2021 WI Cancer Summit
ZOOM Meeting Guide
Wed. October 20ᵗʰ 12PM-4PM
Thurs. October 21ˢᵗ 8:30AM-2PM

**Wisconsin
Cancer
Collaborative**
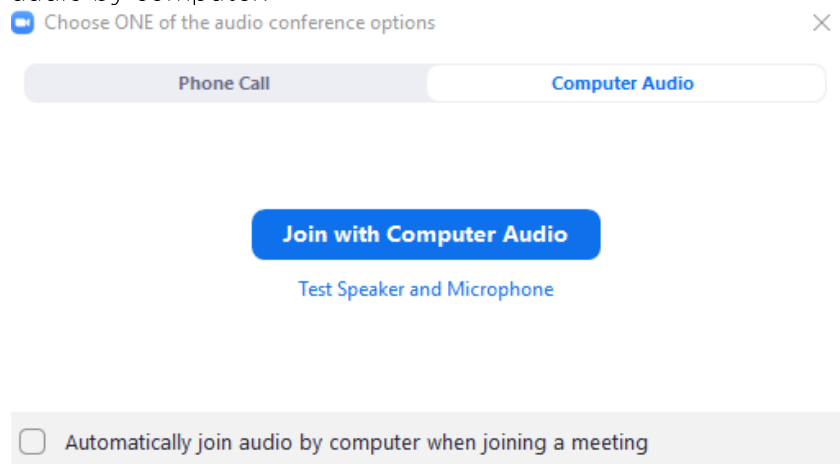REDUCING THE BURDEN TOGETHER

Test Your Audio

You have an opportunity to test your audio when you join the ZOOM meeting by clicking on "Test Speaker and Microphone." Once you are satisfied that your audio works, click on "Join audio by computer.

How to Mute and Unmute

During the Summit, mute your audio feed unless you're speaking. This reduces audio feedback and background sounds that may be distracting to other participants.

AUDIO ISSUES

Can't hear the instructor or other participant

- Check your computer speakers. Is the volume turned up?
- Are your speakers connected?
- Are your speakers selected for the active output in Zoom?

Other participants can't hear you

- Check your microphone setup in Zoom

Audio Trouble

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in the invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.
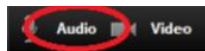
Do You Hear an Echo

Do the other participants hear echo when you talk?
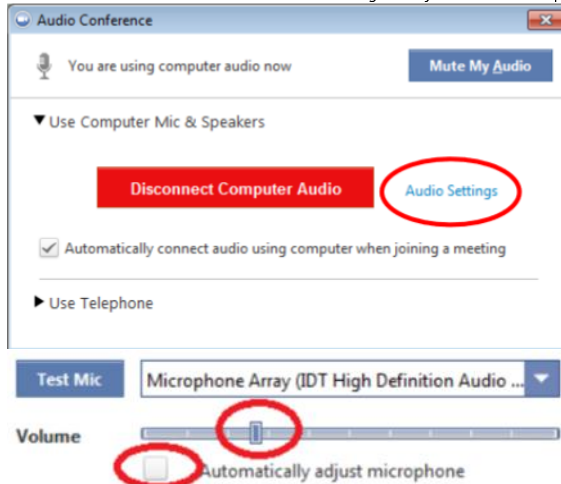If so, this means that you are the source of the echo.
You have two options:

a. Adjust your microphone sensitivity (and, if possible, increase the distance between the microphone and the speakers."
In the Zoom meeting, Choose Audio > Audio Settings

"Uncheck the "Automatically adjust Microphone" box and pull the slider bar down.

b.   If you're the only participant, use a headset or earbuds instead of the speakers so that the voices coming in from other participants aren't picked up by the mic in your environment. Laptop mics aren't far enough away from the laptop speakers to avoid sending the sound round and round.

Do you hear echo when other participants talk?
If so, then they are the source of the problem. There is really nothing you can do other than ask the person who is the source of the echo to try the options listed above.

