

Simple Zoom Meeting Instructions

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Modified for PSR Grower Trainings by Chad Carter – Clemson Extension

This quick, simple instruction sheet is to help you connect to Zoom meetings for Remote Produce Safety Grower Trainings.

- (1) The Grower Training is two days. You received two Zoom links in your confirmation email, one for each day of training. Please make sure you are joining for the correct day. Your Zoom links will look like this:

[Day 1 – May 19, 1 PM Remote Produce Safety Rule Grower Training](#)

When: May 19, 2020 01:00 PM Eastern Time (US and Canada)

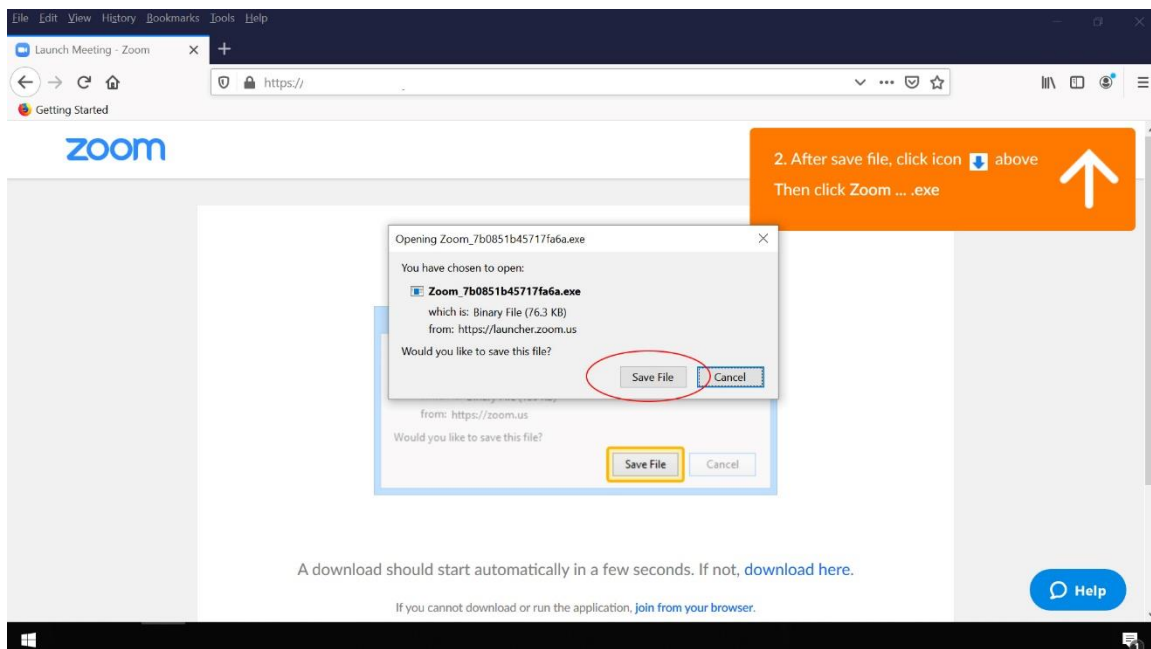
Register in advance for this meeting:

