

Zoom Guide for Faculty Senate Meetings

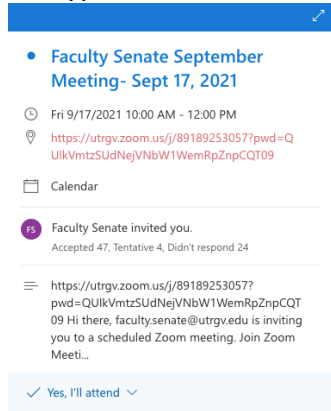
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Install Zoom

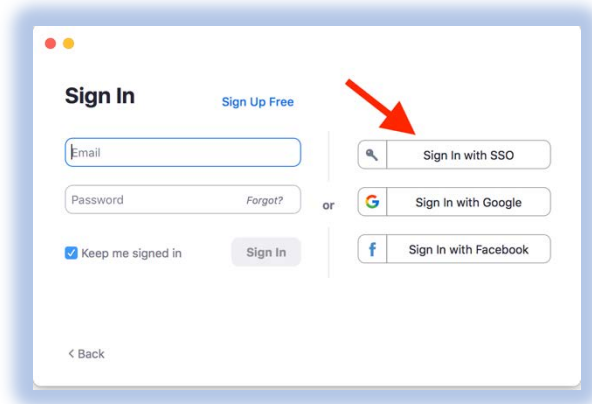
1. **Check** if you already have the Zoom application installed on your computer.
 - **Windows:** Navigate to Start > Scroll Start Menu to Zoom folder > Click "Start Zoom."
 - **Macintosh:** Launch Finder > navigate to your Applications Folder > Zoom application listed.
2. **Download** Zoom directly from the following link:
 - <https://www.utrgv.edu/it/software/zoom/index.htm>
3. **Follow the download instructions** that appear on your screen once you click the link above.

Join the Meeting: Sign In Using Your UT EID

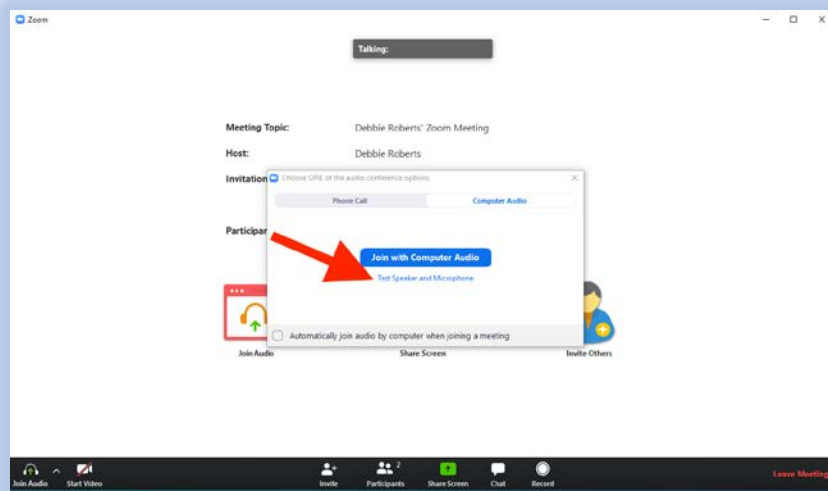
1. You will receive a hyperlink to the Faculty Senate Zoom meeting via email. **Click** hyperlink.



2. **Click** "Sign In."
3. **Click** "Sign In with SSO."



4. **Type in** "UTRGV" in the "Your company domain" text box and click "Continue."
5. **Enter** your UT EID and Password. **Click** "SIGN IN."
6. Zoom will let you **test** your speaker and microphone settings before joining. Once you are satisfied with these settings, **click** "Join with Computer Audio."



7. You will be automatically taken to either the waiting room (if you sign in before the scheduled meeting time) or the meeting (if you sign in at or after the scheduled meeting time).

