



## Hello!

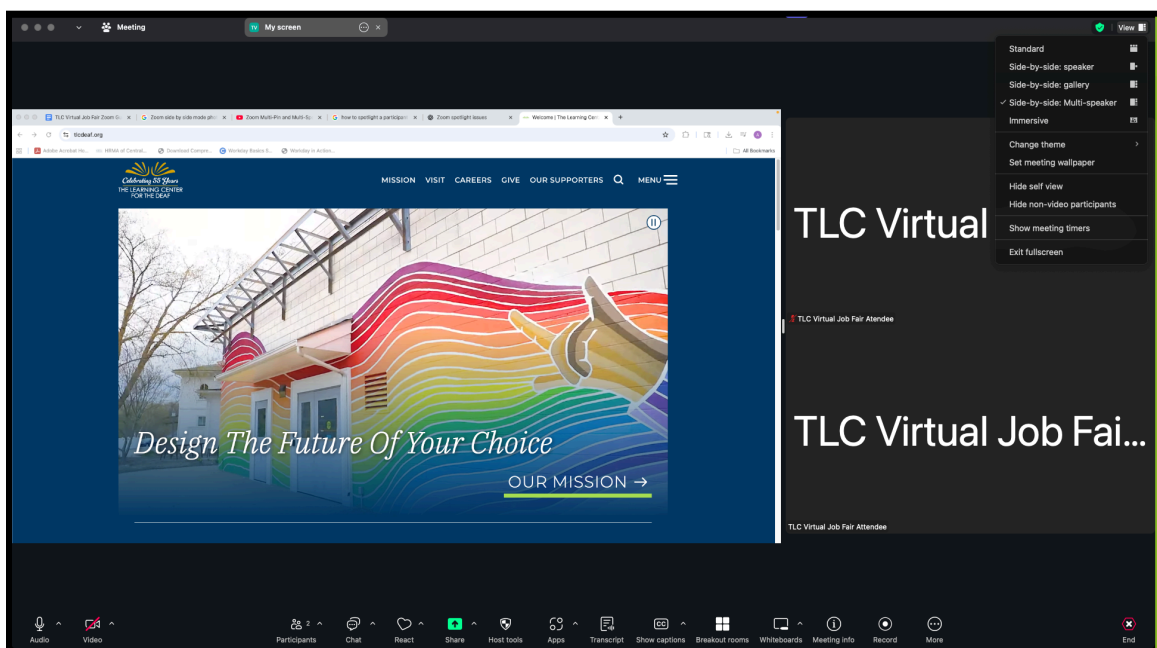
We are so excited to welcome you to TLC's Virtual Job Fair. In preparation for the event, we have provided a Zoom Guide with some tips and tricks on how to best navigate the Zoom interface.

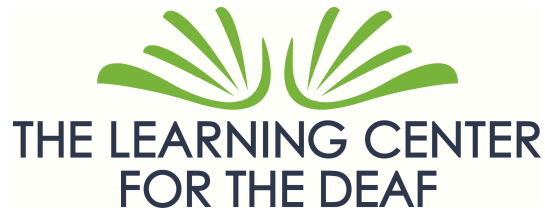
### Before Joining Zoom:

- Please ensure Zoom is on the newest version and has been recently updated.
- If you have two computer monitors/displays, enable Zoom's Dual-Monitor Mode. This will allow one screen to show the shared content, and the other to show the presenter's video.

### Zoom Meeting Settings:

- Please click [here](#) to join TLC's Virtual Job Fair.
  - You will not be required to log in.
  - You will be placed into the Zoom waiting room. Upon the start of the job fair, all attendees will be admitted to the Zoom call.
  - Please ensure your video and audio are connected.
- Our presenters will have their shared content and videos spotlighted for all attendees. If you are unable to see their video tiles, please put your desktop into **Side-by-Side Mode**. You can choose either:
  - **Side-by-Side: Speaker:** (shared content plus whoever is speaking), or
  - **Side-by-Side: Gallery / Multi-speaker:** (shared content plus a row/grid of videos).
  - Drag the vertical divider to resize content or videos.





### **Joining Zoom by Phone:**

- While not recommended, we understand that some participants may only be able to join via phone. To ensure the best viewing experience, please follow the steps listed below.
  - On your phone, you will see the shared content take up most of the screen.
  - The presenter's video will appear as a small, moveable thumbnail, usually in one of the corners of your phone. Drag the presenter's video thumbnail to your desired location.
    - If you don't see the thumbnail, tap the screen once to bring up controls and view it.

### **Tips:**

- If your video tiles disappear during sharing, click **More** in the meeting controls and choose **Show Video Panel**.
- With Dual-Monitor mode on, you can place the shared content on one display and a large video panel on the other.

We are so excited to see you all there! We hope you enjoy TLC's Virtual Job Fair and learn a bit more about what makes The Learning Center the place to be!