



Accounting Society

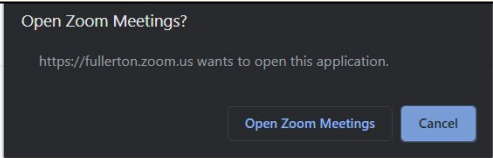
Open Office Hours

Zoom Guide

Zoom Link and Passcode

1. Professionals and AS members will receive both:
 - a. A Zoom Invite Link
 - b. A meeting ID and passcode

LINK



Open Zoom Meetings?
https://fullerton.zoom.us wants to open this application.

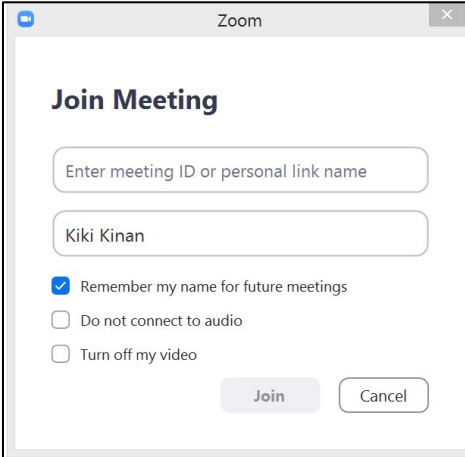
Open Zoom Meetings Cancel

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

PASSCODE



Zoom

Join Meeting

Enter meeting ID or personal link name

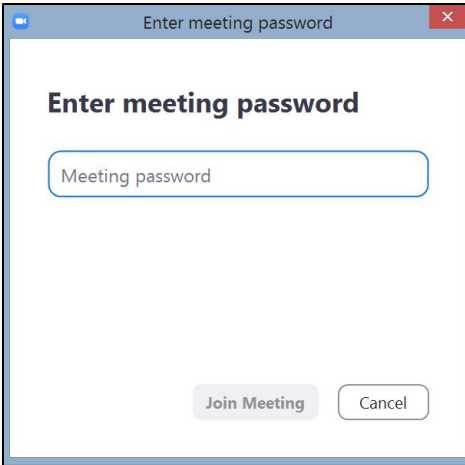
Kiki Kinan

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel



Enter meeting password

Enter meeting password

Meeting password

Join Meeting Cancel

Student Sign In Instructions

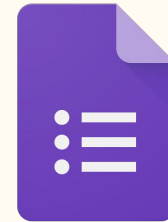
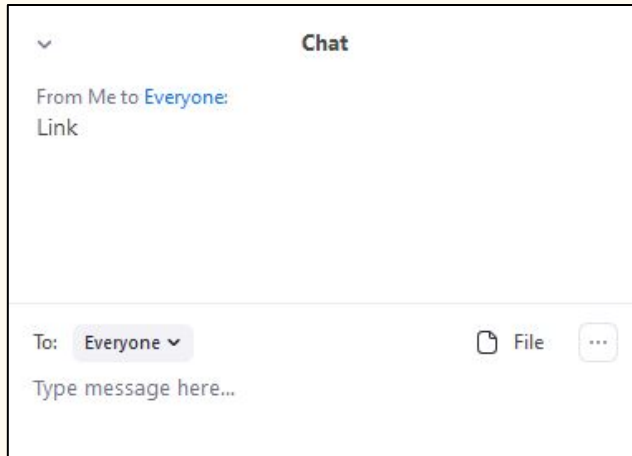
2. Upon entering the Zoom meeting, students may sign in using:
 - a. The QR code that is being screen shared.
 - b. A link provided in the chat

Both will redirect you to a Google form to sign in.

