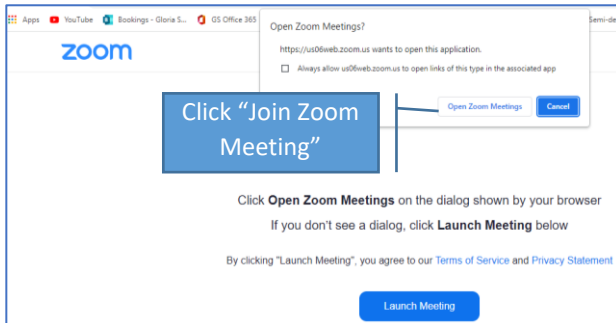


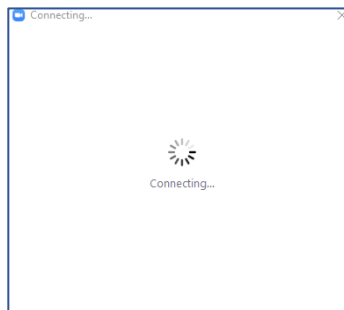


## How to Use Zoom for a GS Online Course:

- 1 Open your Email Invitation for a GS Course
- 2 Click on the link below **“Join Zoom Meeting”**:  
<https://us06web.zoom.us/j/88229824996?pwd=R1hVR25ocUpSWXRUSktvNUizVFJ0dz09&from=addon>
- 3 This page will open – on the pop-up window at the top, click the **“Open Zoom Meetings”** link:

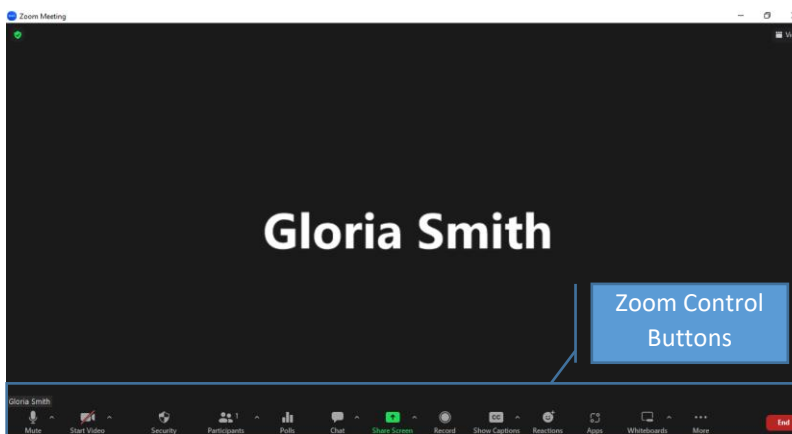


- 4 The **“Connecting”** box will open for a couple of seconds...

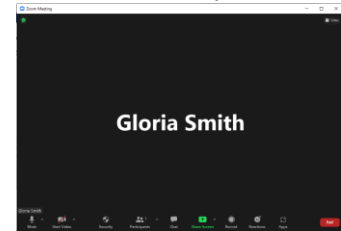


Then, the meeting room will open – on this prompt, click the **“Join with Computer Audio”** button:

5



- 6 Then, just the meeting room will be displayed and will show your **name**:



### Tips:

- If you don't see the panel at the bottom with buttons, **move the mouse pointer** to the **bottom of the page** – it will pop up
- When you join a GS Zoom meeting, your **Video** will be turned **“Off”** – to turn it **“On”** (optional) click the **Video** button
- Your **Microphone** will be **“On”** - to turn it **“Off”**, click the **Microphone** button
- Use the **Chat** button if you want to add a comment or read other's comments
- Use the **Reactions+** button if you want to add an emoji (happy face, etc.)
- If you need to demo something, click the **green Share Screen** button (*the instructor will need to stop sharing first*)
- To leave the meeting, click **End, Leave Meeting** buttons; if you are the host, you also have the option to make another attendee the host
- If you leave the meeting while it's still running, to re-join go back to **Step 1**
- For hosts, to use Closed Captions open your **Zoom Account**, go to **Settings** and turn on **Automated Captions** – this option will then be added into Zoom Controls in the ...More button

### Keyboard Shortcuts:

- Alt+A** to mute or un-mute microphone
- Alt+H** to open the chat box
- Alt+Q** to end and leave session
- Alt+S** to share screen
- Alt+T** Pause/resume screen sharing
- Alt+U** to see list of participants
- Alt+V** to turn video on or off
- Ctrl+\** toggle always show control buttons

If you are having trouble with Audio, there is also a **Dial-in number** on the invitation with the meeting ID number and passcode.  
The number for **Zoom Canada** is: +1 778-907-2071.

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