User notes for Zoom

If you have never used Zoom before please find below a few notes to help you get to grips with using Zoom.

Before the Day

You may need to pre-register for Zoom via an email link. This helps the organisers of the meeting/webinar monitor attendance.

You are required to have the Zoom conference call app on your computer or device (available to download here: https://zoom.us/download).

Please note that you do NOT need to sign up for an account with Zoom.

Save or keep the link in a readily accessible place on your device in readiness for logging in on the day.
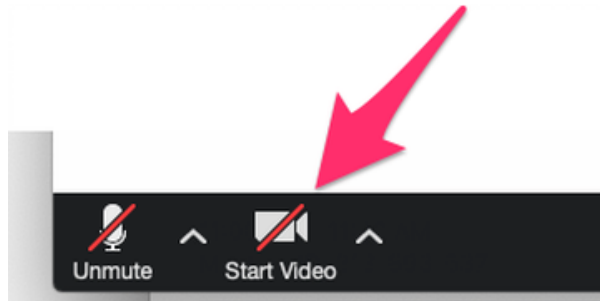
On the Day

1. Click on the link sent to you after you registered.
2. A box may appear asking you to "open zoom meetings", click "open zoom meetings".
3. A second box will appear asking you to "join with computer audio", click on this option.

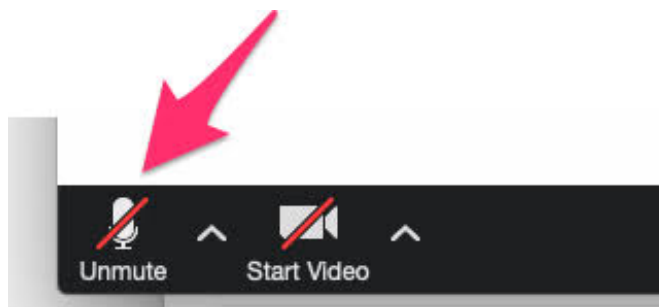You should now be part of your Zoom call.

Video

If you hover your mouse over the bottom of the screen, a menu bar will appear. Please ensure that your video is on (if you choose to). If there is a red line through the icon, simply click on it and your camera will start working.

Mute/Unmute your microphone

On the menu bar, the bottom left icon says "mute". You can mute/unmute yourself by clicking this icon.

Please note that on arrival to a meeting it is usual that everyone's microphone is defaulted to mute.

To ensure the best experience is by for everyone attending, you are asked to keep yourselves on mute unless you are speaking or involved in a conversation. Please note that any type of background noise such as whispering, TV in another room or dogs barking will come through clearly to all other participants.
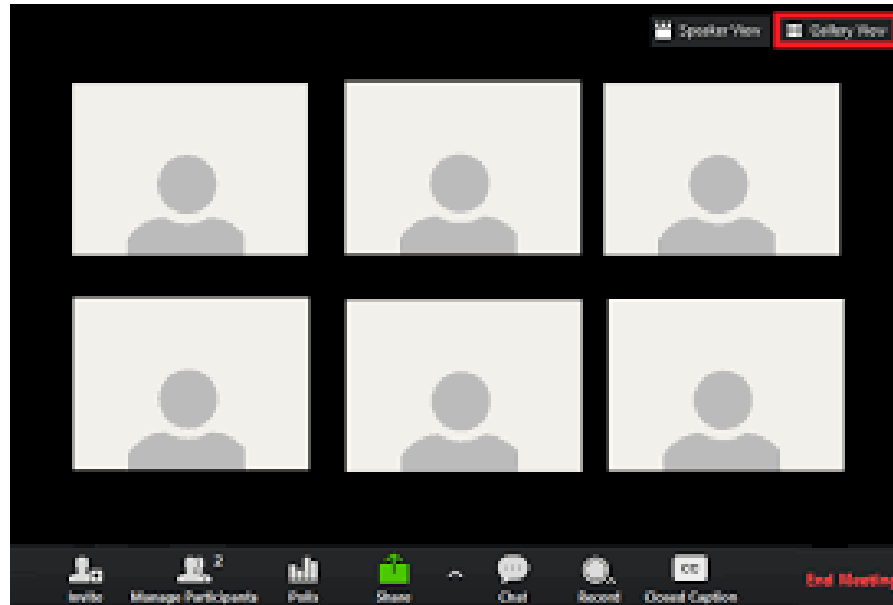
On screen view – Speaker / Gallery

