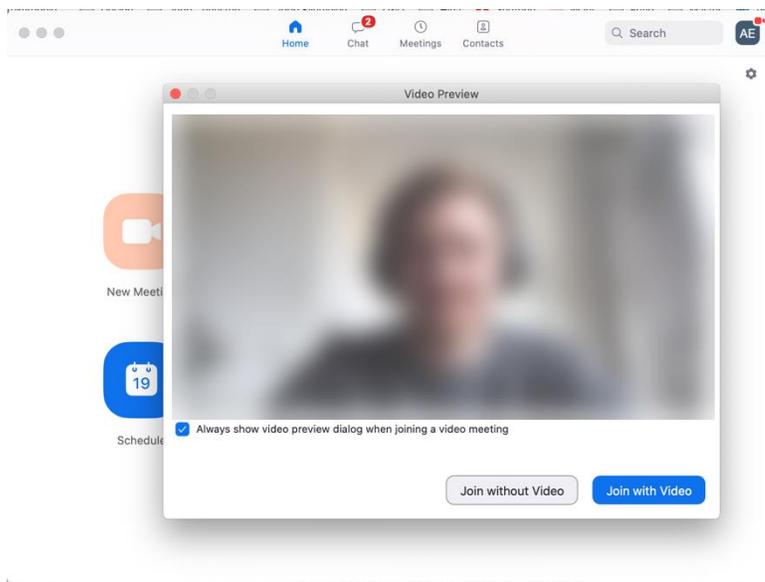


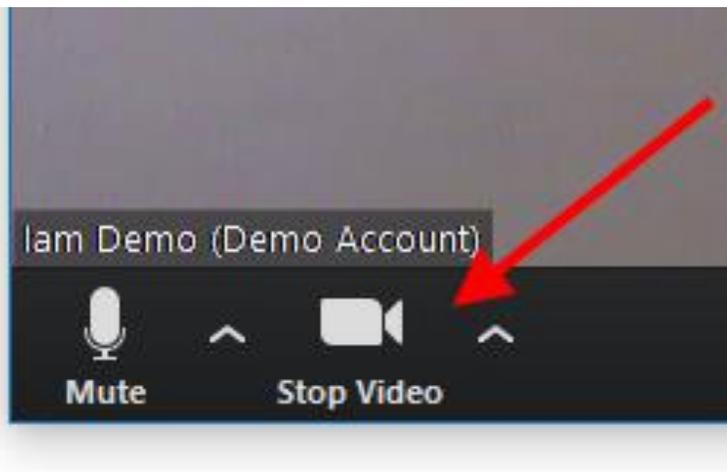
GAWP Zoom Training

- **What equipment do you need to join a Zoom training session?** Computer, laptop, tablet or smartphone. Your equipment must be equipped with speakers or headphones / earphones and a webcam / camera.
- **‘Video on’ requirement for recertification points.** Session participants are required to have their video on so that GAWP staff can confirm their participation during the entire training session. We need to be able to see you! *This is a requirement of the GA Water & Wastewater Treatment Board of Examiners.*

When joining a Zoom Session be sure to select the ‘Join with Video’ option.



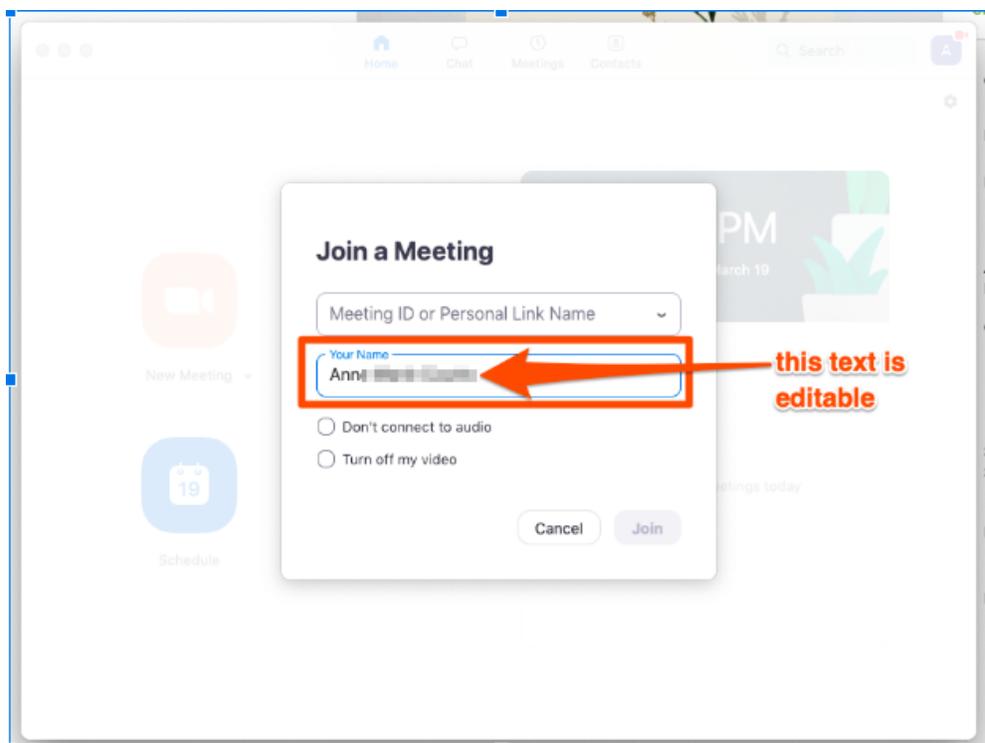
- **Stop Video.** If during the session you need to stop video momentarily for any reason, do not close or exit Zoom. Instead click the stop video icon.



