

Using ZOOM for the Virtual Cancer Retreat

Thank you for registering for our Virtual Cancer Retreat! We are so glad you have decided to join us! This guide will provide you with instructions, tips, and hints to help you have the best possible virtual experience during our retreat.

How to Use this Guide

If you have never used the Zoom application before, please skip to page 5 of this guide for instructions on how to ensure that your device speaker and microphone are ready to use. We strongly recommend that you to familiarize yourself with Zoom by setting it up on your device and using Zoom’s test meeting feature ahead of the Retreat.

If you experience technical issues in setting up Zoom, joining a session, or using the Zoom controls, you can get assistance here: <https://support.zoom.us/hc/en-us/articles/206175806>

You may also contact the following Cancer Services representatives for assistance with logging into a session:

Shirelle Quintana 505-977-1532 shirelle@cancerservicesnm.org
Janet Cook 505-288-0331 janet@cancerservicesnm.org

If you have used Zoom and are somewhat familiar, continue with the instructions below.

Joining a Session

***Please do not use your own personal Zoom account to log into the sessions. Please use the direct links included on the Meeting Agenda.*

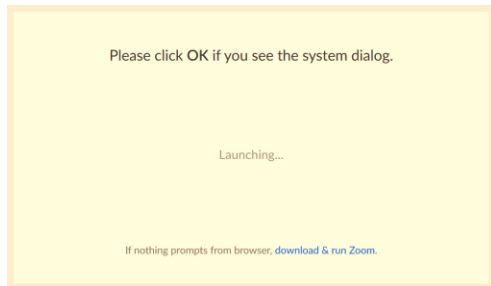
Access the Retreat Agenda in the email provided to you by Cancer Services. You may also go to our Virtual Cancer Retreat page at <https://cancerservicesnm.org/new/2024-vcr-participant-info/> to access the Retreat Agenda.

On the Retreat Agenda, you will see a Zoom link for each session. The links will appear in underlined blue text, beginning with “<https://>” and ending with an 11-digit number.

NOTE: To attend each session click the appropriate Zoom link & enter the password included in your Registration Confirmation email

Saturday, April 17: Morning Sessions	
Time	
8:15-8:30	Welcoming Remarks Kathy Kreider & MJ Rodriguez, DPT – Cancer Services of New Mexico
	Zoom Link: https://cancerservicesnm.zoom.us/j/89696728589
8:30-9:15	Cancer 101 Thomas Schroeder, MD – UNM Comprehensive Cancer Center
9:15-9:30	Break
9:30-10:30	New Developments in Cancer Treatment Dulcinea Quintana, MD – UNM Comprehensive Cancer Center Sponsored by University of New Mexico Comprehensive Cancer Program
	Zoom Link: https://cancerservicesnm.zoom.us/j/88415279368

Click on the Zoom link to access the session. You will be prompted to either download or launch Zoom. If you already have this application installed on your computer or mobile device, you will be connected to the session automatically.



If you click “Download and Run Zoom,” follow the onscreen instructions to download and launch the application. Once downloaded, you will automatically be directed to the meeting.

Once connected to a session, you will be prompted to enter the password included with your registration confirmation email to join the session.

***If at any time you are asked to enter a Meeting ID, this will be the 11-digit number at the end of each Zoom link.*

Session Types: Webinars and Meetings

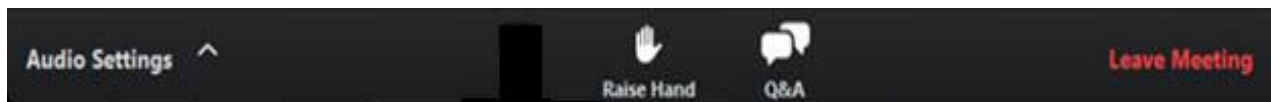
There are two types of sessions for the Retreat.

Meetings: designed to be a collaborative event with participants being able to turn their video on and off, see who is in attendance, and interact with others.

Webinars: designed so that only the host and designated panelists can share their video, audio, and screen. Webinars allow view-only attendees. This means that attendees can see the presenter but will not be able to speak to the presenter. However, attendees can interact with the session via special features unique to that session.

