

## How to participate in a Zoom webshop. Northwest Translators and Interpreters Society (NOTIS)

### Download the Zoom client

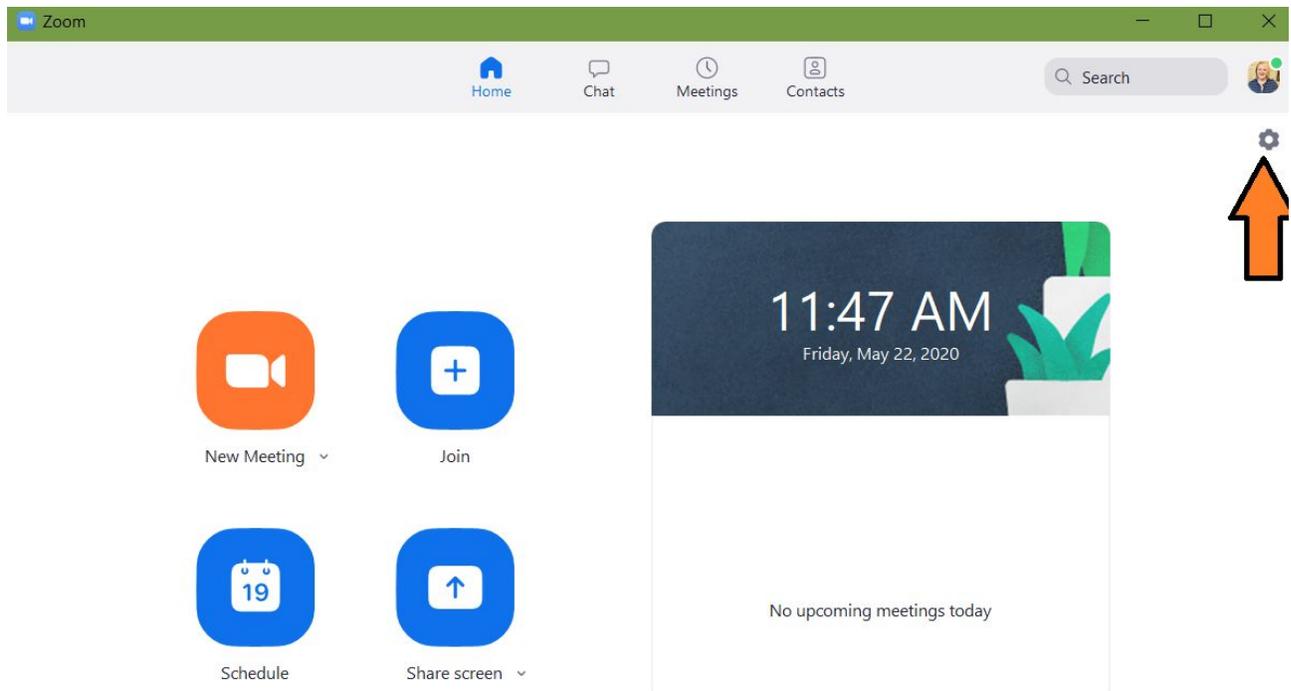
Zoom Client is the desktop application where Zoom meetings occur. You can then create a new Zoom account ( using the name and email address that you used to register for a webshop) and to use this account to sign into Zoom Client. You can download the Zoom Desktop Client for [Mac](#), [Windows](#), [ChromeOS](#) and [Linux](#).

### Audio and video settings

**From Zoom.us:** You can [join a test Zoom meeting](#) to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit [zoom.us/test](https://zoom.us/test) and click Join.

Throughout the webshop, you will be interacting with the trainer and fellow participants using the in-meeting chat, your camera and microphone. Go to settings to make sure everything, including any external hardware such as headsets or earphones, is in working order. You can also add a virtual background if you wish.

You can also change audio and video settings during the webshop. Read more [here](#).



Read more about various settings [here](#).

## During the webshop: chat

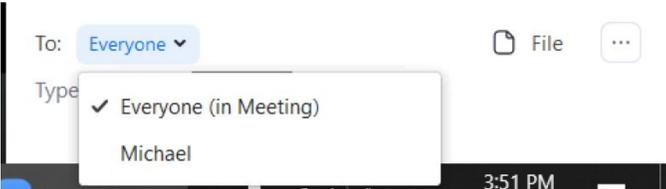
The chat will allow you to send messages to everyone participating in the webshop or specific users - e.g. the trainer and the organizers.

Note: the meeting controls are at the bottom of your Zoom video.

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



2. This will open the chat on the right. 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.



Read more about in-meeting chats here:

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

## During the webshop: breakout rooms

During the webshop, the trainer might put you in breakout rooms. Breakout rooms are sessions in which participants work in pairs and small groups - just like in an in-person class! While working in breakout rooms, you and your partners can ask for help from the trainer by clicking on the Ask for Help button and inviting the host (the trainer) to join your room.

1. Click **Ask for Help** in the meeting controls.



2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.



Read more about breakout rooms here:

<https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>