

## Logging in to Making Contact 2018: Zoom

We are hosting both days of the workshop for **Working Group Participants** on Zoom, a video conferencing and virtual meeting platform.

### Support:

- Email me at [claire@makingcontact2018.com](mailto:claire@makingcontact2018.com) with questions. *Please read this document fully before emailing me.*
- Call Claire at +1-414-334-0724, if your question is urgent.
- For technical support, Zoom customer service is very helpful. Call +1-888-799-5926. Press “2” for support.

There are four parts to this document:

### Part 1: Introduction to Zoom

### Part 2: I am familiar with Zoom and it is installed on my computer.

### Part 3: I am not familiar with Zoom and need to install it.

### Part 4: Zoom Platform

---

### Part 1: Introduction to Zoom

- You need access to a computer with a camera (if possible) and microphone.
  - Zoom invitations for Working Group members will go out **May 27<sup>th</sup>**. These will have your **unique links** for participating in the Zoom meeting.
  - As a Working Group member, you are what Zoom calls a “**Panelist**.” This means you can see and speak to the other panelists, as well as the Breakthrough Listen team who will be together in person at the U.C. Berkeley campus.
  - During your session, viewing participants (SETI community members, people from U.C. Berkeley) will be able to see and hear you, but you will not see their video nor hear their audio.
  - Use the below instructions **for your session only**.
  - **Please log in exactly at your session start time.**
  - **If you would like to participate in the Q&A for other sessions, follow the document: “Viewers: Logging in to Making Contact 2018.”**
- 

### Part 1: I am familiar with Zoom and it is installed on my computer.

1. Open your computer and Internet browser (Chrome, Safari).
2. Open your email to find the Zoom Invitation. The subject line is: “Panelist for Making Contact - Day X [1 or 2].”

3. Click on the link where the text notes: “Please click this URL to join.” It is highlighted here:

Hi Claire W,

You are invited to a Zoom webinar.

Date Time: May 29, 2018 8:00 AM Pacific Time (US and Canada)

Topic: Making Contact - Day 1

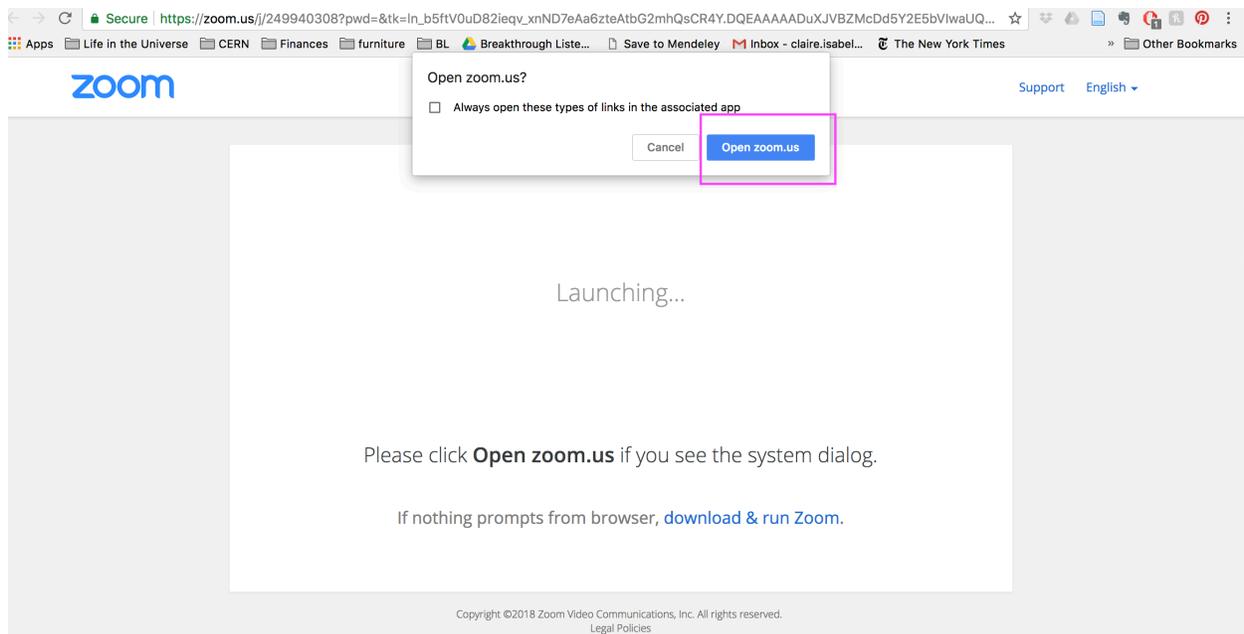
Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://zoom.us/j/249940308?pwd=&tk=ln\\_b5ftV0uD82ieqv\\_xnND7eAa6zteAtbG2mhQsCR4Y.DQEAAAAADuXJVBZMcDd5Y2E5bVlwaUQ...xqd05aeWx5Q3JnAA](https://zoom.us/j/249940308?pwd=&tk=ln_b5ftV0uD82ieqv_xnND7eAa6zteAtbG2mhQsCR4Y.DQEAAAAADuXJVBZMcDd5Y2E5bVlwaUQ...xqd05aeWx5Q3JnAA)