QR CODE



Chat Link

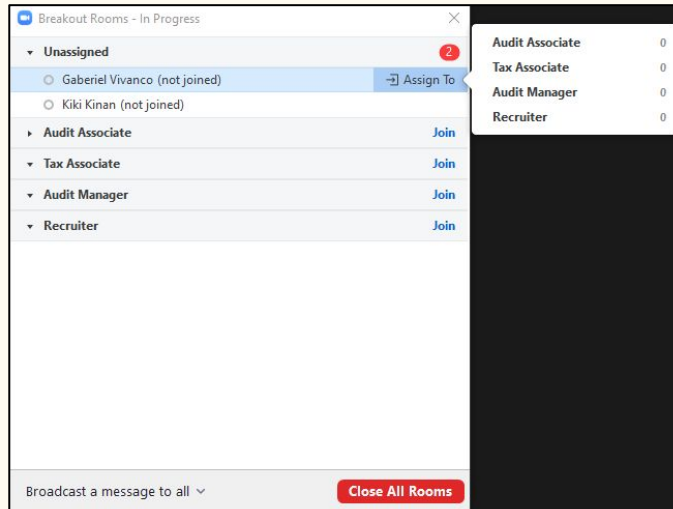


Google Forms

Breakout Rooms

3. Professionals will be assigned Breakout Rooms where students will join
(We ask that professionals show up a little early to avoid confusion when assigning Breakout Rooms)
 - a. Once assigned you will receive a notification join the Breakout Room.

ONLY HOSTS CAN ASSIGN ROOMS

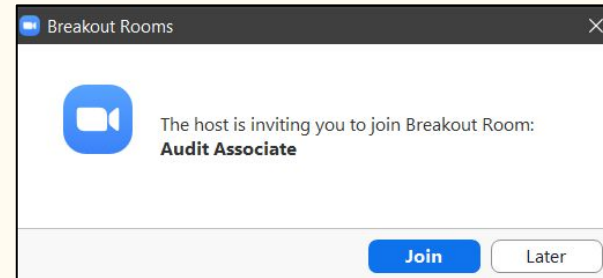


The screenshot shows a 'Breakout Rooms - In Progress' window. On the left, there is a list of rooms: 'Unassigned' (with 2 unassigned users), 'Audit Associate', 'Tax Associate', 'Audit Manager', and 'Recruiter'. Each room has a 'Join' button. The 'Unassigned' room is expanded, showing two users: 'Gaberiel Vivanco (not joined)' and 'Kiki Kinan (not joined)'. An 'Assign To' button is visible next to the first user. On the right, a summary table shows the count of users in each room:

Audit Associate	0
Tax Associate	0
Audit Manager	0
Recruiter	0

At the bottom, there is a 'Broadcast a message to all' dropdown and a red 'Close All Rooms' button.

NOTIFICATION



The notification window is titled 'Breakout Rooms' and contains the following text: 'The host is inviting you to join Breakout Room: **Audit Associate**'. Below the text are two buttons: a blue 'Join' button and a white 'Later' button.

Joining a Breakout Room

4. **Only the hosts can see and place people into the Breakout Rooms**, so when AS members join, they must inform us on who they wish to join either by voice or through the chat. **(Preferably Chat so we can see the names)**
- a. Students will receive a list of professionals attending in the emails sent out. We will also have a Link to the List if Needed.

LIST OF PROFESSIONALS



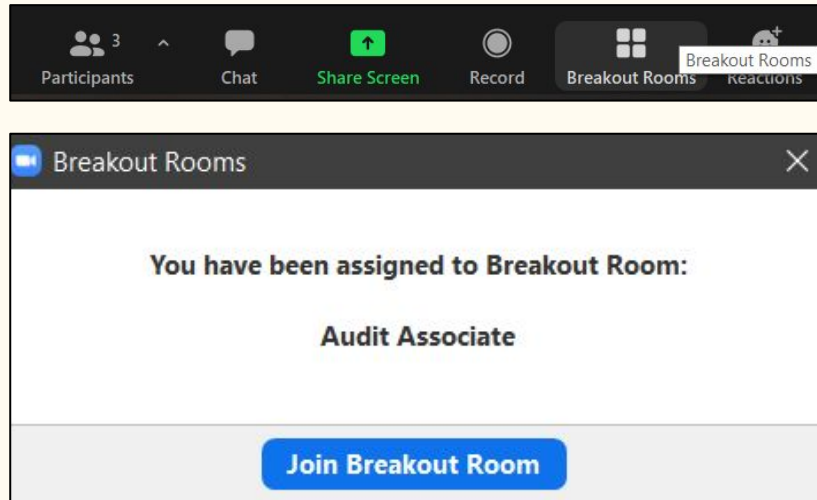
The screenshot shows a window titled "Breakout Rooms - In Progress" with a close button (X) in the top right corner. Below the title bar is a list of seven items, each with a small arrow icon on the left and a "Join" link on the right. The items are: "Audit 1 - Name", "Tax 1 - Name", "Audit 2 - Name", "Tax 2 - Name", "Audit 3 - Name", "Tax 3 - Name", and "Recruiter - Name".

