

## A Quick Introduction to Zoom Virtual Interviews

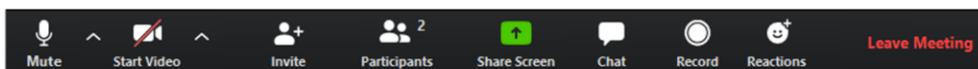
KCU Admissions will be conducting interviews for the Fall (and possibly Spring) via Zoom video conferencing.

- You can sign up for a free Zoom account here: <https://zoom.us/signup>
- Zoom video tutorials can be found here: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

### Recommendations and tips:

- You will be required to have a video-capable device (laptop recommended, but tablet/cell phones are acceptable if interview nerves don't cause your hands to shake! 😊).
- If you haven't participated in a Zoom meeting previously, **it is recommended you test the features beforehand, and ensure you have working audio.** Call a friend, family member, or coworker to practice!
  - Zoom tutorials for testing your computer or device audio can be found here: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
  - If you do not have a microphone or speaker on your computer, or have other audio issues, you may connect to the meeting audio by following the instructions here: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- Familiarize yourself with the mute audio/stop video and chat options on the lower right corner of your call screen, underneath your screen name.
  - An image of the Zoom control bar and control button descriptions can be found below.
- **IMPORTANT:** While you connect to our different Zoom links and activity rooms throughout the day, you will be added to a virtual “waiting room” before being let into our larger meeting room. **This will allow for Admissions staff to keep the interviews secure and allow access to only those specifically invited to our virtual day.**
  - **\*\*\*Please be conscious of the “screen name” you have entered before connecting so we can identify you, using your full first name and last name (name you entered on your primary application). Any changes to your screen name will need to be made prior to connecting to the virtual waiting room.**

### Virtual Zoom Control Bar:



1      2      3      4      5      6      7      8      9

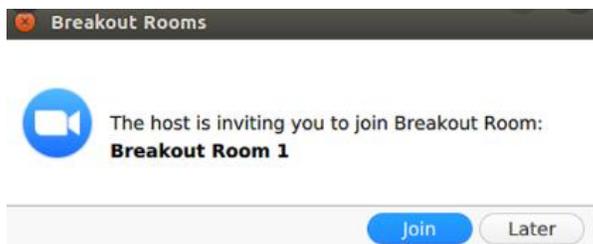
- You will see the control bar above along the bottom side of your Zoom screen (format will differ between laptop and tablet / cell phone).
  - Some of these features will not be applicable/accessible to you during the interviews. **See control descriptions below.**
1. This button will allow you to mute and unmute your mic. When the mic is muted a red line will be drawn diagonally through it. The mic is currently NOT muted in the image above. The “^” symbol to the right of the “Mute” button will allow you to control your audio settings within a meeting. You can set your audio to the device you’re using or sync it to your system audio.

2. The video button will start and stop your camera. If you do not want your camera to display (i.e, in-between interviews), this button should look the same as above. **(continued on next page)**
- ~~3. If you have permissions to invite, you will be able to invite other users to your meeting here. (not applicable to interview activities)~~
4. View the participants in the meeting.
- ~~5. Share your desktop or an individual application. (not applicable to interview activities)~~
6. The chat button will allow you to open the in-meeting chat. You can send messages to one participant or the entire group. *You may use this feature to contact Admissions with any questions you don't want to voice over audio.*
- ~~7. If you have permission to record the meeting you can do so here. (not applicable to interview activities)~~
8. This button will allow you to “react” to the meeting by clicking a “clap” or “thumbs up” emoji.
9. Click here to leave the meeting at the end of your session. *If you accidentally press this button, re-access the meeting via the invite link. You will again be added back into a virtual meeting room, and Admissions will let you in to the meeting again from there.*

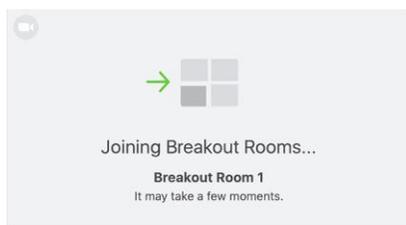
## Breakout Room Controls

Admissions will be using the Zoom breakout room feature for your virtual one-on-one interviews and group activity.

