User Guidance for Using ZOOM

Zoom is free if you are taking part in a meeting.

Zoom accounts

- A Zoom account is **not required** if you are joining Zoom Meetings as a participant that is, if someone invites you to their meeting.

- But **IF** you did want to download the Zoom app for your future use

  1. It is best to download Zoom in advance of the lecture from https://zoom.us/signup
  2. You can download Zoom on to a computer, laptop, IPad or smartphone ("Device") .For a lecture, a bigger screen is better.
  3.
  4. You will need to use your email address and have a password ready.
  8. Simply follow the prompts to download the correct zoom for your computer.
  9. Once downloaded you will have the Zoom icon which will look like this:

Your Device will need to have audio to enable you hear the lecturer. Most laptops have both cameras, microphones and speakers built in – the use of which will be helpful if you want to ask questions afterwards

Before joining a Zoom meeting –

Close down unnecessary programmes on your Device to maximise the quality of your session.

Make sure you have turned on your "audio" to hear the session! If you have headphones which link into your device – these will give you better quality.

Joining the meeting

You will receive an "invitation" by email from the B&DS which will contain a link to click

You will then be asked if you want to 'openzoom.us' or 'launch application'. Go ahead and do so.

Next, a picture of you *might* come up. For best viewing of you by others try and get where there is light shining onto your face otherwise you may be seen in a shadow. Do not sit very near camera) If you don't want to be seen, click the option 'Join without video'.

We will usually 'open the doors' to the meeting 10 minutes or so before the starting time of the meeting, which for talks will be at 7pm.

Once the meeting has opened or started a message may come up saying, 'Please wait, the meeting host will let you in soon'. You will be admitted as soon as possible.

On your toolbar you will see an icon of a **microphone.** If it has a red line through it, this means your microphone is muted. Please make sure you stay muted whilst the talk is in progress. If you have any difficulty in 'muting' the 'host' the meeting's host will be able to do so instead.

Your camera. It will be nice to see your face when you join the session before the talk begins, so 'join with video' to enable that *if you wish* **but……please then turn off your video** (so you need to have a red line through the video icon on lower left) as this saves broadband space, which will help to ensure the presentation goes smoothly with images coming up at the correct time

To Chat. When you're in a Zoom meeting, you can send a group chat message or a private message (unless the host has disabled the function). To do so:

- Click 'Chat' in the meeting controls bar then a chat window will open on the right.
- Type a message into the chat box or click on the drop down next to "To:" if you want to message a specific person.

When new chat messages are sent, a preview of the message will appear and the Chat button will flash orange. Click the button to view the chat window

To Raise Your Hand. Click on the participants button (above), then click the "**Raise Hand**" button In the mobile app, you **can raise** your **hand** by tapping the "**Raise Hand**" option in the "More" tab

You are set to go but if you want to start getting fancy look at Your Screen View. On the top right of your screen there are several options for viewing your screen

Please click on '**Speaker View'** which means that the speaker will be centre screen when talking. Once the speaker starts to 'share their screen' to deliver their presentation, please take your cursor to the top of the page where you will have an option to see the images 'full screen' – this is probably the best way to watch it.

If you still see all the participants, there will be three different icons to choose from at the top of the participant video screen, **Choose the middle, single icon which might say 'Show small active speaker video'** when you hover over it. This will keep the speaker in view on a small screen, but eliminate everyone else. You can then move the little screen around by dragging it to wherever suits you.

At the end of the presentation, the host will un-mute everyone in case you want to ask a question.

If you are new to Zoom, it might be a good idea to begin this process about five to ten minutes before start time to ensure you are ready although many of the settings are not visible until you are accepted into the meeting. YES

If you are using an iPad or iPhone then you should find similar icons, but in different positions on your screen. The "toggling" ability between seeing the lecturer's presentation on the big screen and the picture of him talking in a thumbnail picture in the corner can be enabled by simply pressing on the thumbnail picture.

Warning Sometimes the images "freeze" for a short time. That is normal - it is a result of insufficient, or over-use of the wifi band. It usually only lasts less than a minute - it is just "the way it is" - until we are all provided with super-fast broadband and/or fibre-optic capacity.

Those of you with smart TVs should be able to link your computer to your TV to watch the lecture on your big screen.