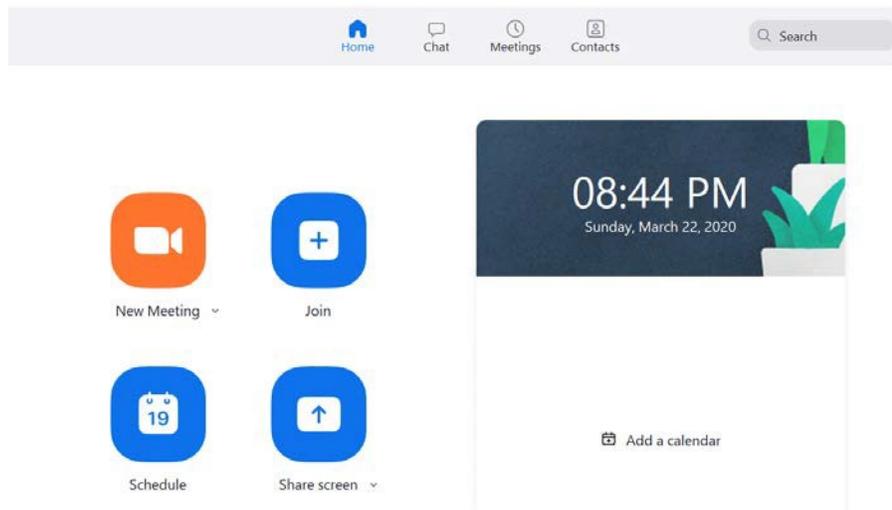


## ZOOM INSTRUCTIONS FOR STUDENTS FOR EVENTS

### How to Join the Event

- **Option 1:** Join using the provided URL
- **Option 2:** Join using Meeting ID
  - Open the Zoom desktop application
    - [Click here to download the Zoom app for your computer.](#)
    - You can also find the free Zoom app for your Android or iOS device in your app store.
  - If using the desktop application, click on the Home Button.
  - Click Join and type in the provided Meeting ID and your name.



### Once You're in the Meeting

You may choose to connect audio in two different ways:

- Using computer audio (recommended).
  - This will use your computer's microphone and speakers or attached devices, such as a headset.
  - Almost every laptop has a built-in microphone and webcam.
- Dialing into a meeting from your phone
  - If you do not have a microphone, you can select **join by phone** and dial in with your phone using the on-screen instructions.

### Best Practices for Events

- Check your internet speed. If you're on slower Wi-Fi, you may need to keep your camera off to improve quality. Once your internet improves, be sure to turn your camera back on.
- Turn your camera on and have it at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well-lit and quiet place. Having light in front of you works best as opposed to having light behind you.
- Be mindful of what's going on behind you.
  - Think about having solid wall behind you or turn on the virtual background.

### Familiarize yourself with the attendee controls



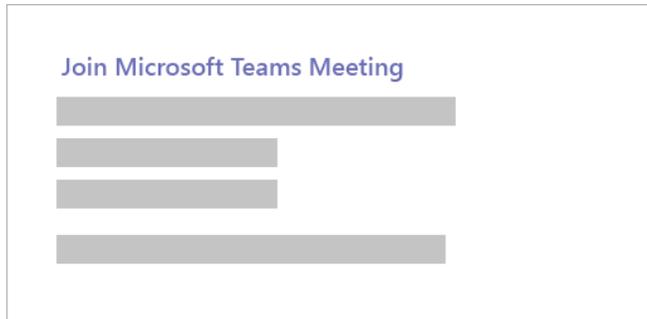
[Click here for a detailed guide about the attendee controls](#)

## TEAMS MEETING INSTRUCTIONS FOR STUDENTS

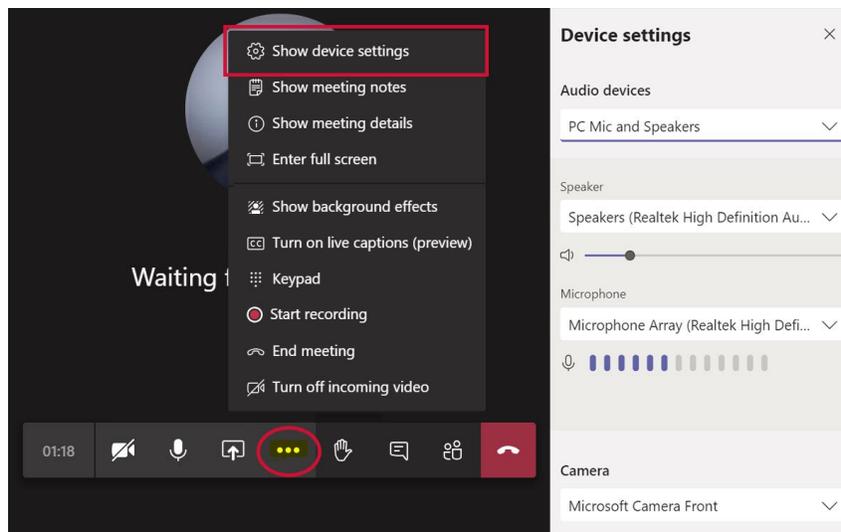
[View the Support Page Here](#)