Webinar Controls (all sessions except the Virtual Lunchroom session)

Your Zoom controls will appear at the bottom of your Zoom window. **Controls may vary in appearance depending on the settings controlled by the meeting host**, or whether you are using a computer or mobile device to access the meeting. For a webinar, your controls will look like this:



Audio Settings: Check or adjust your audio settings.

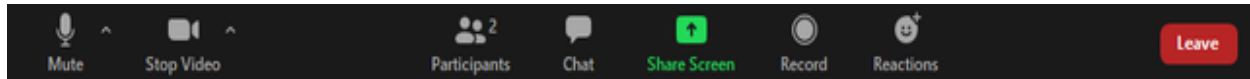
Raise Hand: Alert the host that you have a question

Q&A: Type a question to the host or panelists

Leave Meeting: Exit the meeting

Meeting Controls (*Virtual Lunchroom only*)

Your Zoom controls will appear at the bottom of your Zoom window. **Controls may vary in appearance depending on the settings controlled by the meeting host**, or whether you are using a computer or mobile device to access the meeting. For a meeting, your controls will look like this:



Mute/Unmute: Turn your microphone on or off

Start/Stop Video: Turns your camera on and off

Participants: See who is currently in the meeting

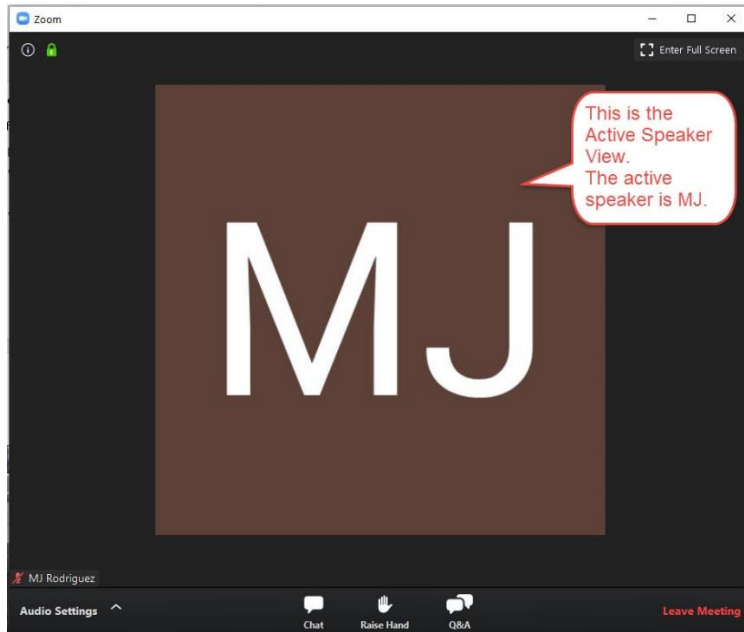
Chat: Access the chat window to chat with host, panelists, and/or participants

Q&A: Type a question to the host or panelists

Leave: Exit the meeting

Changing the Video Layout in a Meeting

There are several ways to view your Zoom screen while in a session. **Active Speaker** is the default view, meaning that when you join a session, the host or speaker who is presenting will appear in a large video window above the control bar.

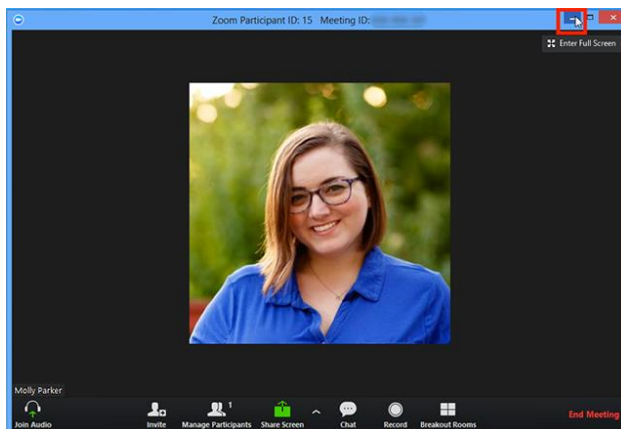


The Active Speaker view may be toggled to your full computer screen by clicking on the Enter Full Screen icon at the top right corner of your Zoom window. Click Exit Full Screen in the top right corner to return to the original Zoom window size.