<https://clemson.zoom.us/meeting/register/tJAscuqtajouG9T1CmorVoZmJYi2341>

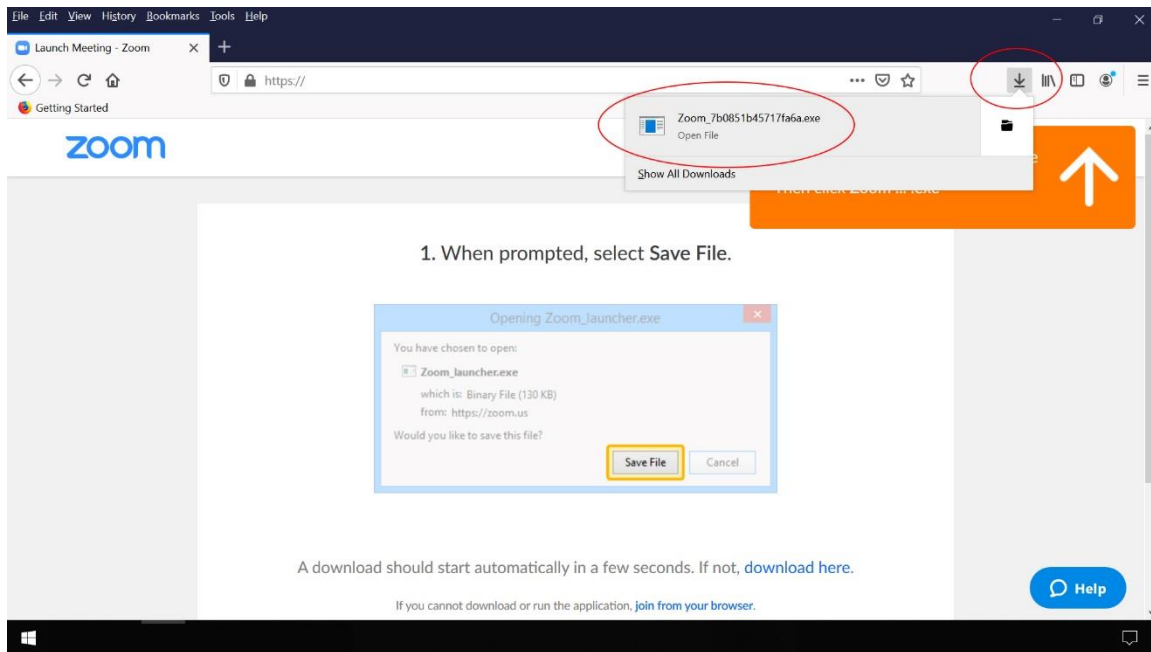
After registering, you will receive a link and confirmation email containing information about joining the meeting.

You will be required to enter your name and email address before entering the training. If you have any questions contact Chad Carter ctcarte@clemson.edu, 843-730-5211, or Brooke Horton bhorton@scda.sc.gov 803-351-1244.

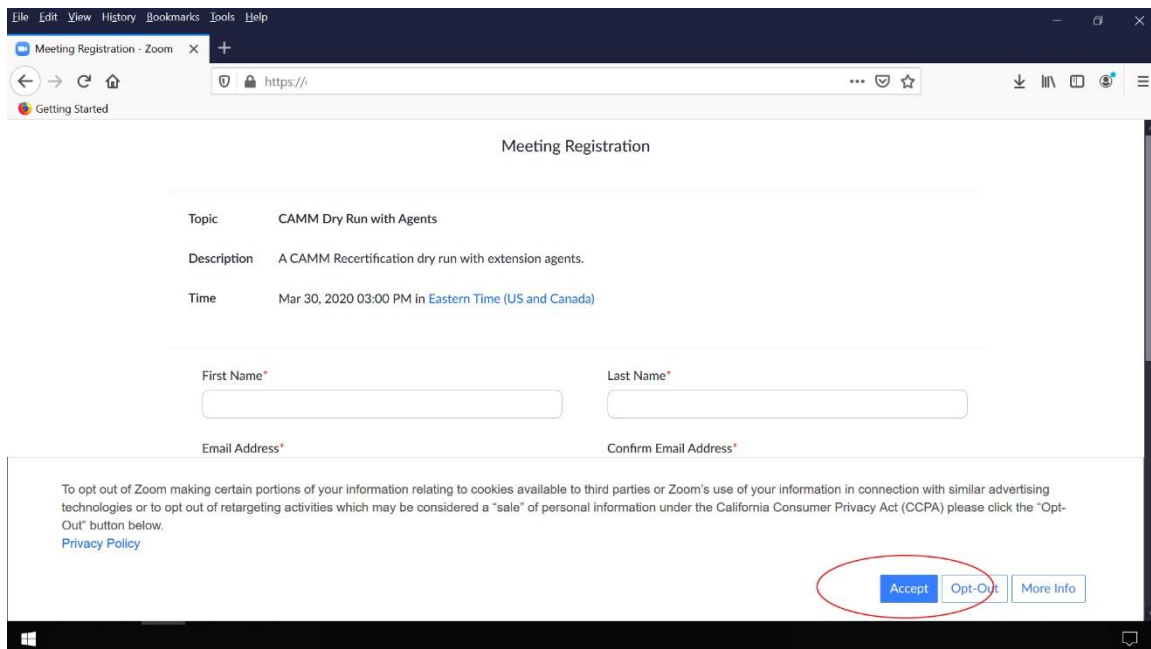
- (2) If you have never used Zoom before, when you click on the link the screen will prompt you to download the Zoom software. (You may also go to the Zoom website instead at https://zoom.us/download#client_4meeting to download the software before the meeting.)



