

EHS Instructions for Zoom Training Participants

UH EHS will be conducting all in-person safety training courses over the Zoom web conferencing platform. The following are some useful tips for attending these courses online.

- Zoom is useable on computers and smartphones. You may use whichever is more convenient, but we recommend a laptop or desktop computer. The presentation will mostly be through screen sharing of a PowerPoint, so you may find a full-size screen easier to see and use.
- You are able to set your username when you join. Please set it to your real names (First and Last Name), so that it is easier for the host to take attendance. You can also rename yourself by selecting yourself from the participants list.
- You will be automatically muted upon entry. If you are not muted, please mute yourself so there is minimal background noise. You do not need to turn on video, nor do you need a working webcam or microphone.
- On the Smartphone App, you will need to tap Join Audio to hear the presenter speaking. Select “Call via Device Audio”.
- To ask a question, please use the chat function. Chat is not open by default. On the smartphone app, chat can be found by going to Participants and then the Chat button in the corner. From a PC or Laptop, the chat button is available on the control bar.
- Please make sure you have enough battery to get at least that much active use out of your phone or computer.
- Courses with a test and/or end of course survey will administer that test/survey through Microsoft Forms. Your host will provide a link to the test at the end of the session. The form may require you to login with your UH username and password. Use the username@cougarnet.uh.edu format for your username.
- If you get disconnected, try clicking the join meeting link again. If you can't get back, email ehs@uh.edu or call 713-743-5858 for assistance and not the instructor. Your host may give their email at the beginning of the course but will have their hands full teaching and may not be able to respond if you email them.
- For those that are using Zoom to meet for other groups, you can only participate in one (1) Zoom conference/meeting at a time. If you are unable to join the safety training due to a scheduling conflict, please contact us at ehs@uh.edu and arrange to reschedule.