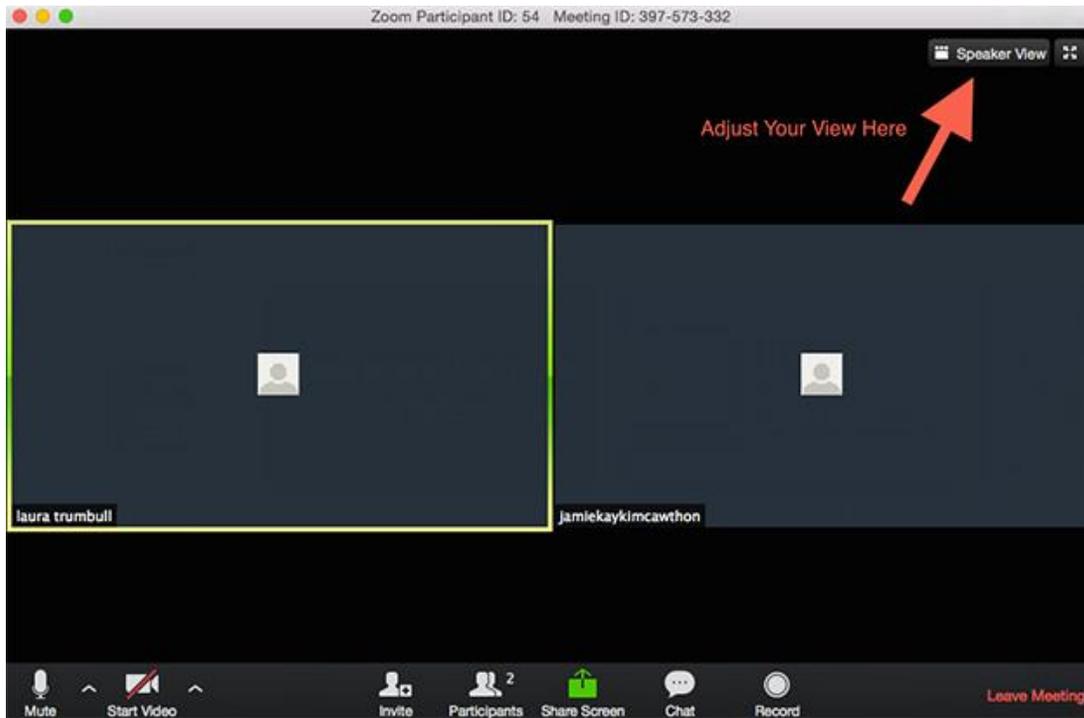
To resume video click the 'Start Video' icon.



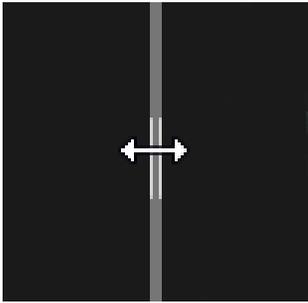
- **You first and last names.** To be able to receive recertification points, first and last names must be listed correctly when joining a Zoom Session and must match the first and last names provided during registration



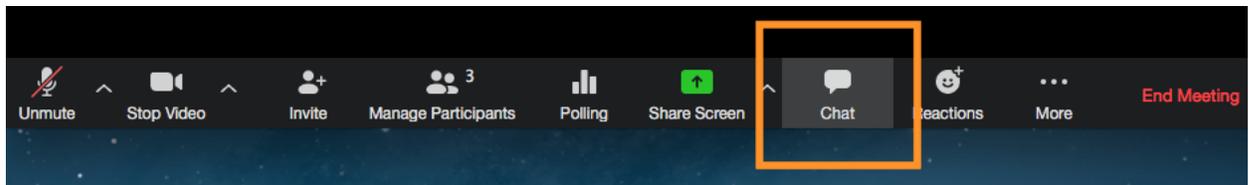
- **Gallery View and Speaker View.** In the top right corner of the screen, you have the “gallery view” or “speaker view”. Choose “gallery view” to see everyone in the training session with you



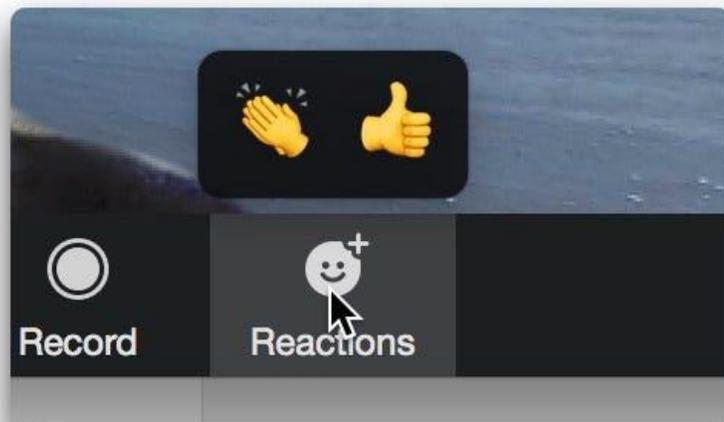
- **Hot to make the presenter screen larger?** If during a presentation you would like to make the presenters screen larger, hover your pointer over the boundary between the shared screen and participants' video until your pointer changes to a double arrow and you see a grey line separating both views. Click and drag the separator to adjust the size of each view.



- **Participants will be muted.** All participants will be muted upon joining the training session
- **How to ask questions during a session?** Participants can ask questions at any time using the Zoom Chat feature. Session moderators will manage participant questions



- **How can you react during a session?** You can also use the 'Thumbs up' and 'Clap' reactions



- **Proper Zoom Etiquette**

1. Join early – up to 5 minutes before the meeting start time
2. It's recommended to have your PC camera/tablet/smartphone close to eye level for the best view
3. Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone, etc.
4. Be yourself and respect others