

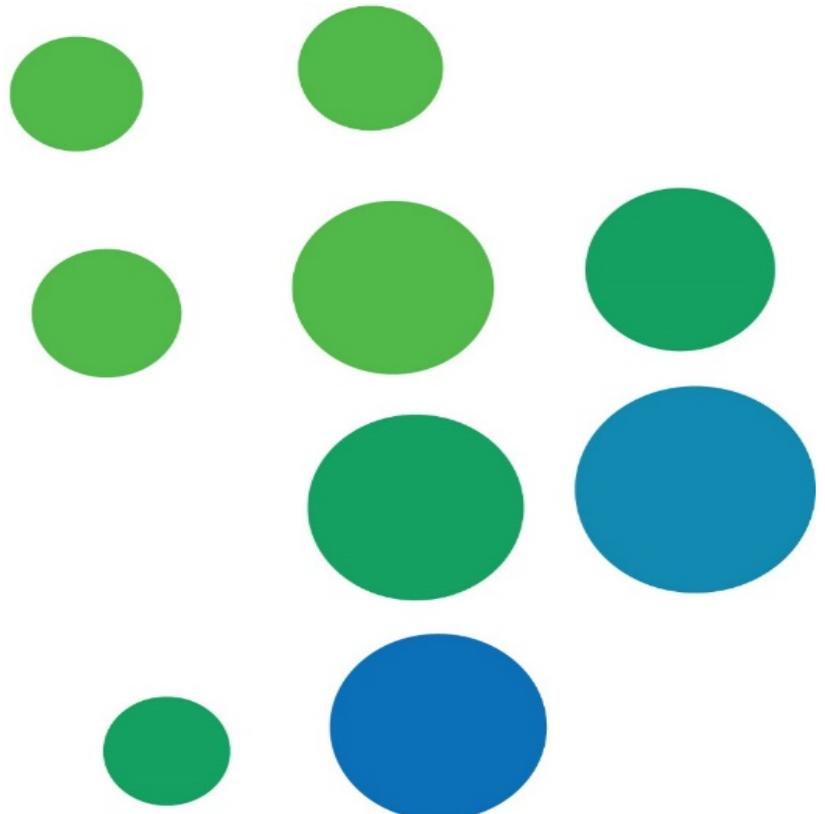


**CPA**

CHARTERED  
PROFESSIONAL  
ACCOUNTANTS  
NOVA SCOTIA

Professional Development

## Zoom Conferencing Attendee Guide



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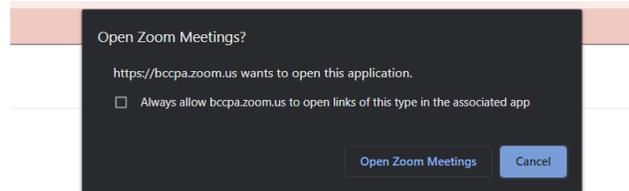
## Joining a Test Session

If you would like to test your computer microphone and sound *before* your session, you can do so through Zoom [here](#)

**Tip:** we recommend using your computer mic for a clearer sound

## Joining the Seminar

1. A meeting link, ID and password will be made available in the course confirmation you have received.
2. Take note of the Meeting ID and Meeting Password before you join the seminar.
3. After you click the seminar link, you will then be prompted to Open Zoom Meetings



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

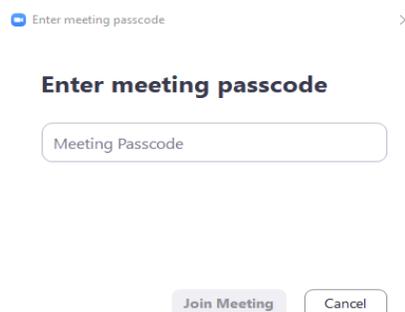


Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

**Tip:** If you're experiencing problems launching Zoom Meeting, you'll have the option to Join from your Browser

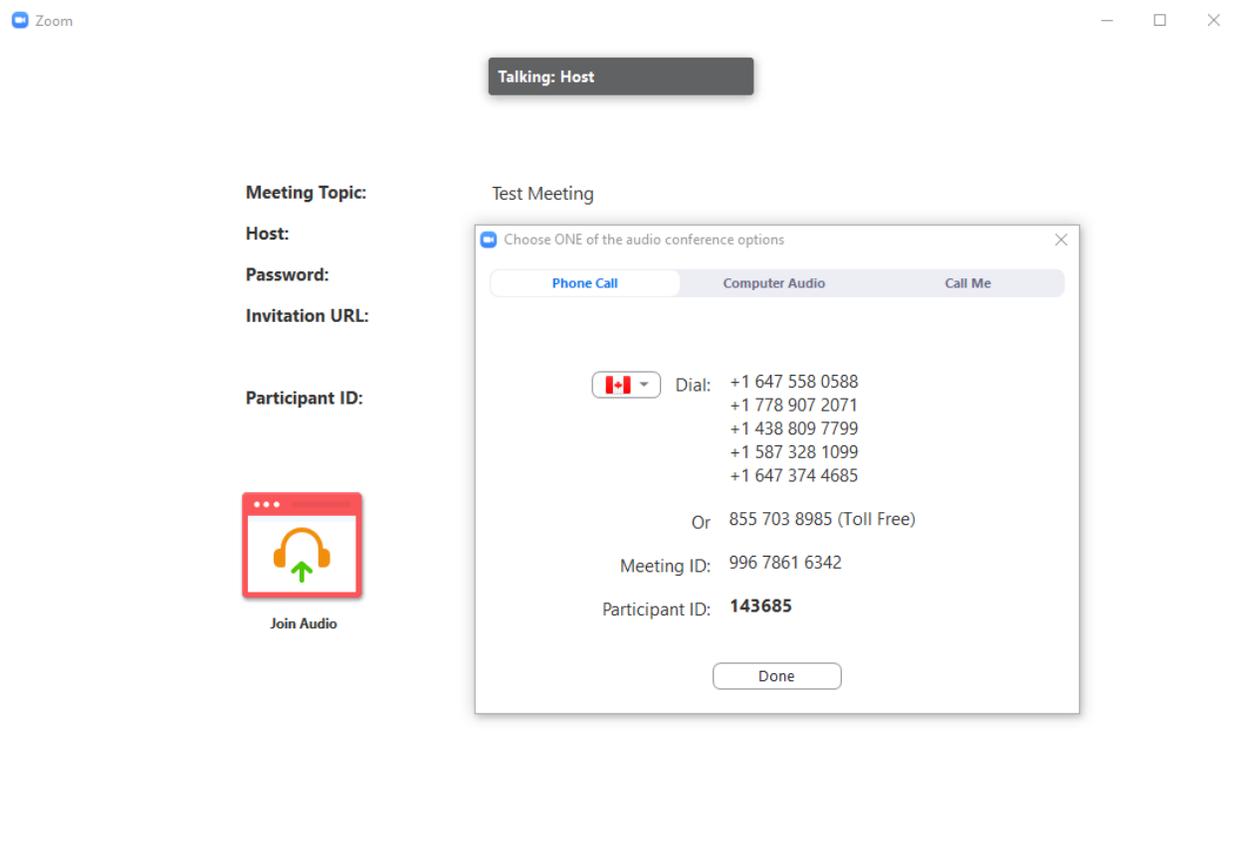
After opening Zoom Meetings, you may be asked to enter the Meeting Password.