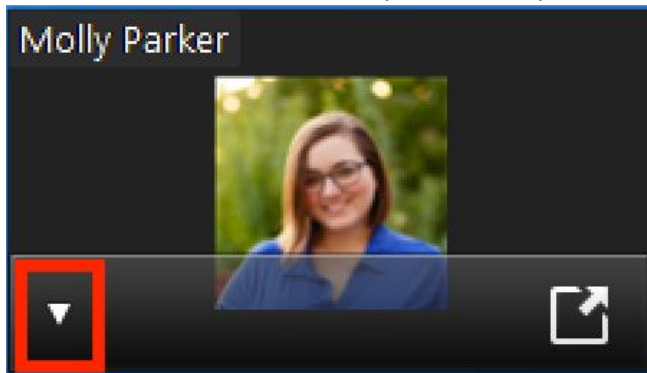


Mini View allows you to minimize the Zoom window but keep it on top of other applications you might have open on your computer. You may move the Mini window around on your screen. This may be helpful if you also want to view any Retreat Resource page while you are in a session.

1. To switch to **Mini-window** view, click on the minimize icon. It is at the top right for Windows, or top left for Mac.



2. Once in Mini Window mode, you can collapse the video by clicking on the arrow on the left side.



3. To exit Mini Window mode, click the arrow on the right side.

Experiencing technical issues with Zoom? Please go to <https://support.zoom.us/hc/en-us/articles/206175806> for assistance.

If You Have Never Used Zoom

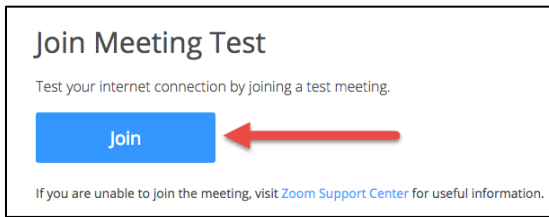
The following guide will help you get set up for Zoom if you have never used this application before. We strongly recommend that you join a Zoom test meeting before the Retreat weekend to familiarize yourself with Zoom and to test your microphone and/or speakers.

To optimize your Retreat experience, we recommend accessing the sessions on a computer, tablet or smartphone so you can see and hear the presenters and view their slides. If your computer does not have speakers, you will need to call into the program by phone so you can hear the presentations. If your computer doesn't have a microphone, you will still be able to communicate with speakers by using the Q&A function to type questions during most sessions. If participating in the Virtual Lunch Session, you will need to call in by phone, if your computer is not equipped with a microphone, so that others in the session can hear you speak.

If you experience technical issues in setting up Zoom on your device, you can get assistance here: <https://support.zoom.us/hc/en-us/articles/206175806>

1. Visit <http://zoom.us/test>.

2. Click the blue **Join** button to launch Zoom.

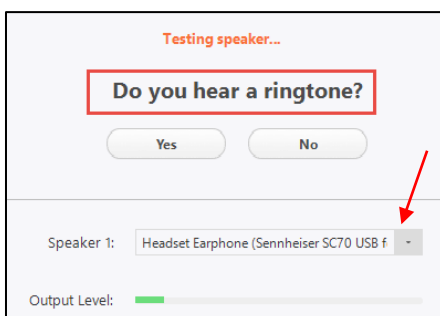


3. You will be prompted to either download or launch Zoom.



If you do not have Zoom installed on your device, follow the prompts to download and install Zoom. This may take a few minutes. Once you have downloaded Zoom, you will automatically be directed to the test meeting.