Basic Meeting Procedures and Etiquette

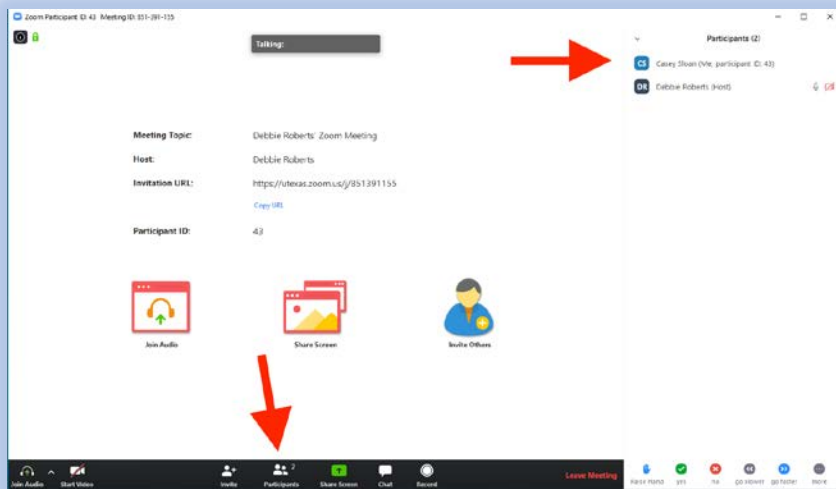
- You will receive a hyperlink to the Faculty Senate Zoom meeting in your email calendar invite. **Click** the hyperlink and **Sign In**.
- If you sign in before the meeting starts, you'll be taken to the waiting room and will automatically join the meeting when it begins. If you sign in after the meeting starts, you'll join the meeting.
- **Participants are muted upon entering the meeting to prevent unintentional disruptions during presentations. Feel free to use the text "Chat" feature to converse with other attendees. The Chat box can be opened by clicking the "Chat" button in the menu bar at the bottom of your screen. You may have to move your cursor over the Zoom meeting window to see the menu bar.**
- There will be a short Q&A period following each individual presentation.

Asking Questions at the Meeting

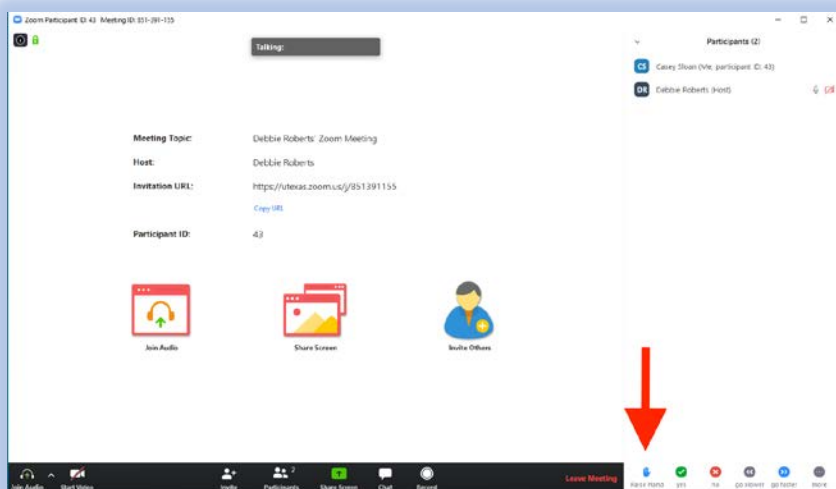
- Whether you ask your question via your microphone or through the Chat box text, please remember to **include your name and department** for the official record.
- There will be a short Q&A period following each individual presentation. If you have a question during Q&A, you can either:

Use the “Raise Hand” feature to speak with a presenter

At the bottom center of your Zoom window, you will see a menu. **Clicking** the “Participants” button will make a list of meeting attendees (participants) appear in the right of your window.



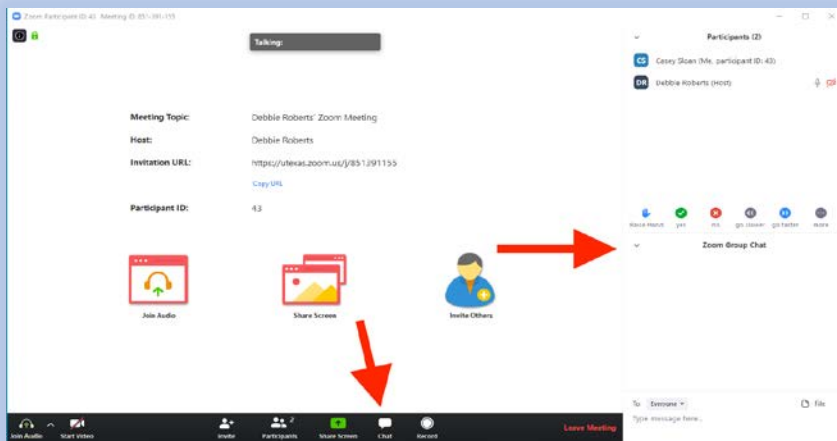
Directly below the list of participants, you will see the “raise hand” option. **Click it.** A moderator will unmute you, recognize you by name, and you will be able to speak and ask your question or contribute your point of information. You will be left unmuted for the duration of your question and the presenter’s answer.