### How to Join the Event

- Joining by link. All you need to join a Teams meeting is a link.



- Select **the Teams** meeting link in your invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
- If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If **you do** have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.
- If you need assistance navigating your audio and video settings, learn more below.



### How to Make a Test Call

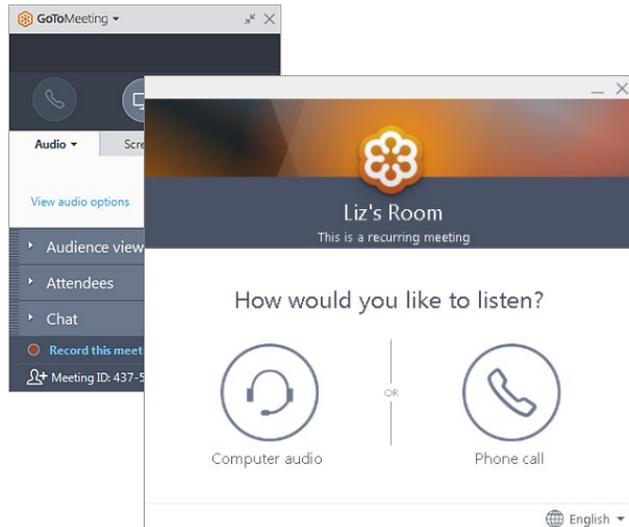
- To make a test call, select your profile picture, then **Settings > Devices**.
- Choose **Make a test call** under **Audio devices**.
- In a test call, you'll see how your mic, speaker, and camera are working. Follow the instructions from Test Call Bot and record a short message. The message will play back for you. After that, you'll get a summary of the test call, and you can go to your device settings to make changes.
- Only available for Teams on the web.

[Click here for a detailed guide about the attendee controls](#)

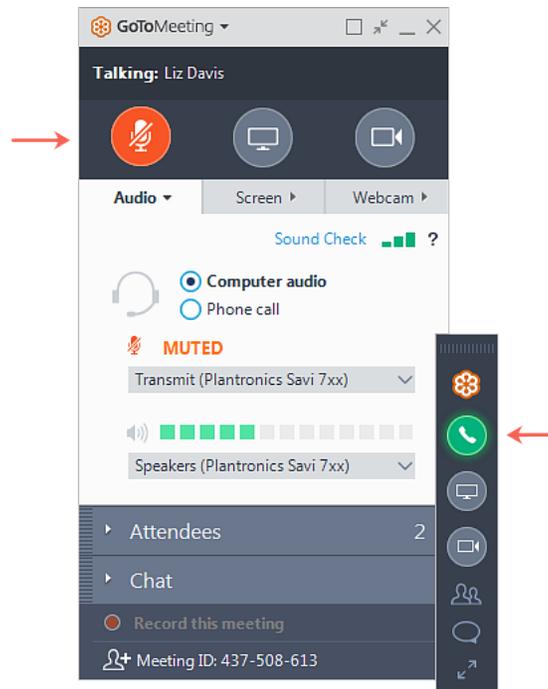
## GOTOMEETING INSTRUCTIONS FOR STUDENTS

### How to Join a Meeting

- Join by clicking on the provided URL
- When you first join, you'll be prompted to choose which method you'd like to use to listen to the meeting audio (computer audio or phone call).
- Once you're in the session, you will see your audio controls on the Audio tab. You can switch audio modes at any time.



