**Welcome to the first VRPA Virtual Conference!**

This is a quick tips sheet for using Zoom!

If you have more questions than this sheet can answer head over to the [Zoom Help Center](https://support.zoom.us/hc/en-us/categories/200101697)!

***Do I need a Zoom account to attend the conference?***

No! A Zoom account is not required if you are joining Zoom Meetings (Conference Sessions) as a participant.

***How do I join a Zoom meeting?***

Just click on the link that you received from VRPA! When prompted enter the meeting ID

Video: [Join a Meeting](https://www.youtube.com/watch?time_continue=5&v=hIkCmbvAHQQ&feature=emb_logo)

***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.

Video: [Joining & Configuring Audio & Video](https://www.youtube.com/watch?v=-s76QHshQnY&feature=emb_logo)

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

No. You will be able to listen and speak during the meeting and view the webcam video of presenters and other participants.

***My video/camera is not working!***

Zoom provides tips for Windows, Mac, Linux, Android, and iOS

[How to troubleshoot your video](https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working)

***How to change your Zoom name to your First and Last Name?***

If you are in the Zoom meeting. Hover your mouse in the bottom left hand corner of your tile. You should see a name (maybe yours) show up. Right click on the name and select “rename”. Enter your first and last name and select “OK”.

***How do I use the chat box?***

At the bottom of your screen are meeting controls, represented by a series of icons. Click on the ‘chat’ icon in the meeting controls. This will open a chat box. It will appear on the side of the video chat portion. You can both enter comments and read what others have written.

***How do I raise my hand?***

1. Click on the “Participants” icon at the bottom of the screen
2. At the bottom right of the window that opens, click the icon labeled “Raise Hand”
3. Lower your hand by clicking the icon again