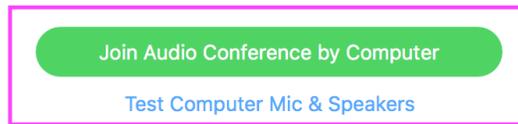
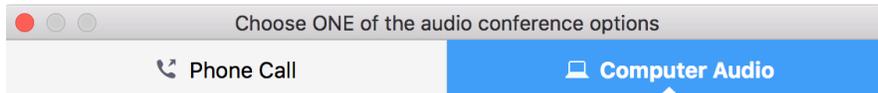
Note: This link should not be shared with others, it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

4. Alternatively, copy and paste that link into your browser.
5. You will be prompted to open Zoom. Click “Open zoom.us.”

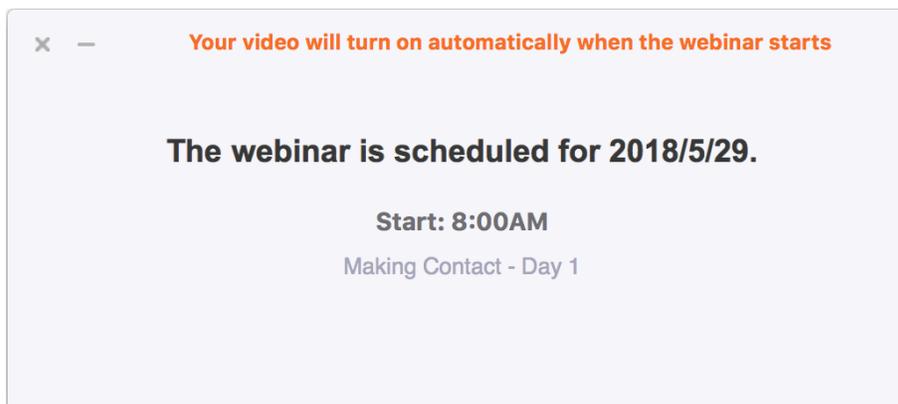


6. Click “Join Audio Conference by Computer.”



7. You will automatically join the meeting.

**Note:** The Zoom meeting will be open at 8 a.m. PDT both May 29<sup>th</sup> and May 31<sup>st</sup>, but the sessions will start at 9 a.m. both days. This is to give you time to log in and play around with the controls. Until that time, you will receive this message:



---

## Part 2: I am not familiar with Zoom and need to install it.

1. Open your computer browser (Chrome, Safari).
2. Open your email for the Zoom Invitation. The subject line is: "Panelist for Making Contact - Day X [1 or 2]."
3. Click on the link where the text notes: "Please click this URL to join." It is highlighted here:

Hi Claire W,

You are invited to a Zoom webinar.

