



Tech Instructions

This guiding document is intended to assist you across all three sessions of the 2020 ‘Growing Together’ Latino Farmer Conference. We highly recommend that you join the conference via computer (whether laptop or desktop) rather than by smartphone.

PLEASE NOTE: *You will be sent unique links to join the event the morning of each day. The link used on Day 1 will not be the same as Day 2 or 3. Please check your email for these links on the mornings of December 10, January 14 and February 11.*

For any questions specific to the conference, please contact omarr@ncat.org

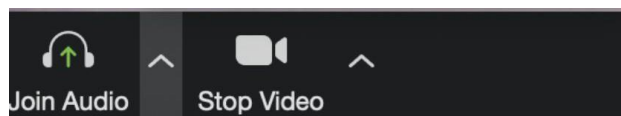
All three webinars are scheduled the same. Each session will open at 8:30pm PST for those who wish to test their connection and practice with Zoom. The conferences will commence at 9am PST and last approximately 3.5 hours.

The conference will be using the Zoom platform. In preparation, you can [download Zoom here](#). Downloading the application is not necessary, you may choose to join via the [web client](#).

1. Click on the link (at the conference start time) sent to your email on the mornings of December 10, January 14, or February 11
2. An option **Join from your Browser** may appear automatically. If it does not, select **download & run Zoom**.

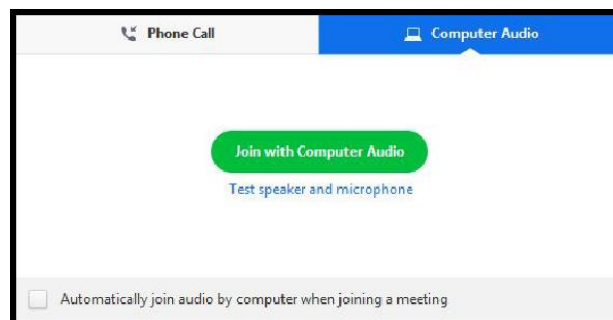
3. To join meeting audio

- a. Choose your audio source from the popup window, or from the bottom panel



- b.

i. **Either** - Click JOIN WITH COMPUTER AUDIO

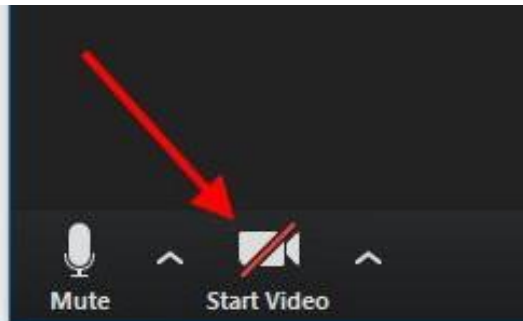


- ii. **OR** - Dial in on phone: use one of the phone numbers provided in the registration emails.



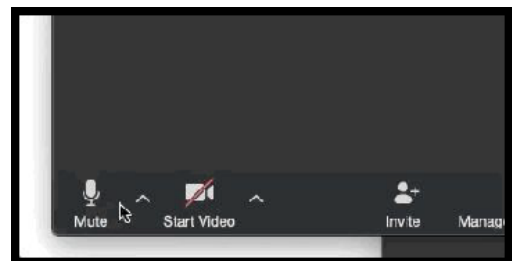
1. If you are choosing to use your phone as your audio for the convening:
 - a. Dial your local phone number from below. If you get a busy signal, try one of the alternative numbers:
 - b. USA:
 - +1 669 900 6833
 - +1 408 638 0968
 - +1 346 248 7799
 - +1 253 215 8782
 - +1 646 876 9923
 - +1 301 715 8592
 - International numbers visit:
<https://zoom.us/j/96366885943>
 - c. Enter Meeting ID: **963 6688 5943**
4. When joining, you will be automatically muted.
5. **Please note, joining at 8:30 am ensures you are all set up for the Conference Opening which will start promptly at 9:00 am.**

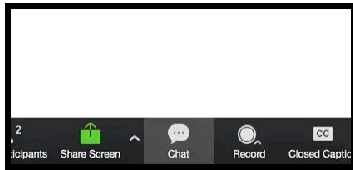
If available, turn on your video camera by clicking “start video”



To Mute yourself:

In the lower left corner of the zoom screen, click the microphone icon

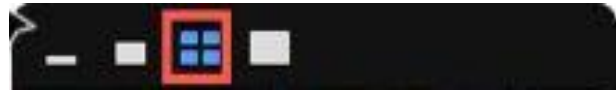




To use the chat box: If you have a question/comment at any point in the day, you can use the chat box function at the bottom of the screen and communicate with individuals or the group.

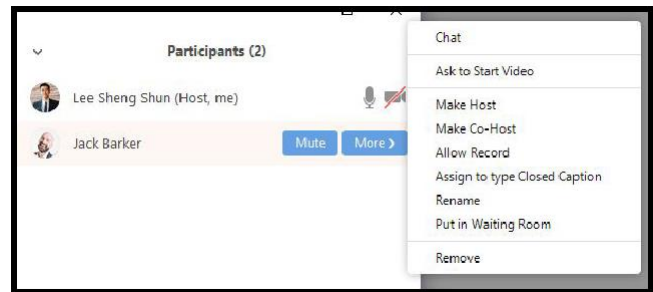
To see multiple speakers:

Use Gallery View by selecting the 4x4 Grid icon, at the top of the panel.



To rename yourself:

move mouse to activate menu on bottom of screen, click participants option, click/highlight your name in participant list, choose to rename and type in the name you would like to use



Additional support can be found at: <https://support.zoom.us/>

If you have never used Zoom before, you can [join a test meeting](#) to familiarize yourself.