# Technical Tips for SPC Teaching & Learning Conference 2022

Welcome SPC Teaching & Learning Conference 2022 participants! We have been eagerly anticipating your arrival. We imagined that you would likely live long and prosper with some technical tips. Here are a few guidelines to help ensure your participation goes smoothly.

Prior to the conference:

1. Please make sure you have a strong internet connection (preferably hard wired, not wireless), microphone, and webcam if needed.

2. Please make sure that you can sign in at https://spcollege.zoom.us/

3. Please make sure that you check for updates by following these steps:

    a. Open the Zoom app on your computer and sign in with SSO.
       If asked, your company domain is: **spcollege.zoom.us**

    b. In the Zoom client pop-up, single-click on your profile picture in the upper right-hand corner.
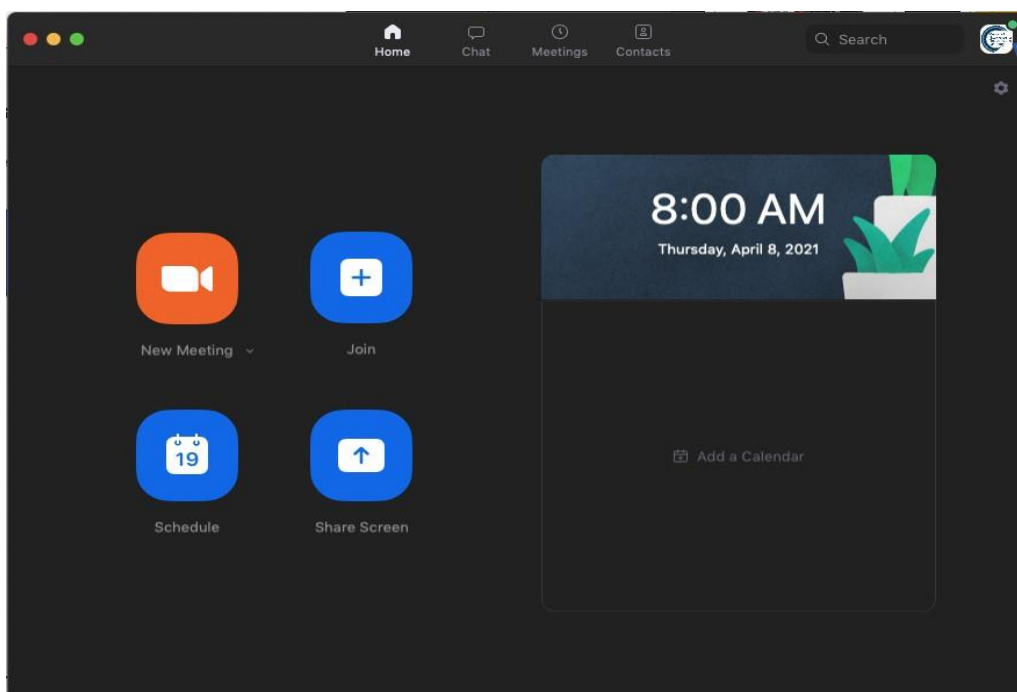
    c. Click **Check for Updates**. If an updated is available, a pop-up window will appear. Just click on **Update**, then click on **Install** when asked.

During the conference:

1. Make sure you are logged into your Zoom account before entering the session you'd like to join.

2. Have quick access to your Zoom session links. You can find the links in the **Program PDF** included in the same email as this document. We will also re-send the Program on Friday morning.

3. Download one of the Themed Zoom backgrounds available on the CETL website at https://cetl.spcollege.edu/tlc2022

4. Upload your Themed Zoom background to your Zoom account:

   a. Sign into Zoom at https://spcollege.zoom/us
   b. Click on Settings (located on the left pane).
   c. Scroll all the way down until you see the **Virtual background** section.
   d. Make sure the Virtual background option is enabled (see pic below).
   e. Click on Manage Virtual background(s) to upload your background.

5. To confirm your attendance on the registration list, please be sure your name in Zoom is the same as the one you used to register. To change your name during the Zoom meeting:

   a. Click on **Participants** at the bottom of the Zoom meeting →
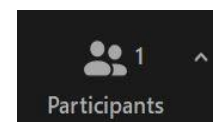
   b. A participants list will appear on the right-hand side. Hover over your name and click **More**.

   c. Click **Rename** and enter in your new screen name.