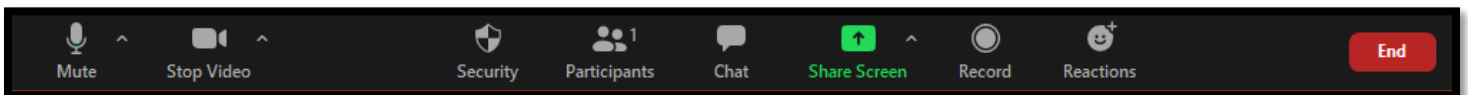


Zoom Tip Sheet for Applicants

Download the latest version of **Zoom Client for Meetings**: https://zoom.us/download#client_4meeting

1. Make sure you are in a quiet place.
2. Use a desktop or laptop to connect to the meeting. Phones and iPads are difficult to use for interview purposes.
3. If using a laptop, please make sure you have a full charge.
4. Wear headphones if necessary.
5. **Test your setup ahead of time to check that your audio and video connections are running smoothly.**

Your Zoom control bar will look like this –

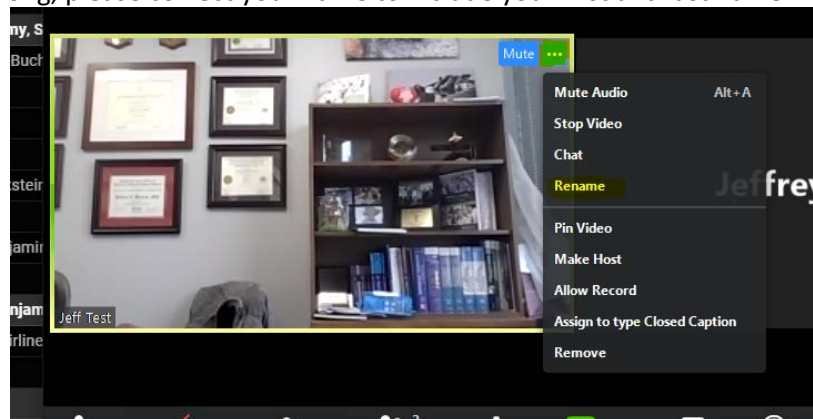


These are the controls that you may need to know –

- **Mute** – Allows you to turn on/off your microphone.
- **Stop or Start Video** – Allows you to turn on/off your camera.
- **Participants** – Allows you to see the list of the meeting’s participants.

Correct Your Name

If your name shows up wrong, please correct your name to include your first and last name.



Join the Meeting

Once you join the meeting, you will be placed in the waiting room until the host lets you in.

There will be a brief introduction before interviews begin. At the end of the introduction, you will be assigned to your first breakout room.

Breakout Rooms

Breakout rooms = Interview Rooms

- We will be using the Breakout Room feature.
- You will automatically be assigned to your Breakout Room at your assigned time.
- You will receive notifications to join the Breakout Rooms. Please accept the requests to join.
- There may be a slight delay in moving into the room.

Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Click **Join**.
3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.



4. Click **Join Breakout Room**.

You have been assigned to Breakout Room:

Breakout Room 2

Join Breakout Room

You will have access to full **controls** similar to the meeting.

Any Issues

If you run into any technical issues in the breakout room, feel free to use the Ask for Help button.

Asking for help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout 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.

Invite Host

Switching Between Rooms

There are three room categories: Interview Rooms, the Waiting Room, and the Main Room.

So that we can stick to the planned schedule, during the interviews the Program Coordinator will send a 3-minute and 60-second warning before moving you to the waiting room. The warning will appear in a blue box at the top of your screen. This will give you time to wrap up the conversation. You will then be placed into a waiting room with other candidates for 5 minutes before you are assigned to your next interview.

If your interview ends early, you may return to the main room, and the program coordinator will move you to the waiting room while you wait for your next interview to begin.

Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Please reach out to Christa Donald at christa.donald@wustl.edu if you have any questions.