**To receive verifiable CPD hours for regulatory purposes, please ensure that you enter your full name when prompted by Zoom.**

## Audio Settings

When you first join the seminar, you will have two audio options.



If you would like to listen to the seminar through your computer, click the **Computer Audio** tab.

If you would like to dial-in to hear the seminar, click the **Phone Call** tab and dial one of the numbers shown; you will be asked to enter the Meeting ID and your Participant ID through your phone keypad.

We recommend that you listen to the seminar through your computer.

**Note:** If you decide to dial-in after **Joining via computer**, please select **Audio Options** and **Leave Computer Audio**. Then, enter **#Participant ID#**. Otherwise, you may hear audio feedback or echo in the meeting. To dial in, enter the Meeting ID followed by pound then, your **Participant ID** followed by pound.

**Tip:** if you are outside of Canada, click on the flag and navigate to the correct country to be given the correct phone numbers.

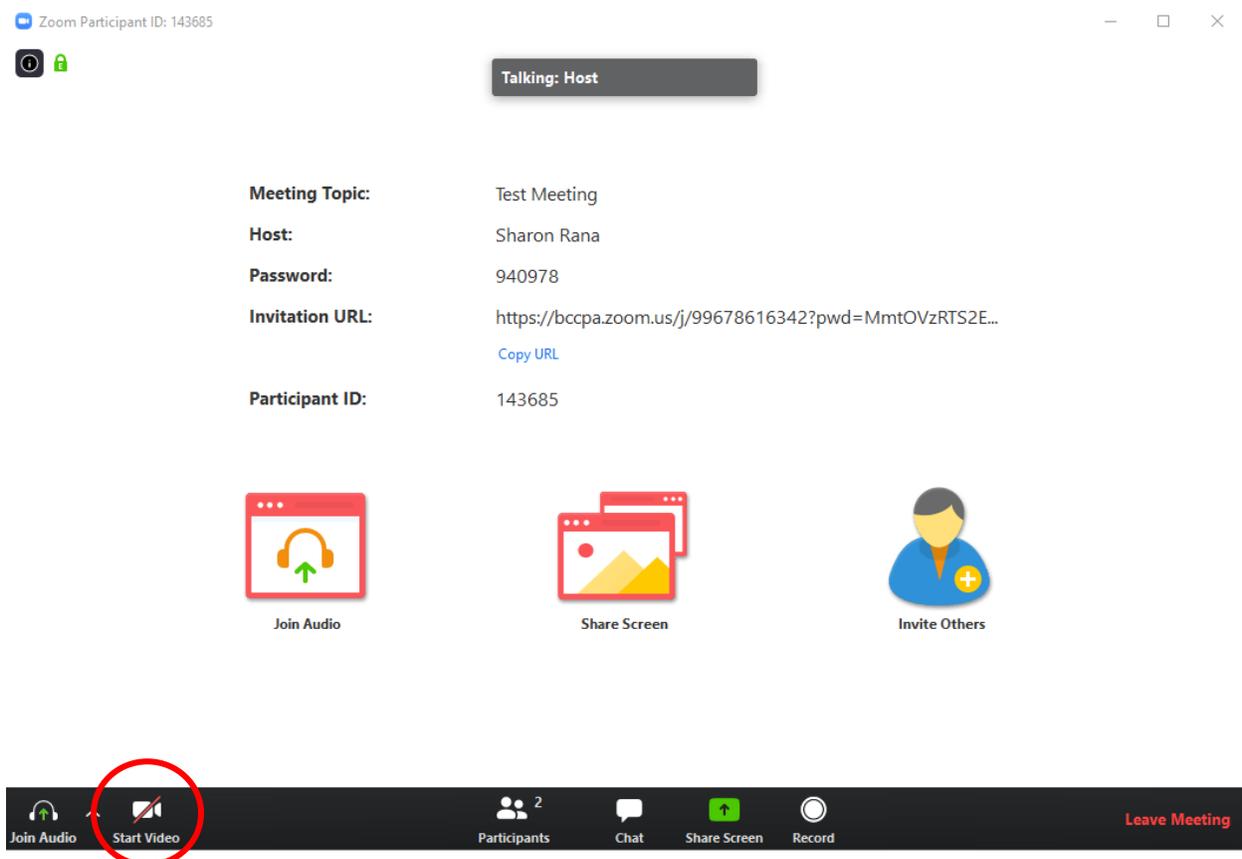
\*6 - Toggle mute/unmute

\*9 - [Raise hand](#)