Click on the “Save File” button circled. In some Browsers, like Chrome or Edge, the file may automatically install. In Firefox it only saves the file to your computer and you must complete another step. Click on the small “download arrow” in the upper right corner of the screen, then click on the Zoom file name in the box that appears to load the program:



(3) A new web page will open. It will first give Zoom’s privacy policy – you must click the “Accept” button to continue:



- (4) Since registration is required for Produce Safety Rule Zoom programs, a screen will now show. Enter your name and email address. Click on the “I’m not a robot” check box (it may ask you to select some images containing a traffic light or something similar), then click on the “Register” button:

The screenshot shows a web browser window with the title "Meeting Registration - Zoom". The address bar shows a URL starting with "https://". The page content includes the following fields and elements:

- Topic: CAMM Dry Run with Agents
- Description: A CAMM Recertification dry run with extension agents.
- Time: Mar 30, 2020 03:00 PM in Eastern Time (US and Canada)
- Form fields:
 - First Name* (text input)
 - Last Name* (text input)
 - Email Address* (text input)
 - Confirm Email Address* (text input)
- * Required information
- ☐ I'm not a robot (checkbox with reCAPTCHA logo and "Privacy - Terms" link)
- Register (blue button)

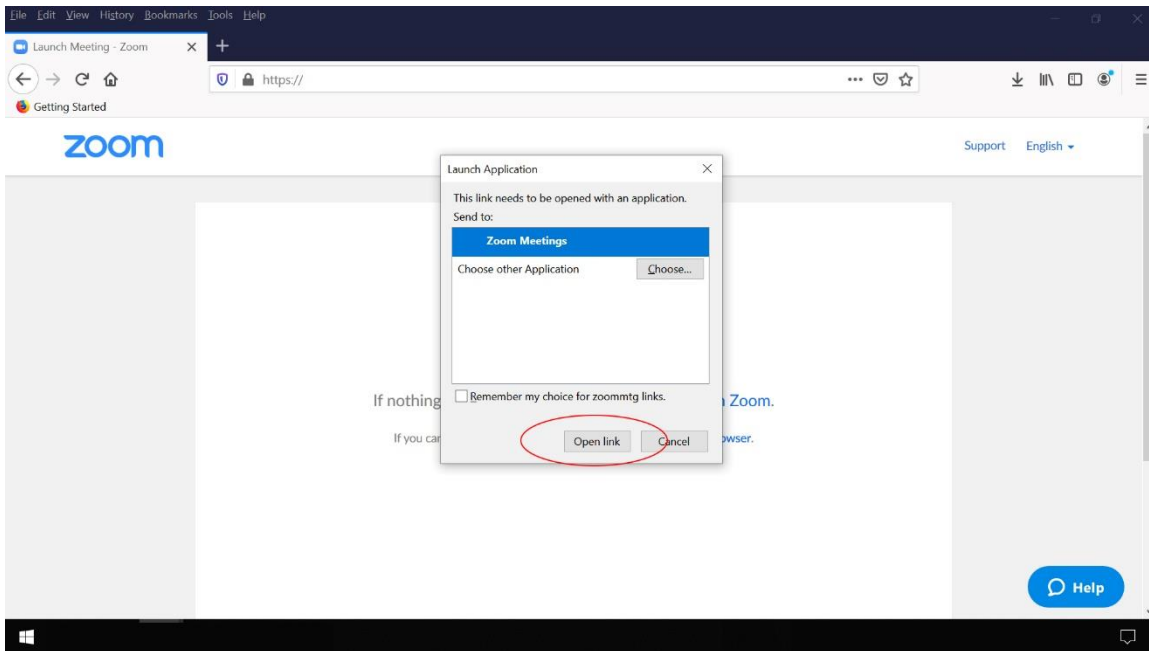
Red circles are drawn around the "I'm not a robot" checkbox and the "Register" button.

- (5) A screen will now appear noting that you have completed registration. Click on the link provided to enter the meeting:

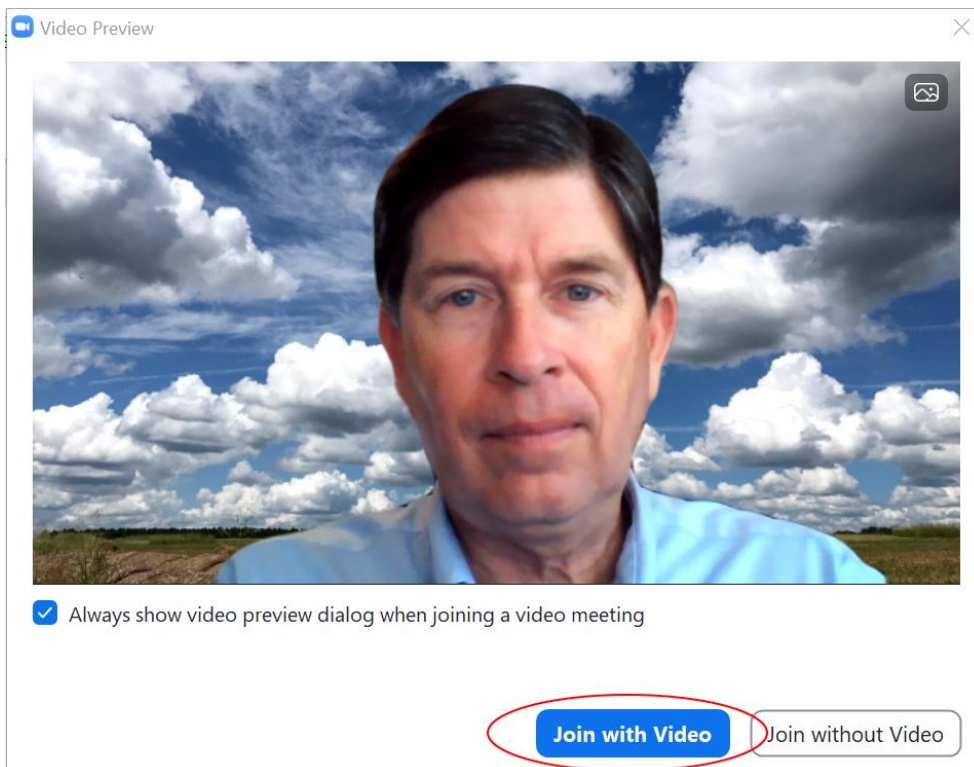
The screenshot shows a web browser window with the title "Meeting Registration Success". The address bar shows a URL starting with "https://". The page content includes the following fields and elements:

- Meeting Registration Approved
- Topic: CAMM Dry Run with Agents
- Description: A CAMM Recertification dry run with extension agents.
- Time: Mar 30, 2020 03:00 PM in Eastern Time (US and Canada)
- [Add to calendar](#) (calendar icon)
- Meeting ID: XX XXX XXX
- To Join the Meeting
- Join from a PC, Mac, iPad, iPhone or Android device:
- Please click this URL to join: [https:// zoom.us/j/XXXXXXX](https://zoom.us/j/XXXXXXX) (circled in red)
- To Cancel This Registration
- You can [cancel](#) your registration at any time.

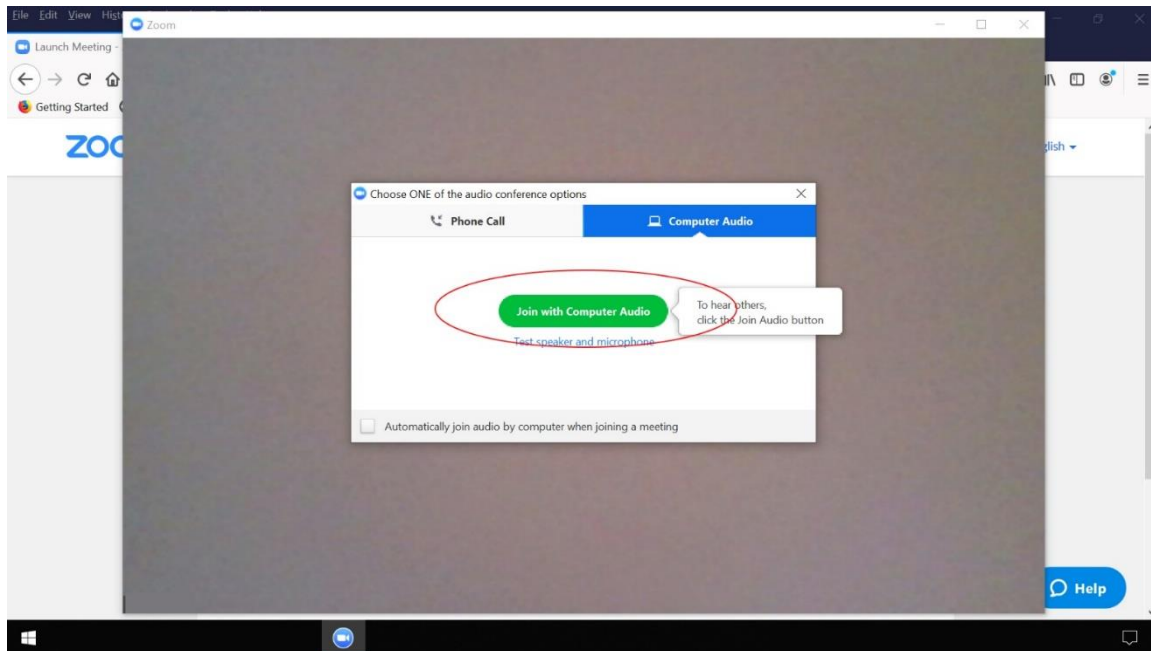
(6) Another screen now asks you to select the Zoom application – click on the “Open Link” button:



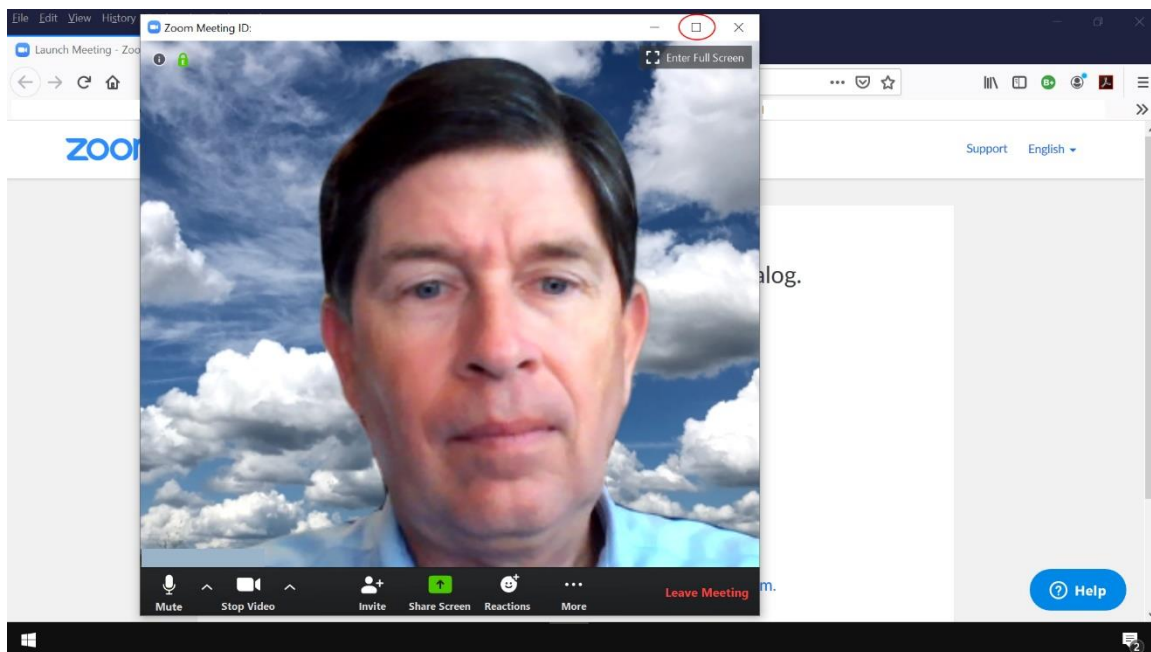
(7) The next question may ask you to join with video. In order to participate, individuals must have a webcam and audio capability, and will be required to have both operating during the full course of the training. It is a Produce Safety Alliance requirement that participants are monitored in order to verify participants’ attendance and engagement. Participants will only be eligible for the PSA/AFDO Certificate of Course Completion if they are present for all modules of the course.



(8) The last question will ask about audio connections – choose “Join with Computer Audio”:



(9) You are now connected to the meeting, and your screen will look like this:



Click on the “Maximize” button in the top right to make the video full screen.

- (10) Note the “Mute” button at the lower left. Click on that to mute your mic (if there is a red slash through it the mic is already muted); to prevent feedback we will mute all mics for these meetings. You may ask questions using the “Chat” function - click once on the “Chat” button so you can see the chat dialog box – it will look like this:



Note the “Everyone” list in the “To” field – anything you type is seen by everyone on the meeting. Please be aware that these chats are recorded (and the meeting will be also) and hosts and co-hosts can see the chat text when the meeting has ended. Note also the controls at the bottom of the screen will disappear after a few seconds – you will need to move your mouse over the screen to have them reappear.

- (11) To leave the meeting when it has ended, simply click the “Leave Meeting” button in the lower right corner. The hosts will be notified when you leave the meeting.

That’s a brief overview of getting connected.