

# Zoom Instructions

If you have not received it already, you will be emailed a link to the email address you provided on your registration form.

The link you have been provided will allow you access to any and all sessions of the Virtual Job Fair. Please DO NOT share this link. Simply click on the link to gain access to whatever session or sessions you would like to attend just a few minutes before the designated start time. The **schedule** for the event is provided here for your convenience. You may also find it within the email that you were sent with your link for the event.

Once you click on the link a screen will open up that asks you to “Launch Meeting.” Click on “Launch Meeting.” If you have not previously downloaded the Zoom software, the system will automatically do so for you when you launch the meeting. You will just need to pay attention to and follow any prompts that you receive as they may be different depending on what type of device you are using (desktop, tablet, i-phone, Android, etc.)

If the camera on the device you are using is turned on, after you launch the meeting, you will appear on screen and will be given an option to “Join with Video” or “Join without Video.” To make the virtual experience as close to a live experience as possible, we recommend that you join with video.

Once you click on “Join with Video” you will see yourself on camera. You will have a few moments to ensure you are camera ready before actually being submitted into the job fair. Take that moment to make sure you look your best and have anything out of the range of the camera that you would not want other attendees to see. Please note that when you join the meeting with video, you will be visible to both the host(s) and all other attendees. Therefore, you will want to make sure that you are dressed appropriately and that you are aware of your surroundings and everything that will appear within the range of your device’s camera. Please remind any other individuals who may be sharing your physical space with you during the event that they too may be visible on camera as they move about the space.

You should notice several buttons across the bottom of your screen when it initially opens or when you hover over the bottom tool bar. On the left hand side of the screen you will see a microphone icon with a red line through it. The microphone has been pre-set to “Mute” and should remain muted UNLESS you are speaking. At any time you wish to speak, simply click on the microphone with the red line to “unmute” yourself and begin speaking. Once you are finished speaking, click on the microphone again to re-mute yourself. You want to keep the microphone on mute when you are not speaking as even the faintest background noises may be picked up by the host’s microphone and can be a major distraction to other participants.

It is **not** required that you raise your hand before speaking, however, you do want to make sure that you do not speak over anyone else. Make sure the person speaking is completely finished before you start speaking.

You will see an icon to “Stop Video.” You will not need to do anything with that icon.

You will see an icon of two people with the word “Participants.” This will show all the names of those participating in the live event and is for informational purposes only.

Another icon to “Share Screen” and one with “Reactions” are available but you will not need to do anything with either of these icons.

You will also see a “Chat” feature next to the “Participants” icon. You may use the “Chat” feature to type a question to either the host or to everyone. Just select the drop down option that is most appropriate for you situation. Please allow enough time for the host to respond to your question.

Lastly, on the far right hand side of your screen you will see an option to “Leave” the meeting. You will click on that option whenever you are ready to leave the session. Once you do, a second “leave” option will also appear. Be sure to click on the second “Leave” option as well. If you leave a session but want to rejoin again before the session ends, simply follow the same steps when you initially launched the meeting and you will be re-admitted.

If you want to attend multiple sessions, it is fine to stay connected from session to session or to leave and come back. You are allowed to enter or leave each session at your discretion throughout the event.

It is our intention to record the sessions and have them available on our [www.cityofclarksville.com](http://www.cityofclarksville.com) website for a period of time after the conclusion of the Virtual Job Fair. After a brief period to allow for whatever editing may be necessary. You will receive the specific location of the recordings on your follow up email.

We hope this brief overview of Zoom is helpful and we look forward to seeing you tomorrow!

### **SCHEDULE, THURSDAY, MAY 14, 2021:**

9:00 - 9:15	Welcome & Event Kickoff from Human Resources
9:20 - 9:50	Clarksville Street Department Live Session
10:00 - 10:30	Clarksville Transit System Live Session
10:40 - 11:10	Clarksville Gas & Water Live Session
11:20 - 11:50	Parks & Recreation/Golf Courses Live Session
11:50 - 1:00	<b>LUNCH</b>
1:00 - 1:30	Clarksville Fire Rescue Live Session
1:40 - 2:10	Clarksville Police Department Live Session
2:15 - 2:30	Wrap up and Closing from human Resources