# Communicating During the Session

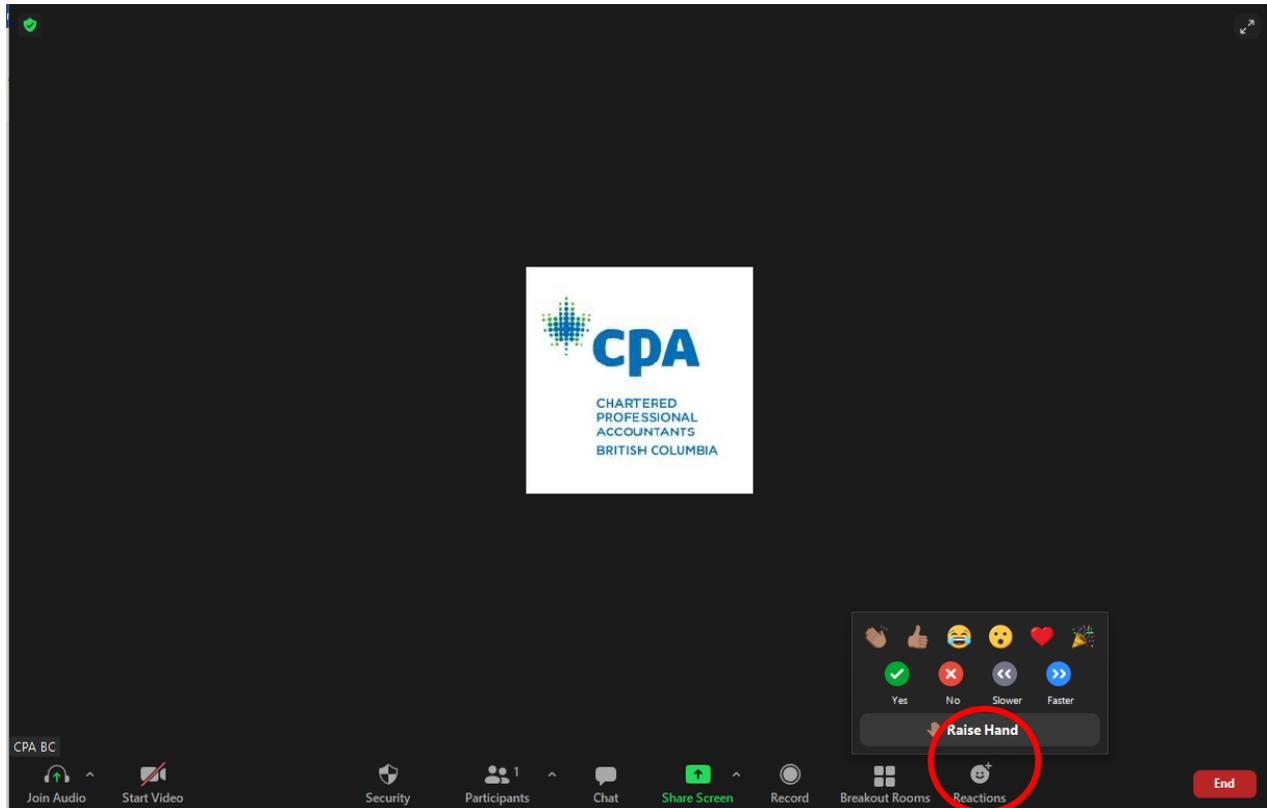
When you join the meeting, your mic will be turned off by default to avoid background noise.

You can turn on and off your camera by clicking on the video button at the bottom left of your screen. We encourage everyone to be on camera during sessions to increase interaction with the instructor and other attendees. Please ensure to keep your mic muted at all times unless you are speaking to minimize any disruptions and feedback.

