General Instructions for Remote FOE Participants

The Graduate Department of Forestry uses Zoom for video conferencing. **Recording the FOE is strictly prohibited.**

The Meeting ID and password will be provided to participants by the graduate department in advance of the FOE.

To reduce extraneous sounds, all participants are encouraged to mute their microphone when it is not their turn to speak.

Video Conferencing (required for candidates wishing to present slides):

- Minimum Requirements: an internet connection, a webcam, and a microphone.
- Preferred Requirements: a wired internet connection, a webcam, and a headset with microphone (the ones provided with most smartphones should suffice)

In advance of the examination, please visit Zoom (https://zoom.us/join) from a web browser on your Windows, Mac, Linux, iOS, or Android device. Enter the Meeting ID, and then use the link on the next page to download and install the Zoom application on your device. Until the time of the examination, you may not join the meeting, but you can test the connection.

At the time of the examination, please visit Zoom again (https://zoom.us/join), enter the Meeting ID, and then follow the prompts to join the meeting.

To show your slides, select "Share Screen" within Zoom, and then start the slide presentation as you normally would on your device. Note that, because you are sharing your screen (rather than connecting a second screen), Presenter View will not be available.

It is advisable, once you have completed your presentation, to stop sharing your screen. This improves your and other participants' visibility.

To ensure you can see all participants when slides are being presented, put Zoom in full-screen mode, use Gallery View, and adjust the size of the area showing participants as appropriate.

Please connect at least 15 minutes before the start of the FOE, so that staff can check that your connection and slide show are working as expected.