We are so excited that you have registered to join the UW School of Pharmacy community in celebrating the 125th Anniversary of the school via ZOOM on Friday, June 26th at 5:00 pm PST. Below are some tips on navigating Zoom and how to join a Zoom meeting.

Please know that the Zoom meeting link for The 125th Celebration will be emailed to all registered individuals the morning of June 26th. Please register by Thursday, June 25th to ensure that you receive the meeting link.

**Joining a Zoom Meeting**

1. The quickest and easiest way to join The 125th Celebration will be to click on the link that will be provided via email on Friday, June 26th.
   
   You can practice joining a Zoom meeting by clicking on this link to [JOIN A TEST MEETING](https://zoom.us) hosted by Zoom.

2. It isn’t necessary to download or run the Zoom application to join a meeting. Just click join from your browser in the bottom, right of your screen.
Enter Your Name to join the meeting. Then click Join.

For more information and to watch videos on how to join Zoom meeting please visit the Zoom Help Center page on Joining a Meeting and Testing Your Audio.

Know your Zoom Meeting controls

When you join a Zoom meeting, you will see a black bar at the bottom of your window with your meeting controls.

Click on this icon to select the source audio for the call. Click on Join Audio by Computer. You can also test your computer audio by clicking on Test Speaker and Microphone.
Once your audio is working, you will see the **Microphone** icon. You can click on this icon to **Mute** and **Unmute** your microphone.

Click on the **Camera** icon to start and stop your video. If you see the red slash through the camera that means your video is off.

The **Participants** icon tells you how many people are currently in the meeting. Click on the icon to open your Participant Controls.

The new panel that opens after clicking **Participants** icon lists the meeting participants and has the **Participant Controls**. These buttons can be used for non-verbal communication during the meeting.

The **Chat** icon accesses the chat window and will allow you to chat with other participants. You can send a message to the entire group or a private message to an individual participant. Visit the Zoom Help Center page on in meeting chats to learn more about Zoom chat.

The **Reactions** icon is where you can quickly access more non-verbal communication options. From this icon you can choose a **Thumbsup** or a **Clapping** emoji.
Video Layout/Changing Your Meeting View

You can choose to set up Zoom view to “Speaker View” or “Gallery View”. Below are some examples for both views and information on how to switch between them during the meeting.

**Speaker View** prioritizes the screen of the individual speaking during the meeting or presentation. The speaker will appear in the large tile and all meeting participants in small tiles above the speaker.
**Gallery view** allows you to see multiple meeting attendees at one time. The tiles will fill your window.

You can switch between **Speaker View** and **Gallery View** by clicking the **View Option** icons at the top, right of your Zoom Window. You should see one of the two icons below.

When you are in **Speaker View**, you can click on the **Grid** icon in the top, right of your window to switch to the **Gallery View**.
When you are in **Gallery View**, you can click on the **Speaker View** icon in the top, right of your window to switch to the **Gallery View**.

**Presentation Mode** is the view you will get when a meeting host shares their screen to show a video or slideshow. Below are some view options that you will have as a participant:

**Presentation Mode – Standard:** The shared screen will move to the large tile and the participant tiles will move to the top of your window.

**Presentation Mode – Side by side – Gallery View 1:** This view splits the window between the presentation tile and the participant tiles. You can select this view by clicking on the **View Option** icon at the top, center of your window and selecting **Side by Side Mode** from the menu.
**Presentation Mode – Side by side – Speaker View:** This view splits the window between the presentation tile and the tile of the speaker. In the example below the “UW SOP” tile is the speaker.
Have additional question?
Check out the Zoom Help Center for more information. Below are a few links to get you started

- [Zoom Help Center: Frequently Asked Questions](#)
- [Zoom Help Center: Getting Started](#)
- [Zoom Help Center: Joining a Meeting](#)
- [Zoom Help Center: Testing Your Audio](#)
- [Zoom Help Center: Virtual Background](#)
- [Zoom Help Center: In Meeting Chat](#)
- [Zoom Help Center: Video Layout](#)
- [Join a Zoom test meeting](#)

You can always reach out to your UW School of Pharmacy Advancement Office. We are happy to help you navigate this platform.

UW School of Pharmacy
Phone: (206) 221-2465
Email: rxevents@uw.edu

Please keep in mind that we are all working remotely, and we apologize in advance for any delays in returning your calls or responding to your messages. However, we look forward to hearing from you and are excited to see you at *The 125th Celebration* on June 26th!