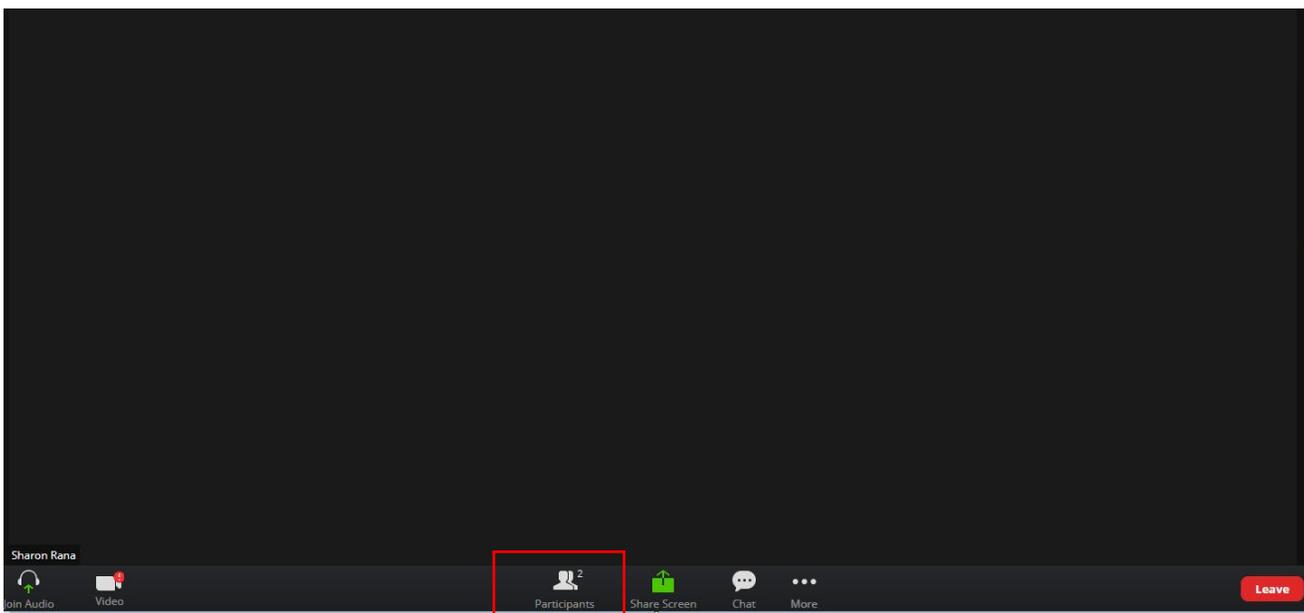


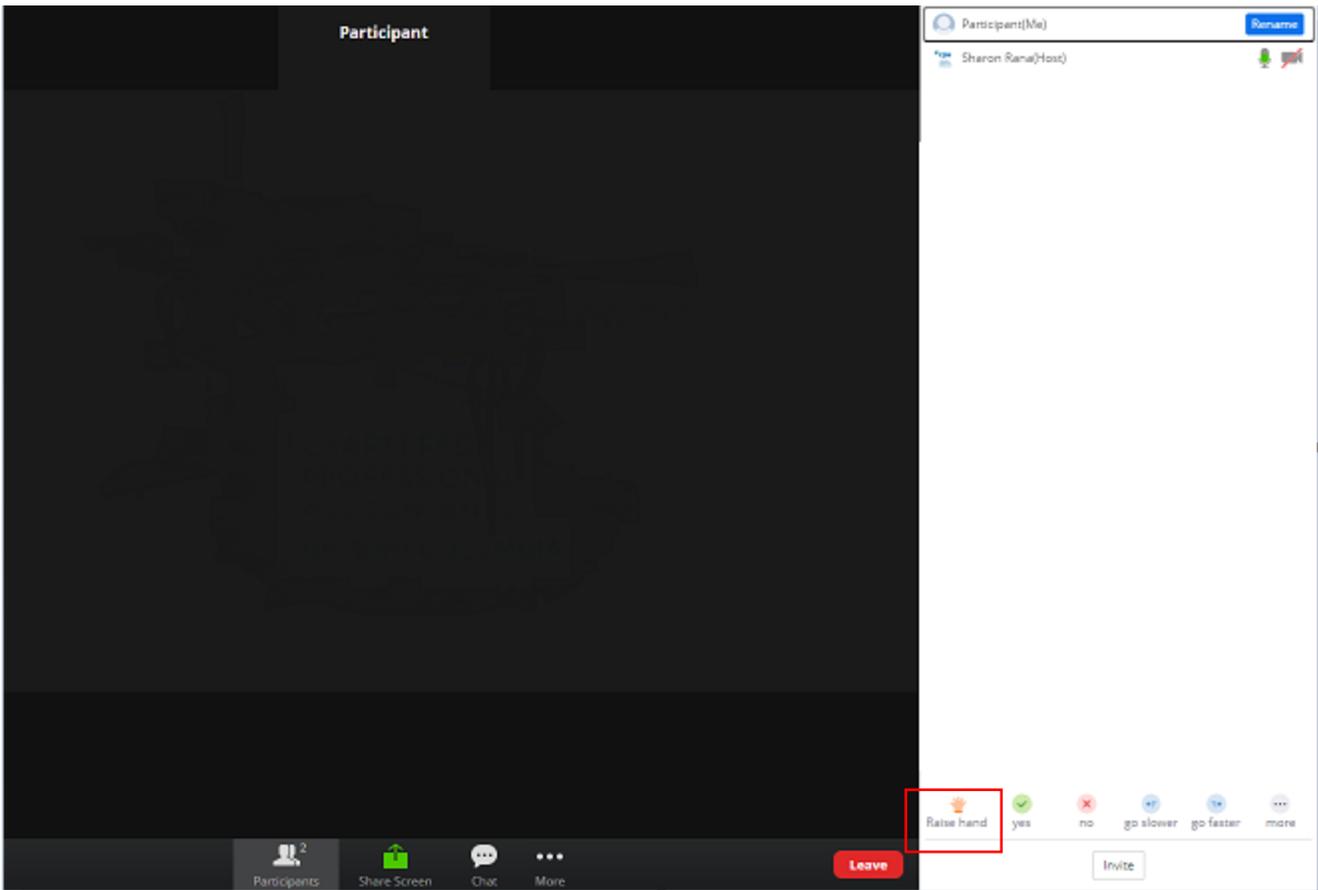
When you want to ask a question, you can either:

1. Use the **Raise Hand** button by opening the Reactions button located in the black toolbar at the bottom of the meeting, which will open a small pop-up box, where you will see the Raise Hand button. Alternatively, we (either the course Instructor or a CPA NS staff member) will call upon you to unmute your microphone.

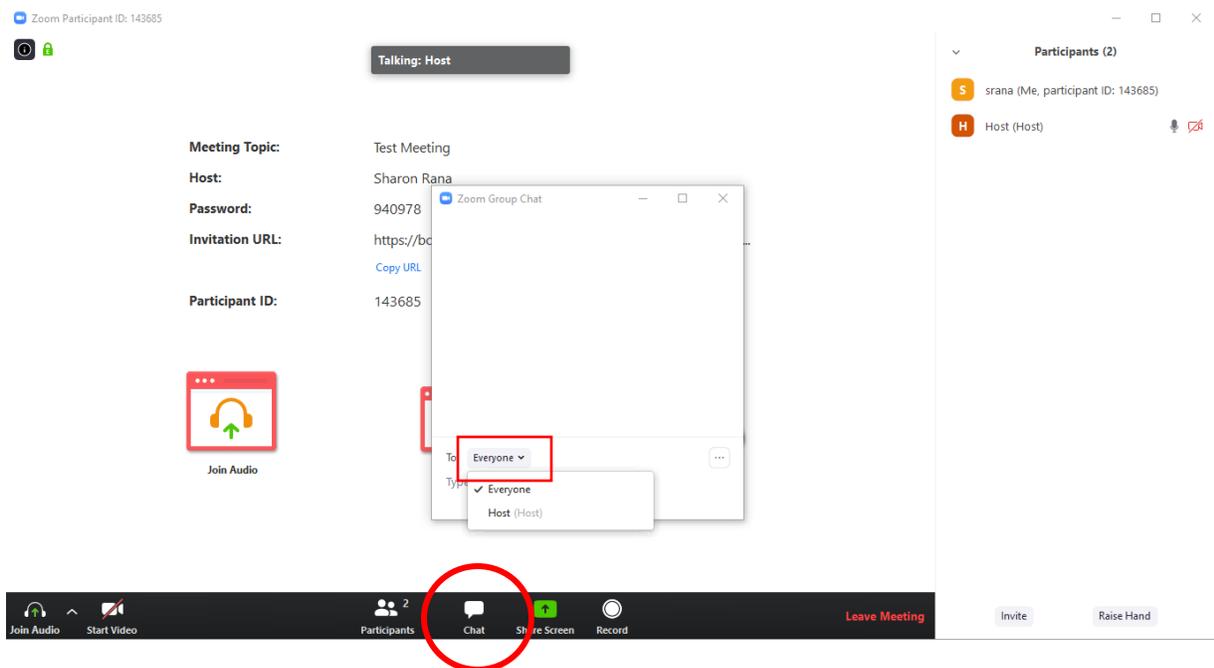


**Note:** if you are joining the seminar via Zoom web client, the Raise Hand button can be found by opening the Participant button located in the black menu, where a tab will open on the right-hand side, with the Raise Hand button located at the bottom.