How to Chat
1.   Click Chat in the meeting controls bar at the bottom of the client. The chat window will open on the right.
1.   Type a message into the chat box or click on the drop down next to "To:" if you want to message a specific person.
2.   When new chat messages are sent, a preview of the message will appear and the Chat button will flash orange. Click the button to view the chat window.
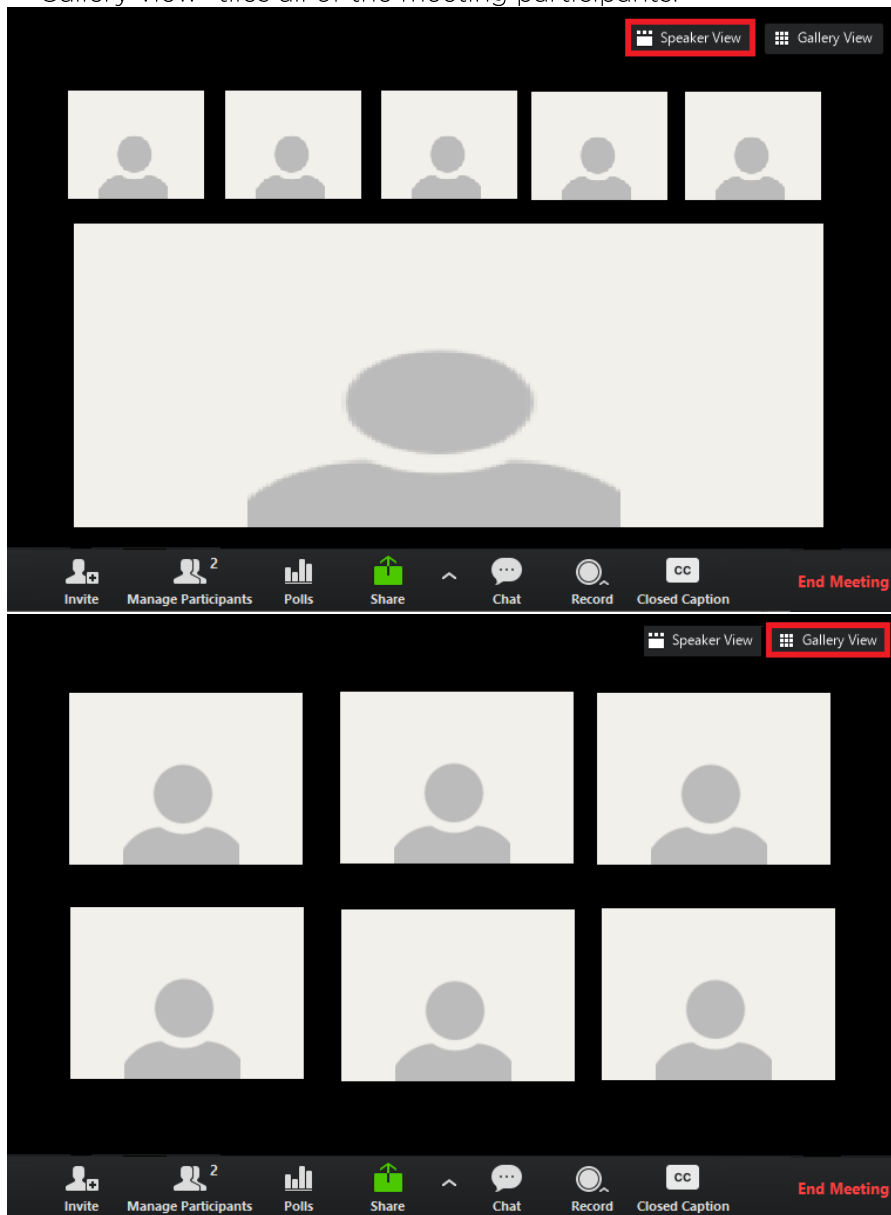

Change Your Screen View
Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view.
• "Speaker view" shows the active speaker.

• "Gallery view" tiles all of the meeting participants.

Helpful tools to learn how to Zoom:
• [How to Use Zoom - Free Video Conferencing & Virtual Meetings](#)
• [Zoom Video Tutorials](#)
• [Zoom Live Training Webinars](#)