There are two options for how you view a meeting, but this does depend on what device you are using. The two options are: speaker or gallery view.

i. **Speaker** option – this is where the view changes to highlight the person who is speaking, so may change regularly.

ii. **Gallery** option – This provides a wall of participants (up to 25 on a screen if you are on a laptop). If your device is an iPad or mobile – the gallery option may appear differently.

To view more, you can click on the arrow shown to the left and right of your screen to view the next page of participants.
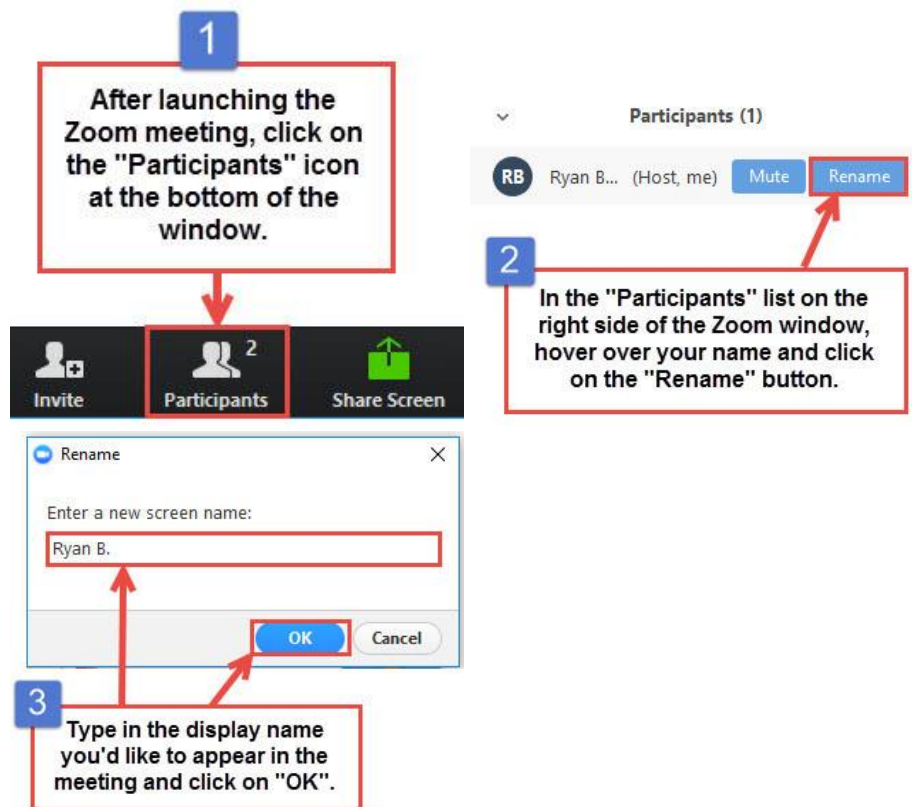
We recommend you have the meeting in gallery view. To change your view, there is an icon in the top right hand corner of your screen.

How to Change your Name

So that everyone knows who you are, it would be helpful for everyone if your names is displayed correctly on the screen. If this is not already the case:

1. Click on "participants" on the menu bar at the bottom of the screen.
2. Next to your name will be a 'more' button, click on this.
3. You will have the option to 'rename'.
4. Add your name and click 'ok'.