2. Type your question in the Chat window. You can open the Chat by clicking on the button on the bottom black menu:



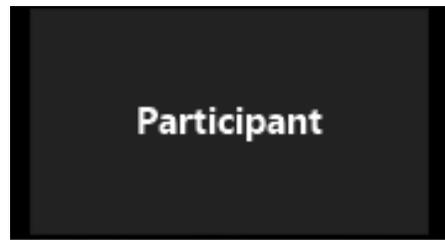
The default setting in the Chat is to send your message to Everyone in the seminar, where it can be viewed by all attendees in the meeting.

You can also send a private message to only the instructor or CPA Host, by clicking on “Everyone” - a drop-down menu will appear listing all participants in the meeting and you can select the intended recipient.

3. If all else fails, you can unmute yourself and politely interrupt the instructor.

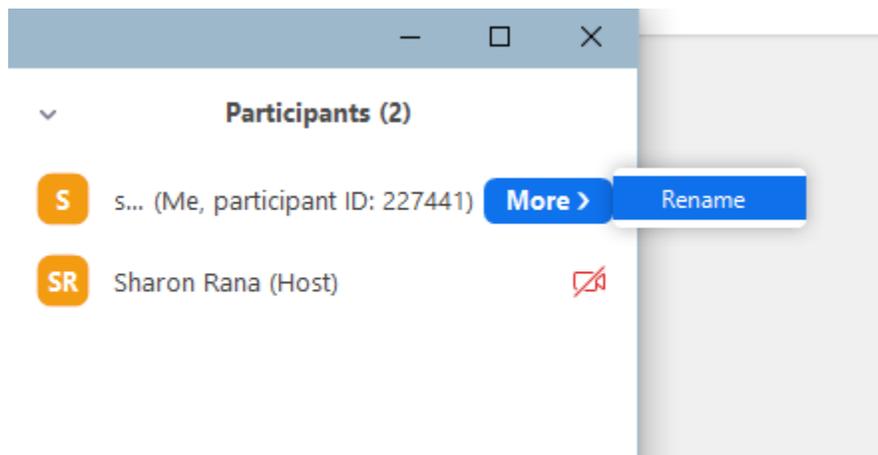
## Use of Camera while in Session

You have the option of turning your camera on or off while in the session. If your camera is off, your name will be displayed in a black box to fellow attendees:

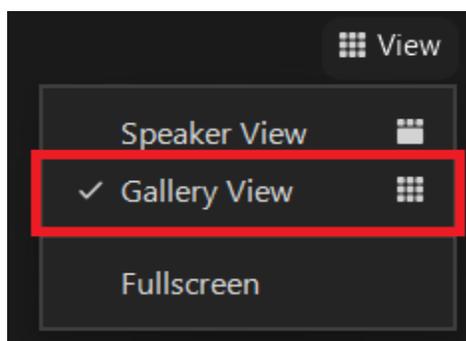


You can change how your name is displayed in the meeting by opening the Participant Tab. When the Participant tab is open, hover your mouse over your name and then click on More, where you will see an option to “Rename” yourself.

**Note:** To receive verifiable CPD hours, please ensure that you enter your full name when prompted by Zoom. You can rename yourself after joining the meeting and that will not affect the attendance polling.



You can also choose to view the class in a grid view by selecting “Gallery View” in the top right corner:

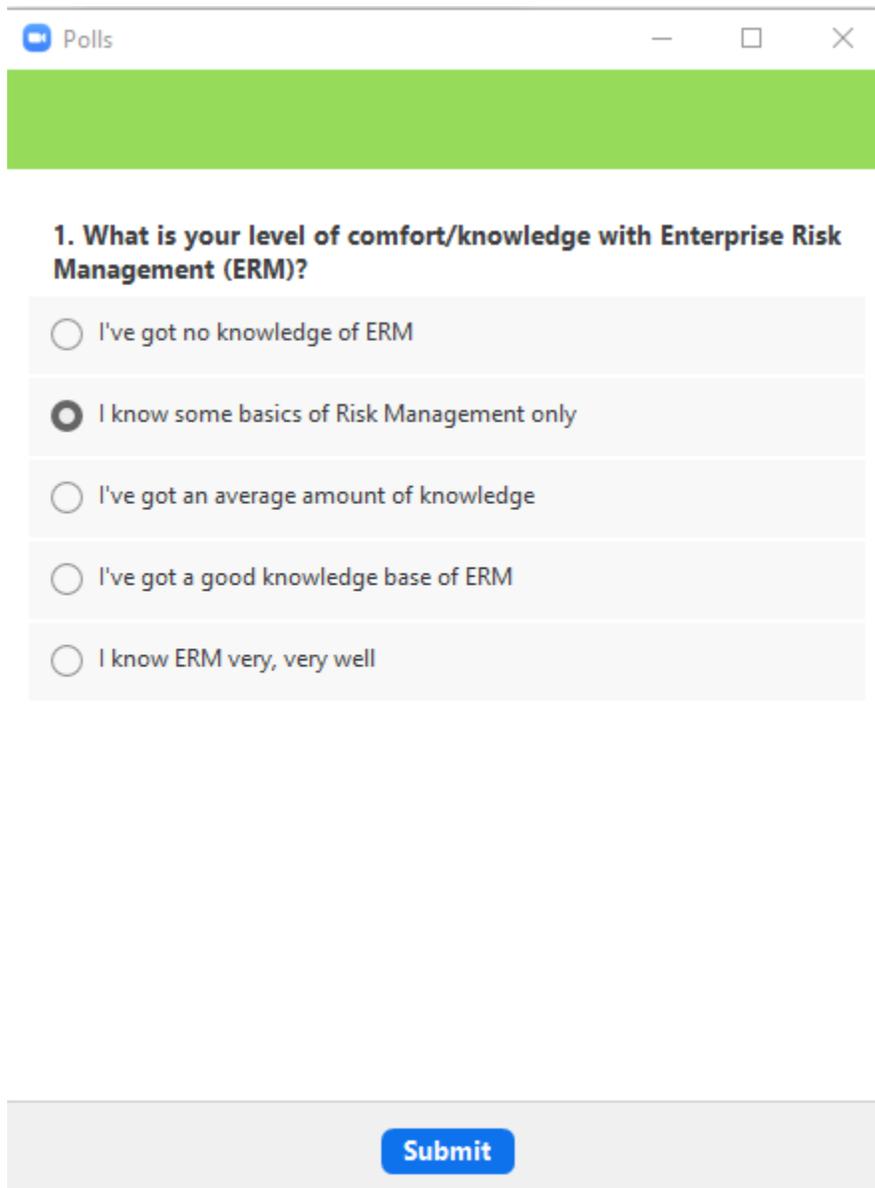


## Polling

During the session, the instructor may choose to use Polling to gather information and increase participation. All polls will be anonymous.

The CPA Host will also launch polls to take attendance. These polls are not anonymous. See details at the end of this document in “How to Receive Verifiable CPD Hours.”

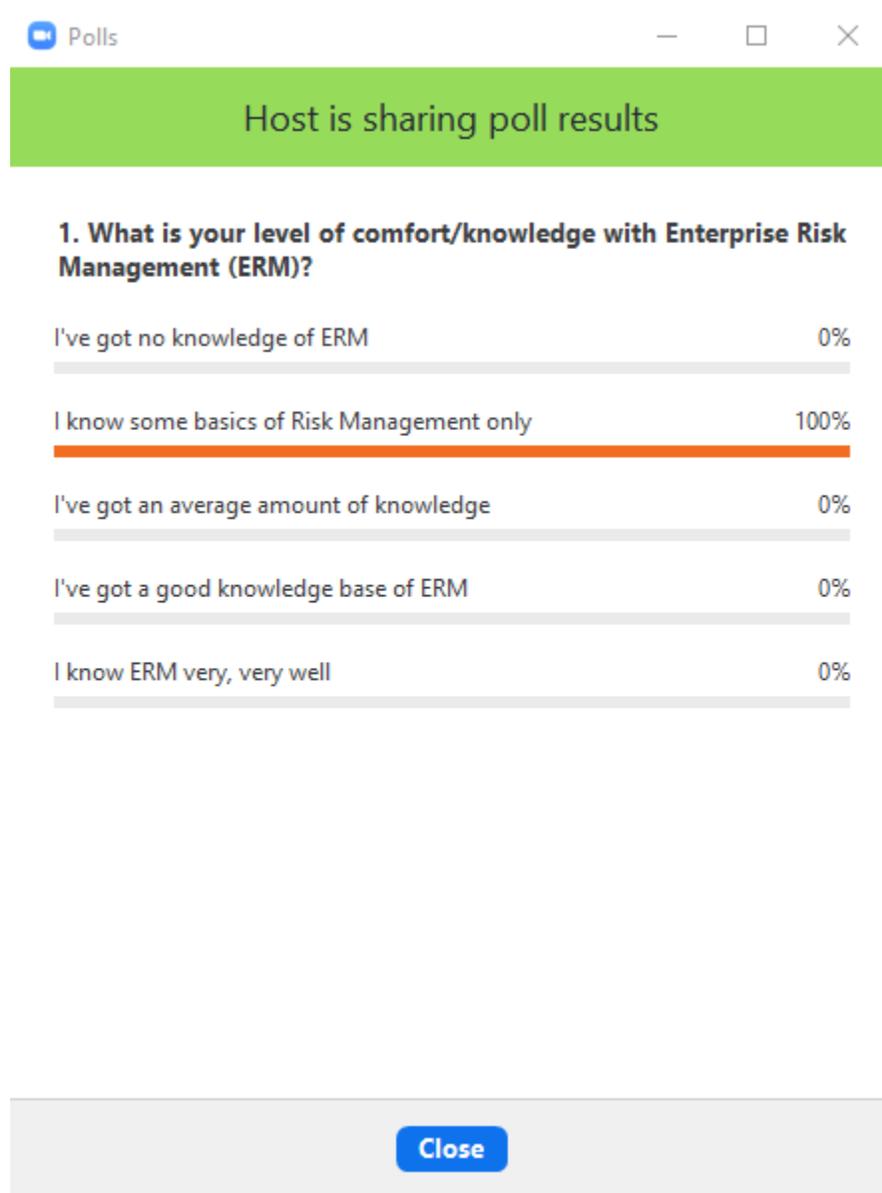
After the poll is launched, there will be a pop-up with the question and possible answers. You can select the appropriate answer and then Submit:



The screenshot shows a window titled "Polls" with a green header bar. Below the header, the question is: "1. What is your level of comfort/knowledge with Enterprise Risk Management (ERM)?" There are five radio button options: "I've got no knowledge of ERM", "I know some basics of Risk Management only", "I've got an average amount of knowledge", "I've got a good knowledge base of ERM", and "I know ERM very, very well". The second option is selected. At the bottom of the window is a blue "Submit" button.

After you Submit your answer, the pop-up will go away.

The instructor will end the Poll when they have received all responses and they can then share the results with all attendees.