Date Time: May 29, 2018 8:00 AM Pacific Time (US and Canada)

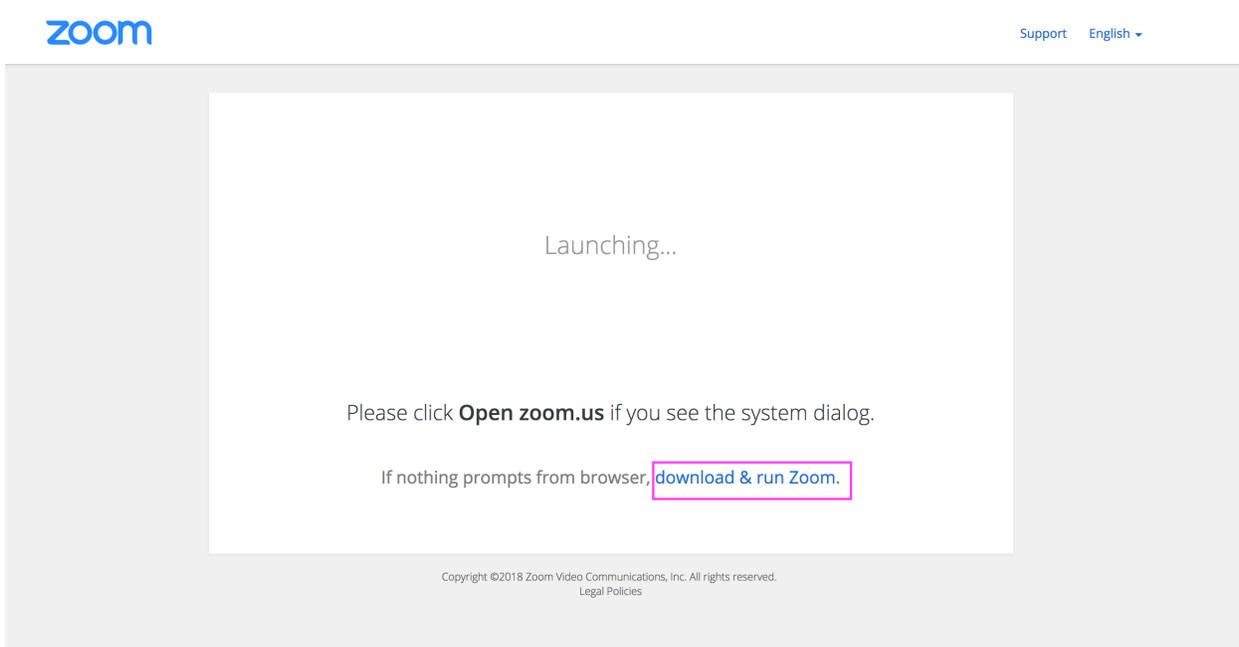
Topic: Making Contact - Day 1

Join from a PC, Mac, iPad, iPhone or Android device:

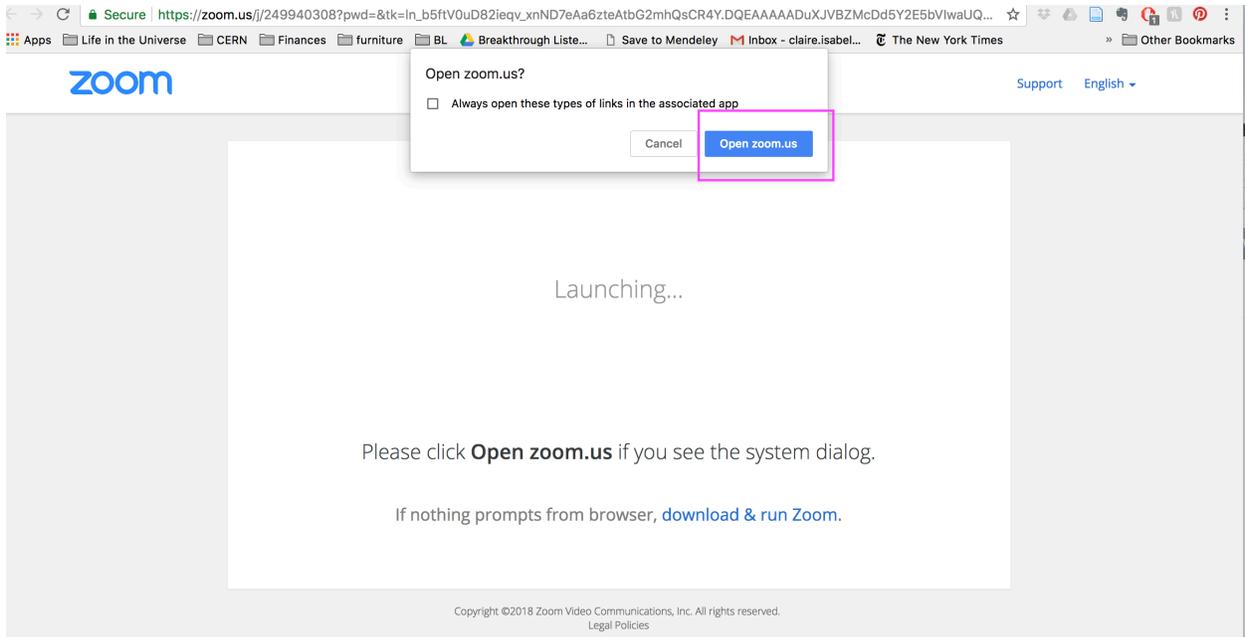
Please click this URL to join. [https://zoom.us/j/249940308?tk=e5plyl8stv\\_j1qllrYrJhgmKaOCS4MFRfNA6\\_AW0sQ.DQEAAAAADuXJVBZJbThoQllvaVF5V0xqd05aeWx5Q3JnAA](https://zoom.us/j/249940308?tk=e5plyl8stv_j1qllrYrJhgmKaOCS4MFRfNA6_AW0sQ.DQEAAAAADuXJVBZJbThoQllvaVF5V0xqd05aeWx5Q3JnAA)

Note: This link should not be shared with others; it is unique to you.  
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

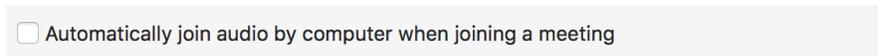
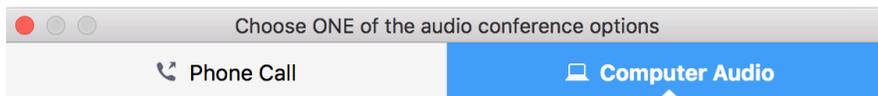
4. Alternatively, copy and paste that link into your browser.
5. You will see this screen. Click “download and run Zoom.” It is highlighted here:



6. Navigate to your **Downloads folder** on your computer.
7. Install the Zoom application.
8. Navigate back to your email and click on the Zoom invitation link again.
9. You will be prompted to open Zoom. Click “Open zoom.us.”