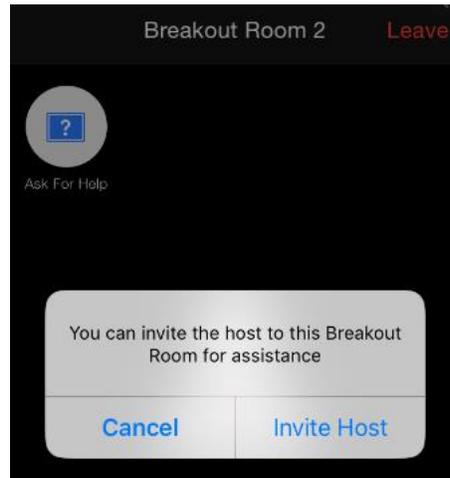
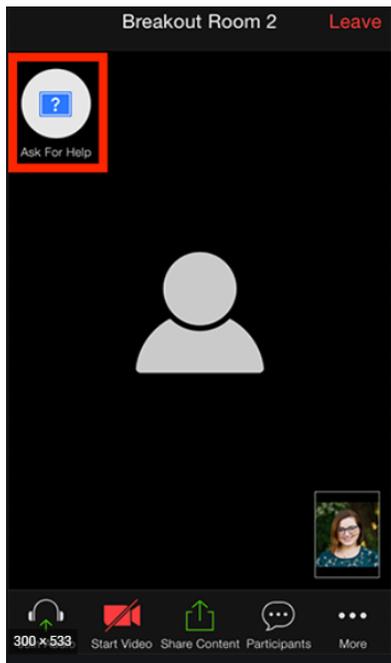
- *Interviews and Group discussions begin when the breakout rooms are “opened”.*
- *When Admissions opens the breakout rooms, you will see the screen below. Promptly click the “Join” button to be added to the breakout room.*



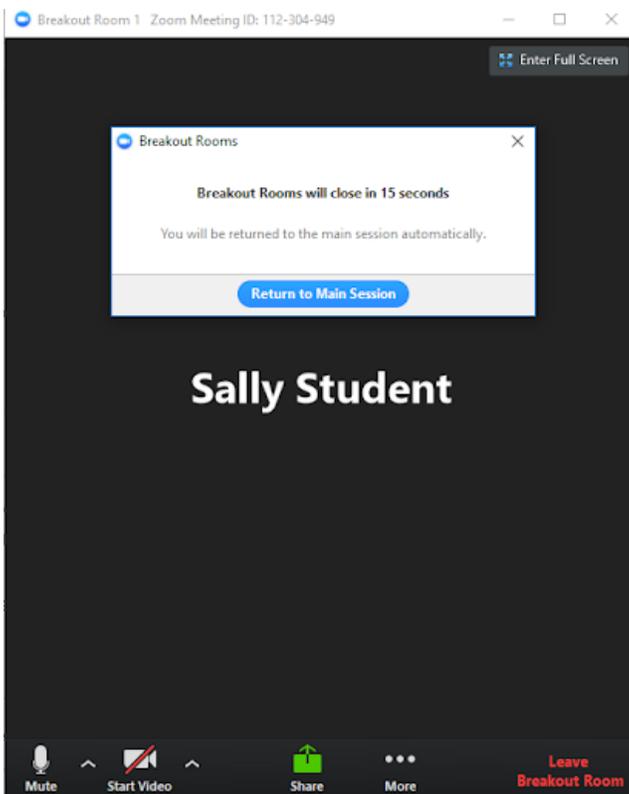
- *You will see the image below when you are being added to the breakout room. It will be a few moments before you see the Zoom controls screen again, but once you connect to the room, you should again see your breakout room controls, as well as the interviewer or your group activity members.*



- *If you have a problem in your breakout room (i.e. audio or video issues, your interviewer or group members haven't connected), please select the “Ask for Help” button at the top left of your screen (see next page), and you can click to “invite host”, and an Admissions staff member can join your room.*



- Admissions will time the interviews and group activities while the breakout rooms are open, and will close breakout rooms for each session.
  - You will see a message like the one below before the rooms close.



For more information on participating in a breakout room, you can visit <https://support.zoom.us/hc/en-us/articles/115005769646>

If you have any questions regarding Zoom prior to your interviews, or experience technical issues throughout the day, please contact us at [admissions@kcumb.edu](mailto:admissions@kcumb.edu).