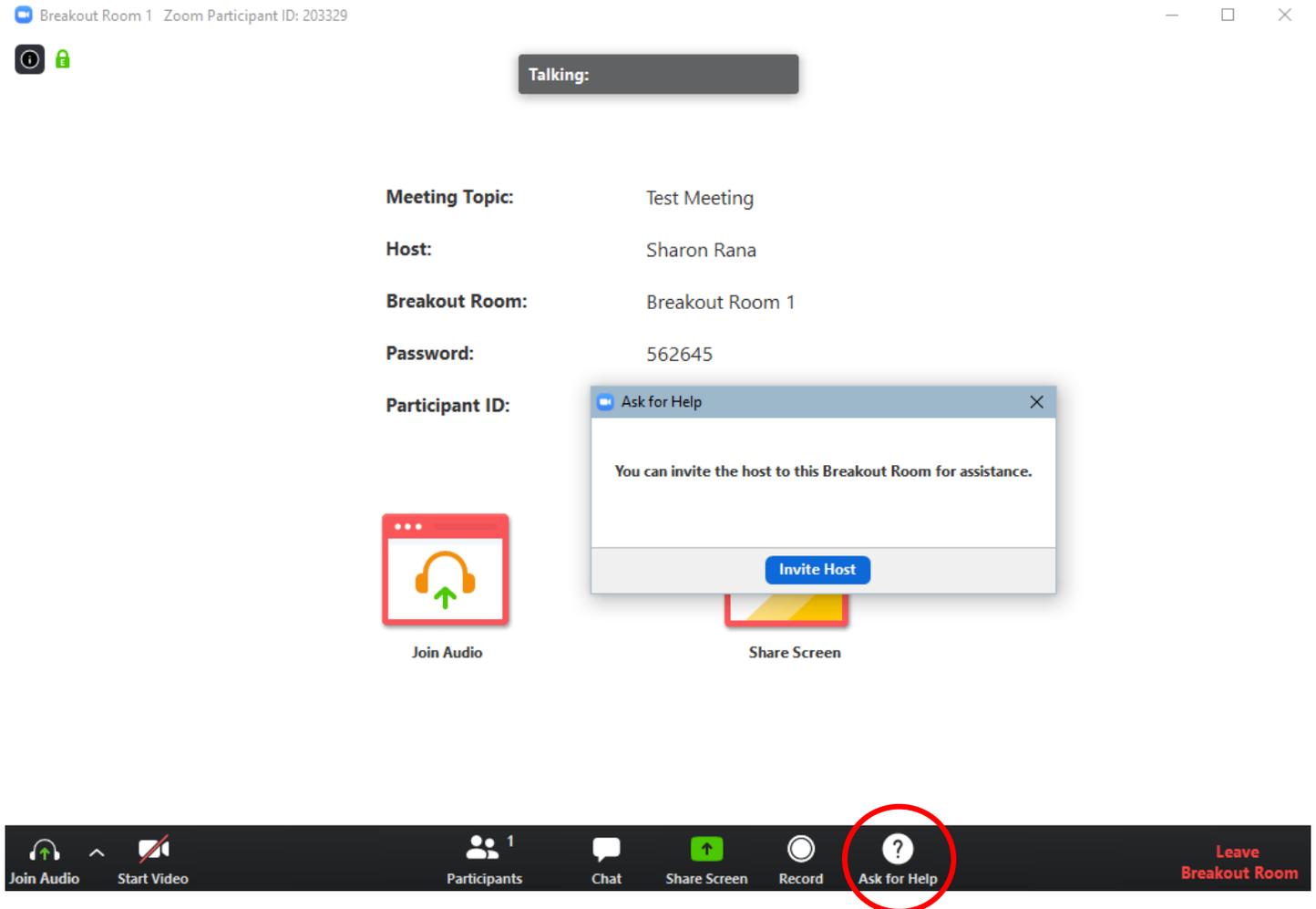


**Note:** To see the Polling feature, you must be using one of the following versions:

- Windows Desktop Client Version 3.5.63382.0829 or higher
- Mac Desktop Client Version 3.5.63439.0829 or higher
- Linux Desktop Client version 2.0.70790.1031 or higher
- Zoom Web client

# Breakout Rooms

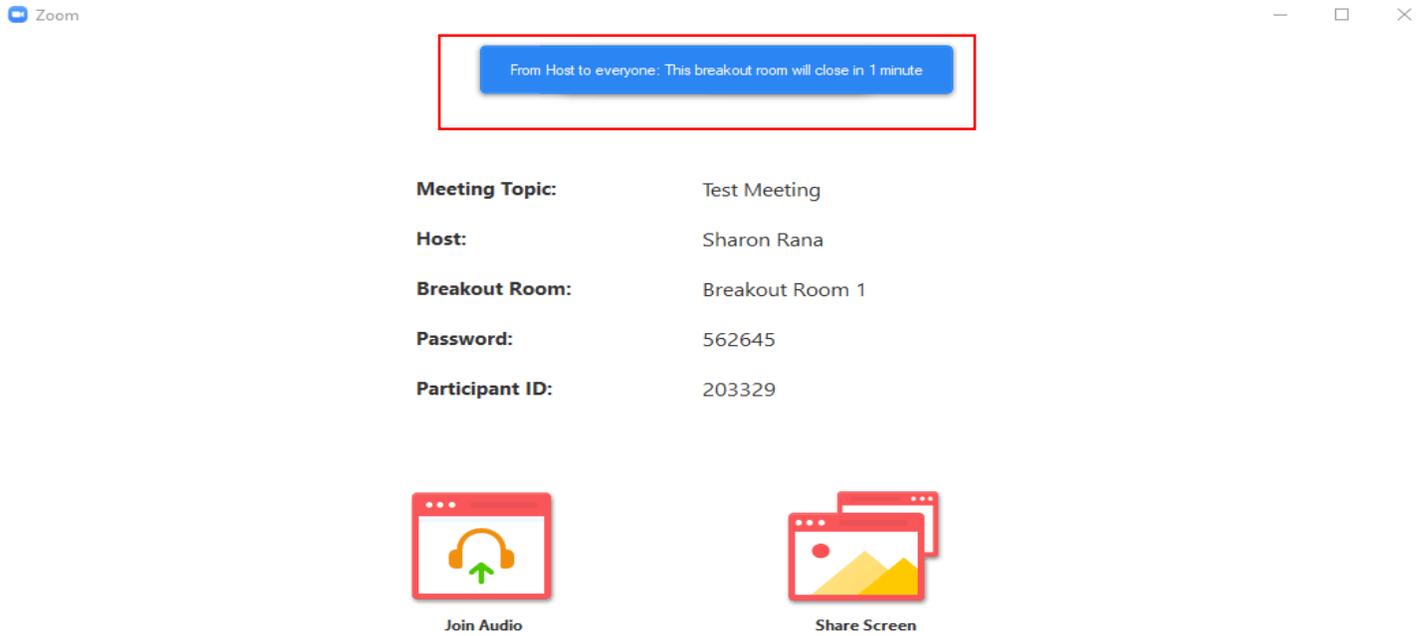
During the seminar, the instructor can put you into a Breakout Room with your fellow attendees for group work. While in the Breakout Room, you are able to communicate with the other people by using either your mic or the Chat. If you need assistance from the instructor, you can Ask for Help, which will send a notification to the instructor that you need help in your room.



