

Before the conference: install Zoom

- 1 Go to zoomosentreprendre.quebec on the computer that will be used for the conference.
- 2 Click on **Download the application** at the bottom of the page.
- 3 Download **Zoom Client for Meetings** and run the installation file.
- 4 Follow the installation steps on the screen.
- 5 If necessary, you can change the display language of the program:
 - 5.1. Open the program.
 - 5.2. Right click on the program icon.
 - 5.3. Go to the **Modifier la langue** option and select **English**.
 - 5.4. The program will restart and will remember your language choice next time you open it.
- 6 Ensure that the [minimum system requirements](#) for Zoom are met.
- 7 Test your [internet speed](#). If it is 25 Mbps or slower, please use a wired connection.



Tip: If you are using Zoom for the first time, you can watch the [How to Use Zoom – Basics](#) video. It has information about the different settings and will help you navigate the program.

The day of the conference: ahead of time

- > Find a location that is comfortable, calm and well-lit (avoid backlighting and cover the windows, if necessary).
- > Minimize background noise or activities that could disrupt the conference.
- > To maximize the video quality, close as many other programs on the computer as possible.
- > Use a microphone (such as the microphone built into a headset) that better captures your voice.
- > A question period of about ten minutes is planned for the end of the conference. Prepare questions to make this period more interactive.

Entrepreneur

- > Bring the screen up to eye-level (by putting it on a book or dictionary).
- > Place a white paper on the table in front of you to reflect light onto your face.
- > Ensure that the background is neat.
- > Ensure that the camera captures you well.
- > Connect 10 minutes before the scheduled time.

School staff / Participant

- > If possible, ensure that the camera shows all of the people participating in the conference.
- > Connect 5 minutes before the scheduled time.

The day of the conference: join the meeting

- 1 Go to zoomosentreprendre.quebec.
- 2 In the **Conférences Semaine des entrepreneurs à l'école** section, click on **Joindre [Join]**.
- 3 Type in the Meeting ID provided in the confirmation email and click on **Join**.
- 4 In the pop-up window, click **Open Zoom Meetings**.
- 5 After the Zoom program opens, enter the passcode and click on **Join a meeting**.
- 6 Wait for the host to allow you to join the conference.
- 7 If this is your first time using the program, when the pop-up opens, check the box **Automatically join audio by computer when joining a meeting**, then click on **Join audio by computer**.

Now you can participate in a conference!