



UPING YOUR ZOOM SKILLS

Smith Class of 1977, May 2022

To get the most out of our virtual programs on zoom, we suggest:

1. *Getting oriented to zoom, if you are a zoom novice:*

https://smith.zoom.us/rec/play/2hwjHS0sloK9WbRoEuZTnGVRd38U1fIGd_LQEXGFH4QyBcBwptqB2VP_Db6aSW5jLc25f3i2hiF_xq0CE.Wph59TsC-3azk2dh?continueMode=true&xzm_rtaid=L3PpKAG0QZuO4aZRYqjd_A.1644354293189.588e9f712dad3f86bbc70c77a4c02a37&xzm_rhtaid=806

2. *Make sure you have downloaded the latest version of zoom:*

<https://docs.google.com/document/d/1XK7brSPs-jC1tmVnxGfpaaxFmDNLAJYcK4TUWQgKcEA/edit>

3. *If you join one of our zoom events by computer or a smart phone app, please join with your video on (so we can see your face!)*
4. *We will automatically mute all participants during our large zoom events. If you need help, please use the CHAT function and one of our CHAT WATCHERS will respond to you.*
5. *If, during a zoom event, your screen freezes or you get a pop-up message that your internet connection is unstable, try turning off your camera. That often solves the problem. (You will still be able to see the program, others just won't be able to see you!)*
6. *If you have questions or problems, please **do not call the College or Alumnae Association**. Up to 24 hours before an event, you can email a Class Officer using the Contact email on the website. During the event, please use the CHAT.*
7. *For Privacy and technical reasons, we will not be recording any of our zoom sessions.*