1 After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

2 In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

3 Type in the display name you'd like to appear in the meeting and click on "OK".

Chat

There is a "chat" function on Zoom. This is akin to instant messaging. The settings will be set by your meeting 'host', however you may be able to chat with the host, chat with individuals or chat with everyone.
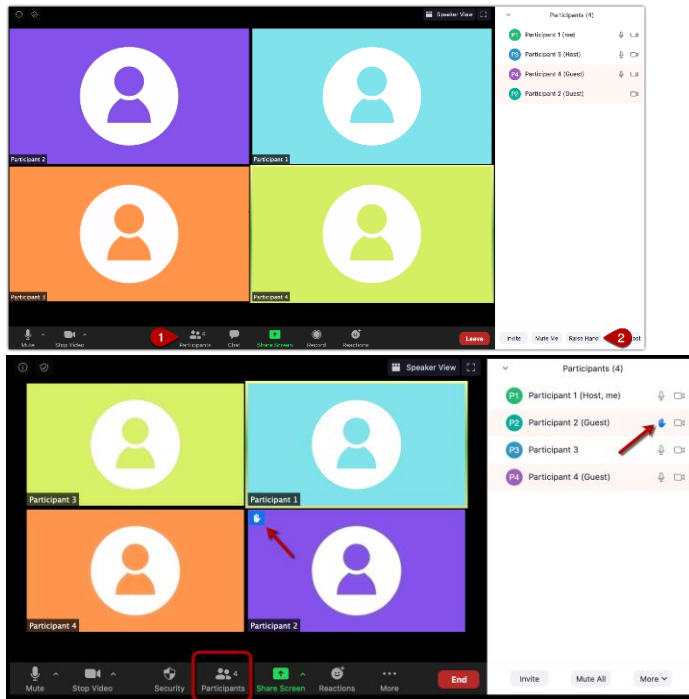
You can find the "Chat" on the menu bar at the bottom of your screen.

Raise Hands

At times, there may be opportunities to ask questions and engage in debate. If you wish to pose a question, you will need raise your VIRTUAL BLUE hand. To do this:
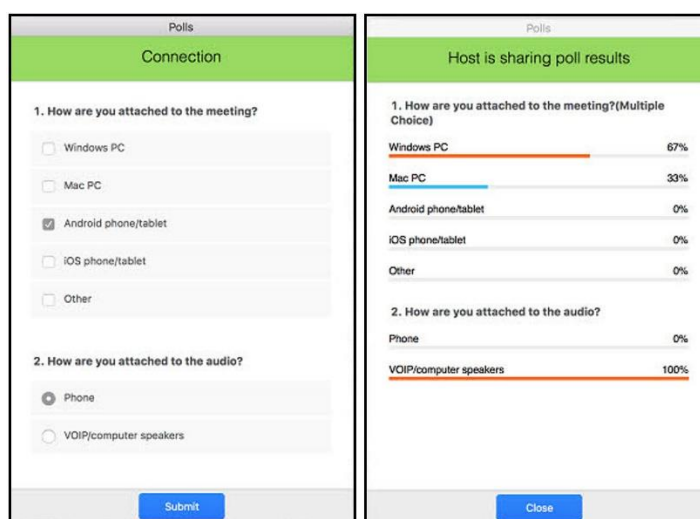
1. From a computer, if you do not already have it open click on the "participants" icon on the menu bar, in the bottom right hand side of your screen you should see and option to 'Raise Hand'
2. On a mobile device you may need to click on the three dots ('more' option) in the menu bar and then click 'raise hand' from the new menu that appears.

3. A blue hand will appear in the corner of your screen (and also next to your name in the participant list). This will enable the host of the meeting to clearly see who wishes to speak as all those who have pressed their blue hand icon will be raised to the top of the list.
4. It is then at the host's discretion how s/he will conduct those questions.
5. Please 'mute' and 'lower your hand' when you have finished.

Polls

Zoom offers polls and these are straightforward to participate in - a poll will pop up and you will have time to click on one option.

Breakout Rooms

Some meetings include break out rooms where the meeting participants are moved into smaller groups for further discussion.

    i.   You will automatically be assigned to a Breakout Room.

    ii.   A window will pop up to ask you to join. You simply need to click on "join" when this window appears.

    iii.   Likewise, when it is time to re-join the main meeting, a count down clock will appear. If you do nothing, you will simply re-join the meeting when the countdown ends, or you can click a button to 'rejoin now'.

Further information

This is an outline of the main elements of Zoom for further information and support please visit the Zoom help support which includes webinars and tutorials:

Zoom | Weblink

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