Zoom FAQ Sheet

Downloading Zoom

If Zoom is not already installed on your computer, tablet, or smartphone, the application will download automatically when you join your first Zoom meeting (in this case, the 2021 California Water Law Symposium).

Zoom Profile Settings

For detailed instructions on how to edit your profile (picture, name, etc.) click [here](#).

Please be sure to set your profile name as your first and last name.

Microphone and Camera

As an audience member, you will not have access to your microphone or camera during the symposium. Instead, you may ask questions to panelists via the chat function.
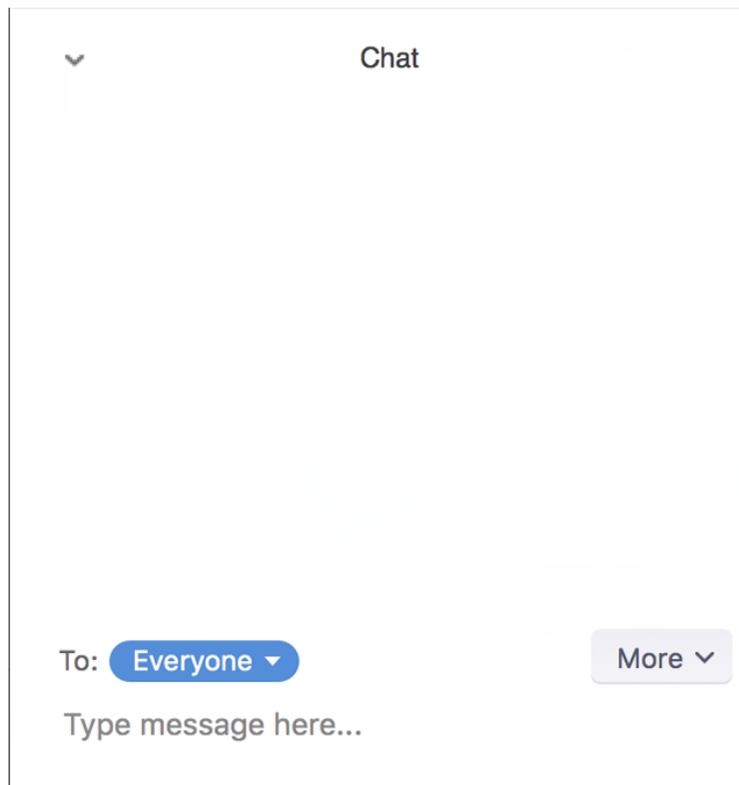
Accessing in-meeting chat

Video only or while viewing a screen share

1. While in a meeting, click Chat in the meeting controls.

2. This will open the chat window. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.

3. When new chat messages are sent to everyone, a preview of the message will appear and Chat will flash orange in your controls.

Breakout Rooms

Because some panels will be held concurrently, the symposium will split into breakout rooms, each hosting a single panel. This will occur through the main Zoom meeting link that you registered for. So, if you entered the symposium during the keynote speaker's timeslot, you will be prompted to select a panel come time for the first two panels. If you join the symposium after panels have already begun, a person will assign you to the panel of your choosing.

Breakout rooms will be recalled to the main room at the end of each panel to allow for self-assignment into the subsequent panels.

Self-selecting a breakout room

Participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Click the Breakout Rooms option in your meeting controls.

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   This will display the list of open breakout rooms created by the host.
2. Click Join next to the Breakout Room you wish to participate in, then confirm by clicking Join again.
3. Repeat as necessary to join other breakout rooms, or click Leave Room to return to the main session.

Questions for the Panelists
Please use the chat function to leave your questions for the panel. A moderator will filter questions and ask them on your behalf to the panel during the Q&A segment.

Lunch Hour and Breaks
If you will be attending multiple panels, please remain logged onto the meeting during breaks.

Further Questions
If you have any questions regarding Zoom or have any issues the day of the symposium, please contact either Austin Turner or Melissa Quintero.

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