How to Zoom – For Workshop Participants

Zoom is easy (easier than it sounds here)! We will hold the Workshop in two different Zoom modes (Zoom-webinar and Zoom-meeting), just to keep you on your toes. There are a few differences between Zoom webinars and meetings. If you haven't used Zoom, or if you've only participated in one format, here's a quick start guide to help you navigate the virtual 2021 Shale Network Workshop.

When We are in Zoom-Webinar Mode

The main workshop will be run as a Zoom webinar. As a participant, you will be able to watch the presentations listed on the workshop agenda and engage with the speakers through the Q&A function. "Chat" will be disabled in the zoom-webinar mode.

To join the Workshop (webinar):
- If you already have an account, simply sign into Zoom and click on the Workshop link that you received from the Shale Network Team. If you don't have an account, just click on the Workshop link and follow instructions.
- A popup will ask what audio source you would like to connect. If you're joining from a computer, choose computer audio. If you are having issues with your computer's speakers or with your internet, choose telephone and dial the number that Zoom provides. Please note that you will need the meeting number and your participant ID (located below the phone number that Zoom gives you). You can watch the Workshop on your computer while listening on the internet or on the phone.

In the Workshop (zoom-webinar mode):
- You will be able to see the speaker and their slides.
- If you want to ask a question or leave a comment, click on the Q&A box located at the bottom of your screen, type in your question, and click submit.
- The moderator will read your questions.
- We will try to get through as many questions as possible during the allotted time.

When We are in Zoom-Meeting Mode

Shale Network will hold the virtual field trips and pre-recorded talk Q&A session in Zoom-meeting mode. The meeting format provides a more conference-like feel and allows for more back-and-forth between the presenters and speakers.

To join the Workshop (in Zoom-meeting mode):
- If you already have an account, simply sign into Zoom and click on the Workshop link that you received from the Shale Network Team. If you don't have an account, just click on the Workshop link and follow instructions.
- A popup will ask what audio source you would like to connect. If you're joining from a computer, choose computer audio. If you are having issues with your computer's speakers or with your internet, choose telephone and dial the number that Zoom provides. Please note that you will need the meeting number and your participant ID (located below

the phone number that Zoom gives you). You can watch the Workshop on your computer while listening on the internet or on the phone.

In the Zoom-meeting mode, you will be able to:

- Use the chat function to ask questions and/or leave comments. <mark>Everyone will see your chat.</mark>
- Use the raise hand function (found in the Reactions tab at the bottom of your screen) to indicate that you would like to ask a question aloud.
- To ask aloud, turn on your video and microphone… but we ask that you refrain from doing so until a host calls on you to ask a question. (This helps to keep the speakers, who will have their videos on, at the forefront of the meeting.)

Coming and Going

You can join and leave the Workshop (in Zoom-webinar/meeting) as necessary. To leave a webinar/meeting, click on the red "Leave" button at the bottom right of your screen. To rejoin the webinar/meeting, simply click on the webinar/meeting link provided by Shale Network and follow the instructions above.

More Helpful Links:

Zoom at Penn State – Quick start guides for participating in Zoom webinars and meetings

Getting started guide for new users – Zoom Help Center