4. The test meeting will display a pop-up window to test your speakers.

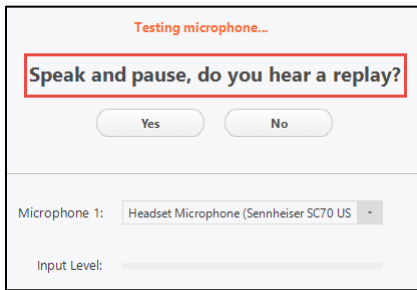


If you do not hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

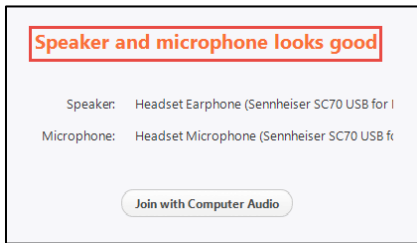
5. When the microphone test prompt appears, say something and then pause. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the



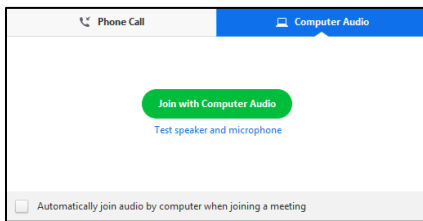
replay. Click **Yes** when you hear the replay.



6. Now your microphone and speakers should be set up correctly. Click **Join with Computer Audio**.



7. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.

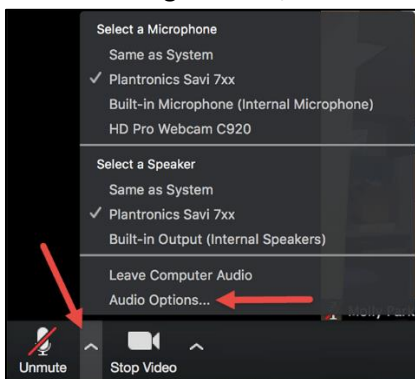


8. When you are satisfied that your microphone and speakers are functioning properly, you can click Leave Meeting in the bottom right corner to exit the test meeting.

Testing Audio and Video During a Meeting

You can also access your audio settings and test your audio when you have already joined a meeting.

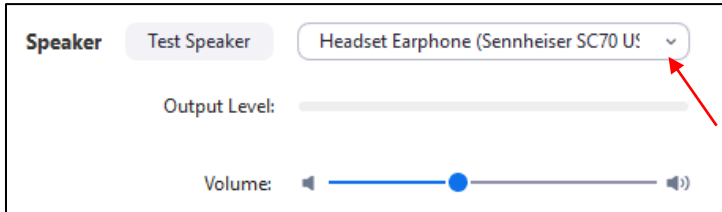
1. In the meeting controls, click the arrow next to **Mute/Unmute**.



2. Click **Audio Options**. This will open your audio settings.

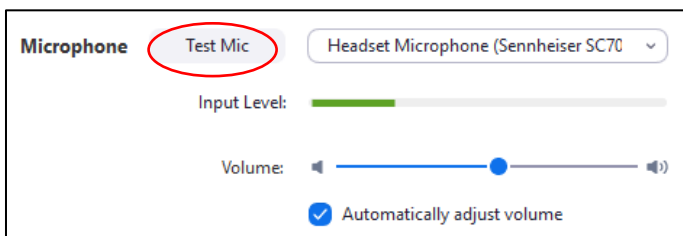
Testing your Speakers

1. Click **Test Speaker** to play a test tone.
2. If you cannot hear it, select a different speaker from the dropdown menu or adjust the **Volume**.

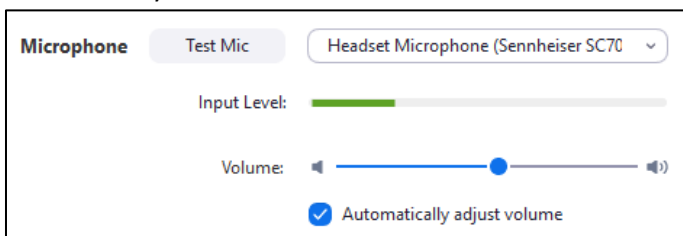


Testing your Microphone

1. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up your voice.



2. Click **Test Mic** to test your microphone.
3. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
4. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



These instructions should help you get your speakers and/or microphone set up and ready for the meeting sessions. If you continue to have difficulties, you can find assistance here:

<https://support.zoom.us/hc/en-us/articles/206175806>