- Mute & unmute
  - Control your audio feed using the **Audio button** at the top of your Control Panel or Grab Tab, which will glow green when you are unmuted and others can hear you. You'll see a Mic icon for Computer audio, or a Phone icon for phone call audio.
  - You can also switch between Computer and Phone audio, if needed, by opening the Audio pane in the Control Panel

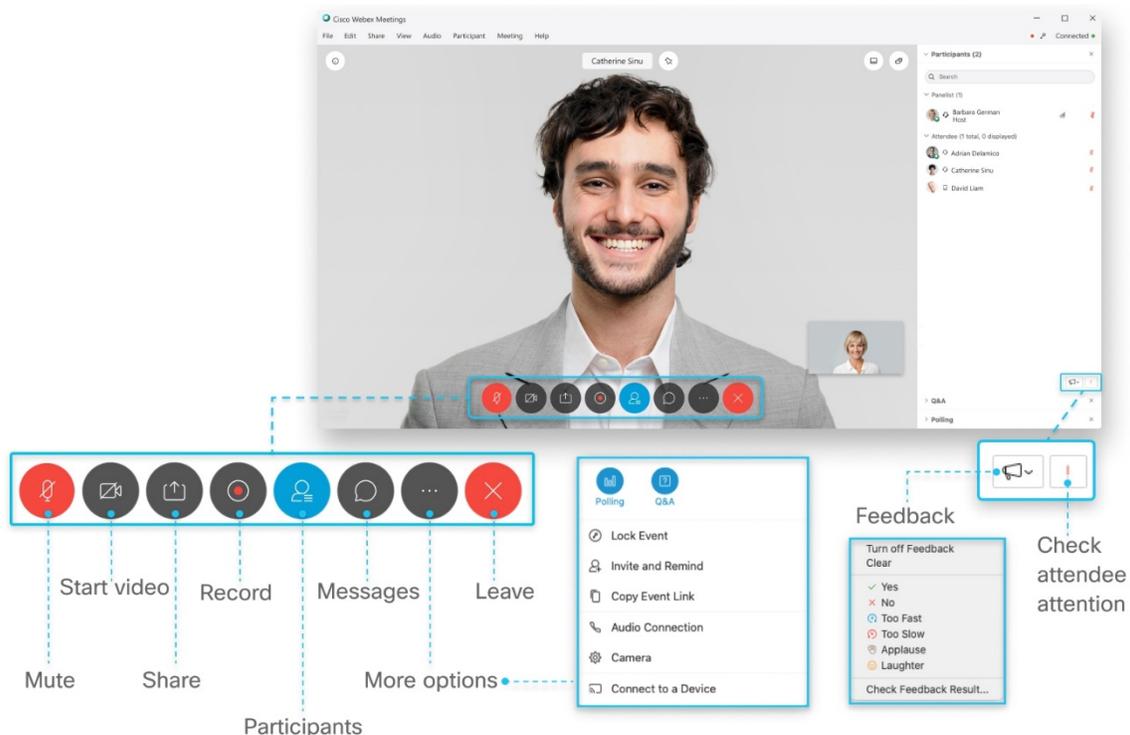


[Click here for a detailed guide about the attendee controls.](#)

## WEBEX MEETING INSTRUCTIONS FOR STUDENTS

### How to Join the Event

- Join by clicking on the provided URL.
- If this is the first time you're joining a Webex meeting, it will require you to download the Webex extension upon clicking on the event link.
- If the automatic download doesn't work, click **Download the app again**.
- Enter your name and email address, and click **Next**.
- In the preview window, you can make sure your audio and video sound and look good before you join the meeting. Use computer audio (default), which uses your computer with a headset or speakers.
- To connect to a compatible video device, click [Use video system](#).
- Join a test meeting before your event by clicking [here](#).



[Click here for a detailed guide about the attendee controls.](#)

## BLUE JEANS INSTRUCTIONS FOR STUDENTS

### How to Join the Event

- Join by clicking on the provided URL
- Clicking the Join Event button takes you to several join options:
  - From a computer (all browsers are supported but Blue Jeans recommend attendees join with Chrome for the best experience).
- Once you're in the session, your attendee view will allow you to mute yourself and control your camera.

**Attendee View**  
(David Lee)

Event title: Sales Kickoff

Entry banner alerts Attendee that nobody will be able to see or hear them.

1: Full Screen

2: Slider bar – drag to change the size of video and content

3: Raise Hand \*

4: Chat w/ everyone

5: Polls

6: Questions & Answers

\* Attendees raise their hand to go interactive in the event (i.e., talk and be seen)

Exit the event

Main (roster) view

Chat w/ Moderator

Expand side navigation (display Presenter roster)

Settings (choose which speaker to use)

- If enabled by the event host, there will be an option to *dial* into the event from a telephone. Note: joining from both computer and telephone simultaneously might lead to audio and lip sync issues.

Company town hall event  
01 August, Tuesday @ 04:30 PM MST

Join Event

Computer | Room System

Join with Browser

OR

Join with BlueJeans App

[Click here for a detailed guide about the attendee controls.](#)