



Energy Code Training: Zoom Guidelines

Welcome!

Thank you for joining a live online Energy Code course with Urban Green. We promise to make your educational experience interactive and engaging.

Before Class: What to Expect

Energy Code courses are hosted on Zoom Meeting. This means that all attendees are strongly encouraged to share their video and use their microphone to engage in discussion and ask questions. You will also see your fellow classmates and will be able to interact with them over chat and in breakout rooms.

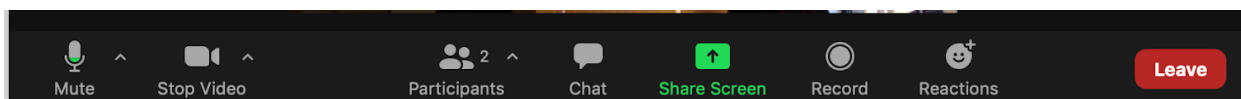
- Once you pay on the Urban Green website, you will be sent a link to register on Zoom. **You will be sent a meeting confirmation with the link and passcode for the training.**
- A day before the class, you will be sent a reminder email with the link and passcode.

Day of the Class

- When it's time for class, click on the link in your Zoom email. You will be prompted to join the class either in your internet browser or through the application.
- To join the class, enter the six-digit passcode.

Getting Set Up

Once you join the class, take a look at the toolbar at the bottom of your Zoom window:

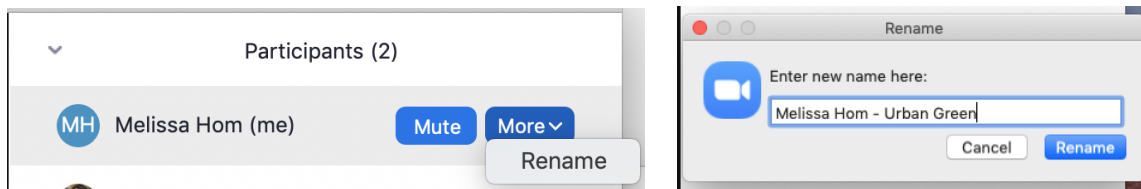


- **Mute:** Everyone is automatically muted when joining the class. Before you speak, please click on the microphone to unmute yourself. Once you are done speaking, make sure your microphone has a slash through it; this means you are muted.
- **Video:** You are highly encouraged to share your video so your instructors and classmates can see you. You can turn off your video by clicking Stop Video, or adjust your settings with the up arrow.
- **Participants:** Click on the Participants button to see the names of your instructor (host) and fellow classmates.

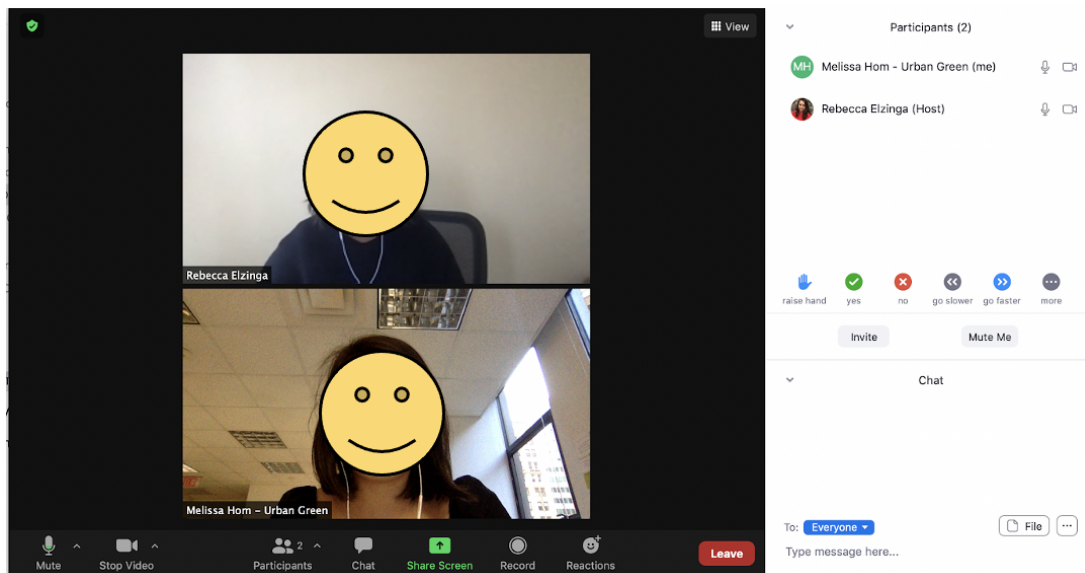
- **Chat:** Click on the Chat button to open up the chat window. In this view you can send messages to everyone, the instructor or an individual.
- **Leave:** Once you are ready to leave the class, click on the red Leave button.

Changing Your Name

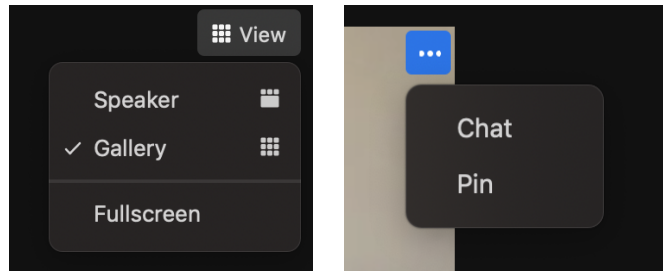
- To edit or change your name, open the Participants view by clicking on the Participants button in your toolbar.
- Hover over your name with your mouse, and you'll see a blue "More" button appear. Click on Rename to edit your name or add your organization.



Adjusting Your View



- To adjust your view of others in the class, click on the View button, which will appear in the top right corner when your mouse is hovering over the videos.
- **Speaker:** whoever is speaking will be the biggest box
- **Gallery:** all attendees will be visible in equal sized boxes



- You can also Pin the instructor by hovering your mouse over their video. Once the three dots appear in the top right corner, click on them and select Pin. This means that their box will always be the biggest and be visible on your screen.

Additional Support

Please visit [Zoom's Help Center](#) for additional resources.