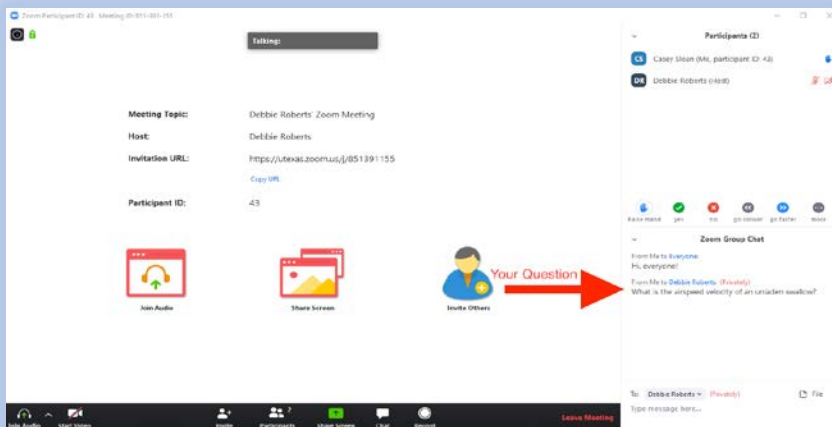
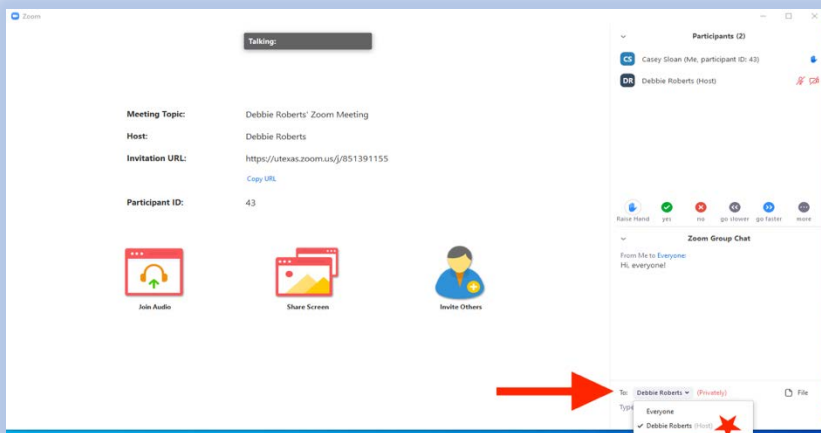
OR

Type your question in “Chat”

At the bottom center of your Zoom window, you will see a menu. Clicking the “Chat” button will make a chat box appear in the right of your window.

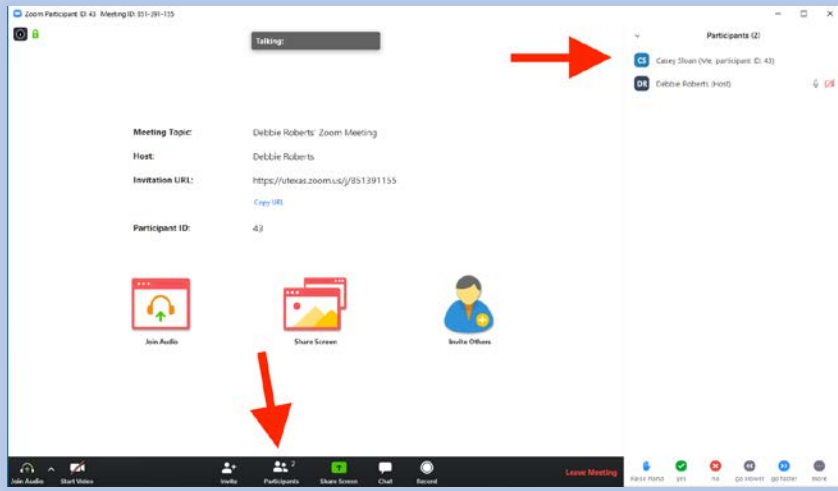


Type your question in the chat text box, direct it to the “host,” and press Enter. A moderator will read your question aloud to the presenter.

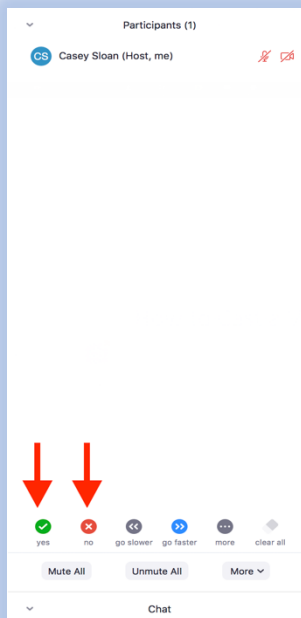


How to Cast a Vote

At the bottom center of your Zoom window, you will see a menu. **Clicking** the “Participants” button will make a list of meeting attendees (participants) appear in the right of your window.



Directly below the list of participants, you will see the “yes” and “no” options. You will vote with these.



Click “yes” or “no” when prompted to vote. To abstain, simply do not cast a vote. Confirm your vote by checking whether the “yes” green checkmark or the “no” red X appears next to your name. Leave your vote up until the Host tells you that the vote has been officially recorded. You can then clear your vote by clicking the “yes” or the “no” button again.