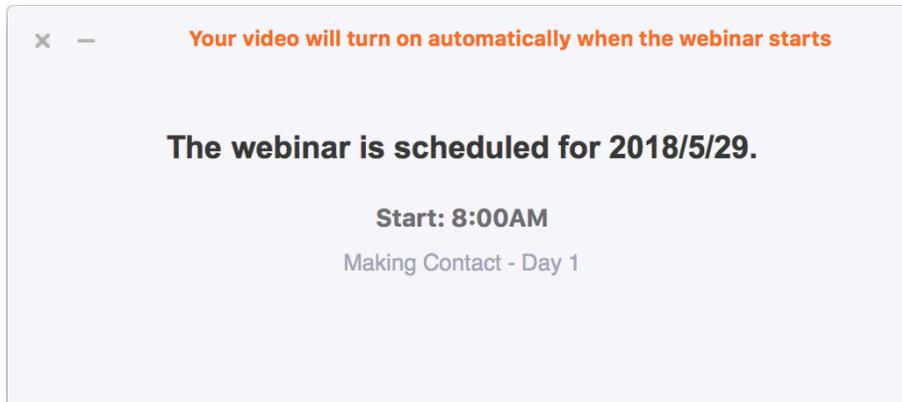


8. Click “Join Audio Conference by Computer.”



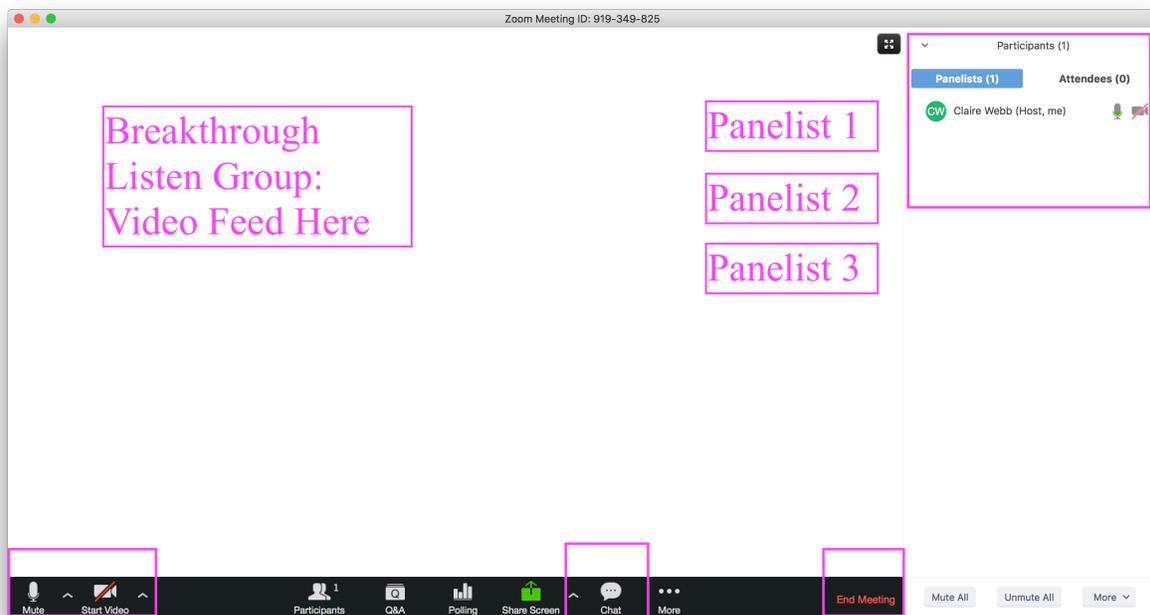
9. You will automatically join the meeting.

**Note:** The Zoom meeting will be open at 8 a.m. PDT both May 29<sup>th</sup> and May 31<sup>st</sup>, but the sessions will start at 9 a.m. both days. This is to give you time to log in and play around with the controls. Until that time, you will receive this message:



## Part 4: Zoom Platform

The Zoom platform looks like this:



Here are some features you should familiarize yourself with if you haven't used Zoom before.

- You can mute your audio, and stop your video, without leaving the meeting.
- You can see the other Panelists and Viewers ("Attendees") on the right-hand sidebar.
- After your session, please click "Leave Meeting" on the right-hand side of the black bottom bar.
- **You can also chat me privately if you have a question.** Click "Chat" on the center of the bottom black bar and select my name.

End of Document.