



## Hello Technites!

Welcome to your **Zoom Guide** for Brooklyn Tech Alumni Foundation's virtual events. We created this resource to help you navigate our host platform and enjoy a seamless experience. Whether you are a Zoom pro or first-time user, there is a lot of useful information here.

### Preparing in Advance

#### **Installing Zoom**

Before you install Zoom, make sure your device meets [Zoom system requirements](#):

- **Computer\***: Windows or Apple computer with speakers and a microphone. (*Note*: Webcams are recommended but not required.)
- **Mobile Device\***: iOS or Android
- **Phone**: Mobile device, desk, or landline

*\*The Zoom app can only be installed on computers or mobile devices.*

#### **[Download Zoom here.](#)**

If you would prefer to join via your Internet browser without downloading the app, see instructions under **Joining an Event**.

#### **Creating Your Own Account**

To sign up for a free account, 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

#### **Activating Account**

Don't want to create an account? You don't have to. You are welcome to join our event without creating an account.

#### **Joining an Event**



Our event link and meeting ID will be emailed to you a few days prior to the program. You can join the meeting by clicking the link or going to [join.zoom.us](https://join.zoom.us) or your Zoom app and entering in the meeting ID.

If you are joining by telephone, you will need the teleconferencing number provided in the invite. You will not be seen or allowed to view others. To ensure you have a wonderful virtual experience, we do not recommend this option.

[Learn more about joining an event/meeting.](#)

If you are signed in, change your name if you don't want your [default name](#) to appear. If you are not signed in, enter a display name.

Make sure to **connect to audio** and **join with video** so we can see your Tech swag on the big screen! Click **Join**. If you accidentally do neither, you will be allowed to make the change once you join the event on your personal screen. You will automatically be muted upon entry, but in case you are not, please be sure to **mute** yourself. Webcams can be turned on or off at any point – you control this.

### How can I improve my Zoom event experience?

We are glad you asked. Check out some helpful tips to keep you Zooming through our virtual event:

**Internet Connection** – Use a wired ethernet connection whenever possible. Connect an ethernet cable into your computer and turn off Wi-Fi.

**Update the Zoom software (client) on your computer** – [Download the latest version here.](#)

**Display** – There are two basic ways to display participant videos in Zoom: Speaker View or Gallery View. Consider using Gallery View to see up to 49 participants on your screen (you will still be able to scroll through the pages to see all participants). [Learn additional details here.](#)

**Mute your microphone** – To help keep background noise and distractions to a minimum, make sure you mute your microphone when you are not speaking. All participants will be muted upon entry. You are welcome to unmute yourself when you are ready to talk, but we ask you to stay muted through any presentations.

**Quit unnecessary applications** – Before you join our Zoom event, quit any applications on your computer that you will not need during this program (email,



instant messaging, etc.). This will free up computer processing and capacity for the Zoom streaming experience.

**Join early** – Join your meeting a few minutes early to ensure a proper connection and time to troubleshoot any issues.

## Frequently Asked Questions

### **What happens if I accidentally leave the event?**

Just rejoin using the same steps and we will welcome you right back.

### **Will I be able to unmute myself during the breakout sessions?**

Of course! The breakout sessions are an opportunity for you to reconnect with Technites and classmates, so chatting it up is highly encouraged.

### **How do I change my Zoom virtual background?**

First, you must enable virtual backgrounds in your account settings, which you can [learn more about here](#). Save the desired image/background on your computer. When you join the event, tap **More** in the controls. Tap Virtual **Background**. Tap the **background** you would like to apply or tap **+** to upload a new image. The **background** will be automatically applied. Note that users must sign out of the Zoom app and sign back in for virtual backgrounds to take effect.

### **What if I need any logistics support the night of the event?**

Please message any of the hosts and they will get in touch with you right away.

[Click here for more FAQs.](#)

*The Brooklyn Tech Alumni Foundation reserves the right to remove any participants from this program in the event of disruptive or inappropriate behavior, including but not limited to: Gestures, language, screen names, and shared content.*

*Removed participants are ineligible for refunds.*