Professional Name	Action
Audit 1 - Name	Join
Tax 1 - Name	Join
Audit 2 - Name	Join
Tax 2 - Name	Join
Audit 3 - Name	Join
Tax 3 - Name	Join
Recruiter - Name	Join

How to Re-enter a Breakout Room

5. If you leave the meeting by mistake you will need to be reassigned to the Breakout Room to rejoin.
6. If you leave the Breakout Room and return to the main meeting by mistake, or if you reject the 'Join Breakout Room' notification/click 'Later', you can rejoin the Breakout Room yourself by pressing Breakout Rooms down below.

BREAKOUT ROOMS BUTTON AND NOTIFICATION

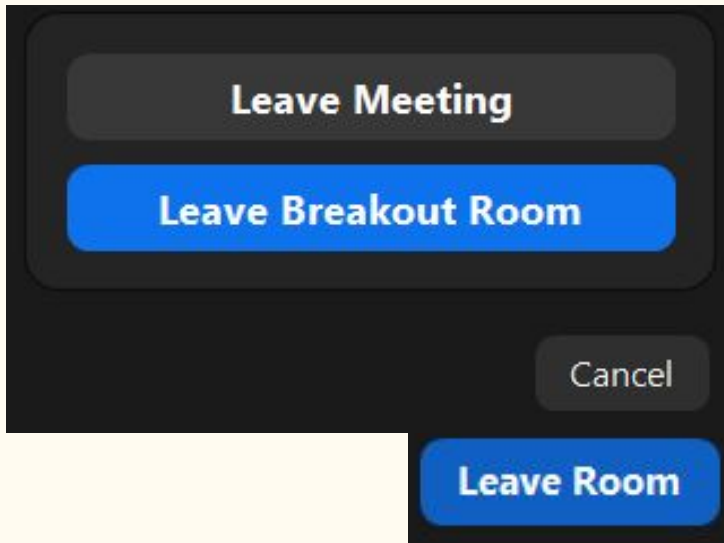


Leaving a Meeting/Breakout Room

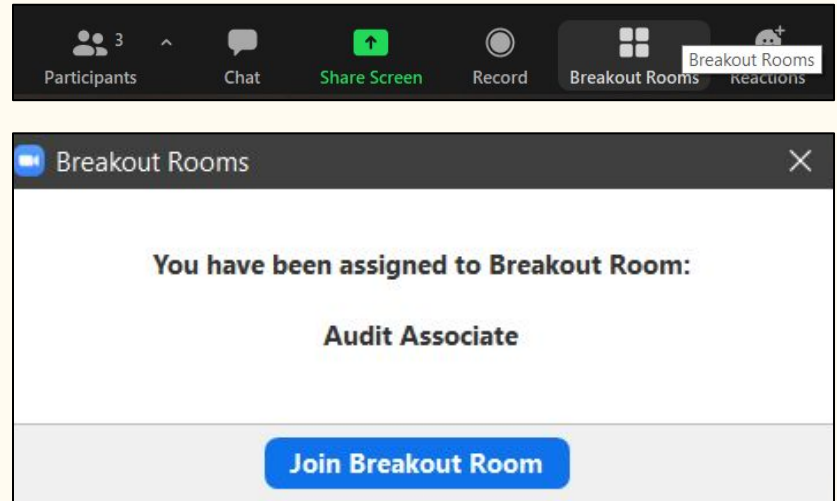
7. When you feel ready to move on to another Professional, press 'Leave Room' on the bottom right of the page, then 'Leave Breakout Room' to return to the main meeting.

After you return to the main meeting, tell us who you would like to join again so we may move you to their room, then press 'Breakout Room' on the bottom to join.

LEAVE MEETING



BREAKOUT ROOMS BUTTON AND NOTIFICATION



**We hope that this was helpful to you
and we look forward to having a
wonderful meeting!**



For additional questions and/or concerns, email us at: officehours@csufas.org