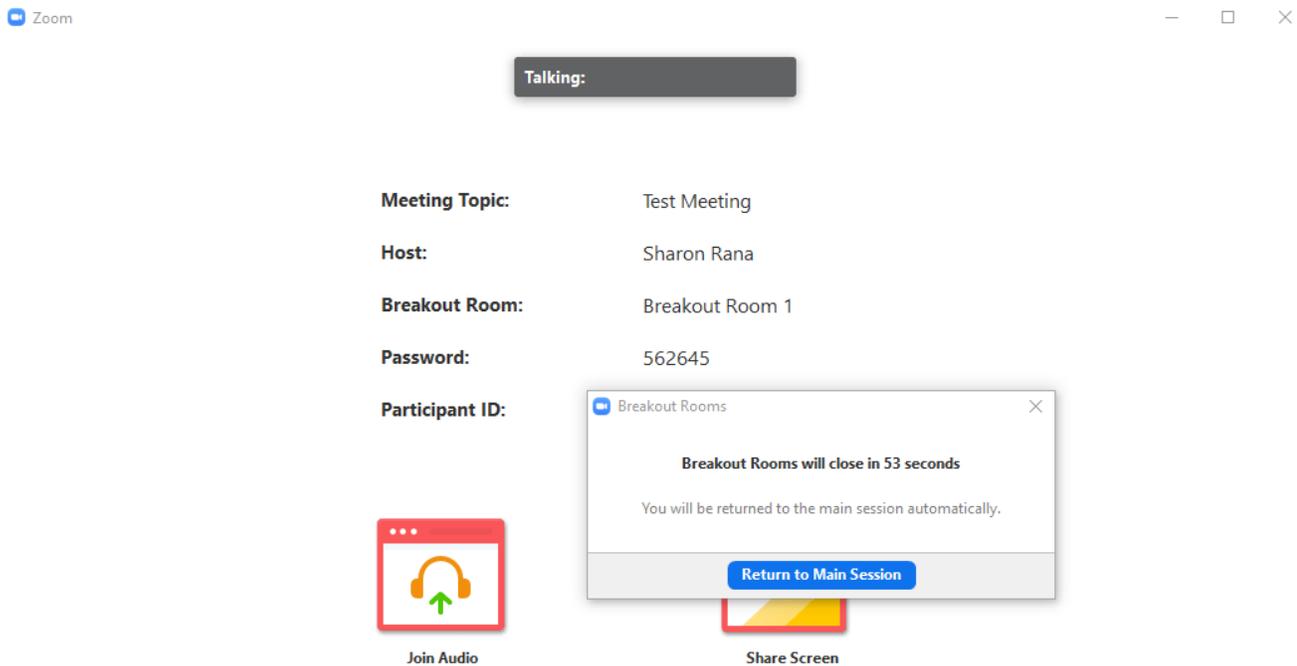
If the instructor is currently in a different room, the dialogue box will let you know that they are currently assisting in a different room and will let you try to invite them again.

While in the Breakout Room, you are only able to message the Breakout Room participants that are within the same room you are in using Chat. If you have a question for the instructor that does not require their immediate attention, you can wait until you are in the main meeting room again and use the Chat feature which will once again allow you to send a private message to the instructor or a message you can post to the entire class by selecting 'Everyone'.

The instructor can also send a broadcast message to all breakout rooms to give information. The message will briefly appear at the top of your screen, and you **will not** be able to reply to it.



When the instructor would like to close the breakout room, you will receive a one-minute warning. You can either stay in the room and be sent back automatically after the wind down period ends, or you can rejoin the main session right away.



**Note:** If you had been working on a file, make sure to save it before you leave the Breakout Room as you may be asked to share it with fellow attendees. Please note that any file you save will be saved to your personal drive.

If you will be joining the seminar using the Zoom Desktop Client, you must have one of the following versions:

- Windows: 3.5.31087.1102 or higher
- macOS: 3.5.31087.1102 or higher
- Linux: 2.0.81497.1116 or higher
- Chrome: 2.4.943.510 or higher

## How to Receive Verifiable CPD Hours

The Zoom Polling feature will be used to confirm your attendance.

To receive verifiable CPD hours for regulatory purposes, please ensure that you enter your full name when prompted by Zoom

The number of polls conducted are dependent on the seminar's duration - to claim full verifiable CPD hours, please respond to all of them.

If you are unable to see the polls during the seminar, please use the Chat box to privately message CPA Host.

Frequency of attendance calls based on course duration are as follows:

- Less than half-day seminars (2 attendance calls)
- Half-day seminars (2 attendance calls)
- Full-day seminars (4 attendance calls)

## Security Settings While in the Seminar

### Screen Sharing

Screen sharing will be disabled during the seminar, unless otherwise clearly stated. Only the instructor will be able to share their screen.

### Recording

Only the CPA host for the meeting and instructor will have the ability to record the seminar. Neither you nor fellow attendees will be able to record the session. **Sessions will not be recorded unless explicitly stated.**