

## Instructions for Using Zoom

Well before the meeting or demonstration begins, it is a great idea to download 'Zoom' to your computer or phone. Click on this link which will take you to a brief video to watch.

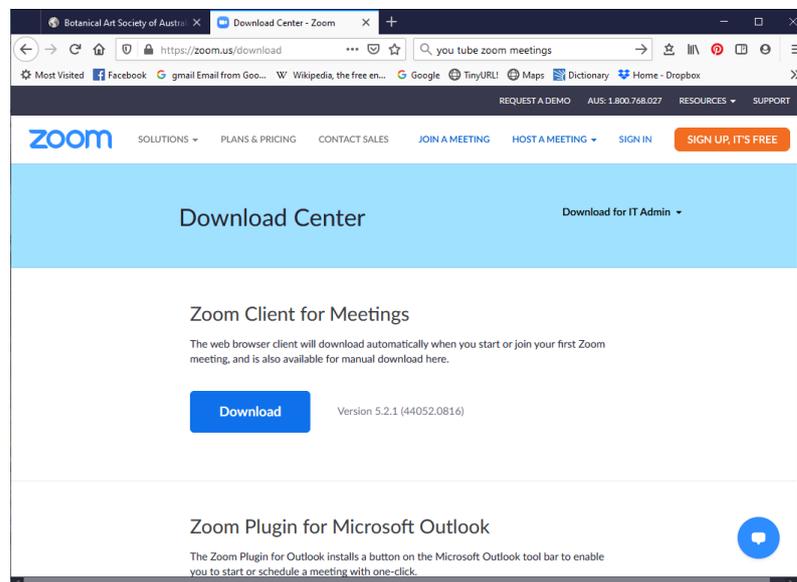
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-> Watch this link

**Alternatively**, you can follow these instructions to assist you (these are slightly more in-depth than the above video for additional assistance).

**Please note, you do not need a membership to Zoom to access the meeting/demo. You can simply join the meeting.**

1. Click on <https://zoom.us/download>

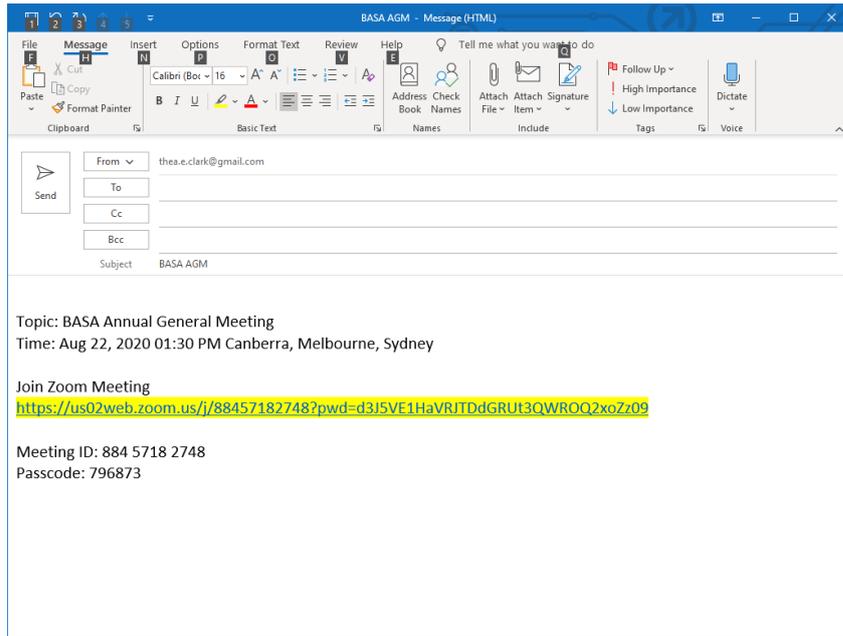
Your screen should look like:



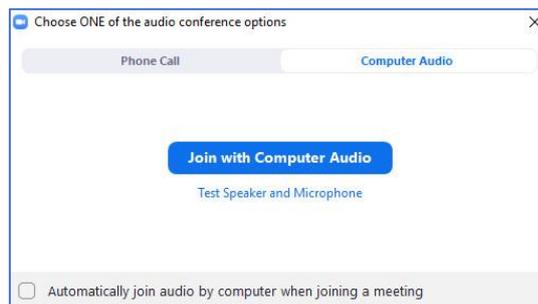
2. Click on the blue 'Download' button and follow the instruction for your computer.
3. Zoom is now installed and you are ready for the meeting.

### When it time for the meeting/demo:

1. A few minutes before the meeting is due to start, go to your email and open the email which invites you to attend the meeting. This email is usually sent on the morning of the meeting/demo. The Topic line will show which meeting the link is for. A different link is sent for each different meeting/demo.

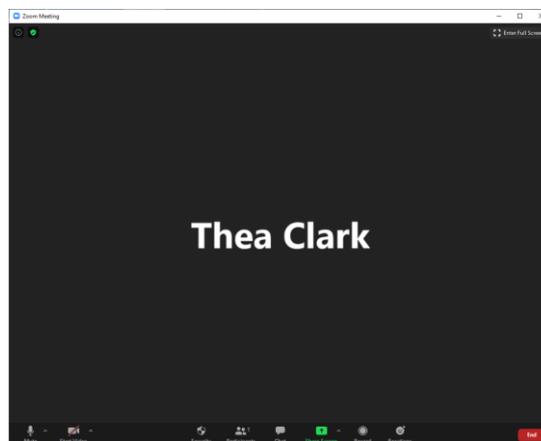


2. Click on the link in the email which can be seen here in yellow.
3. Follow the prompts to open Zoom and when this window appears:



you may wish to click the Test Speaker and Microphone button first to ensure that you have your audio set up correctly then click Join with Computer Audio.

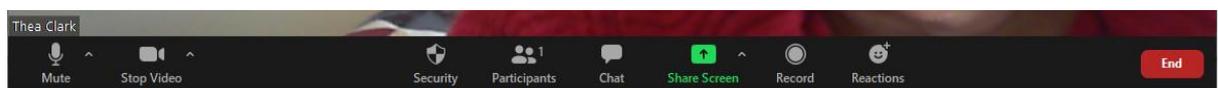
4. If you do not have video your screen may look like this (with your name):



You do not need video i.e. a camera in your computer, to participate. You will still see and hear the others and any presentation. If you do have a camera, click on the video camera icon located in the bottom left hand screen to turn on your video. This will activate your camera and you should now be ready to go.

**Other tips:**

1. In the top righthand corner of the screen there are two options: Speaker Option and Gallery Option. Speaker Option allows you to see the person speaking more prominently than everyone else. The Gallery Option shows every person in the meeting at the same size.
2. At the bottom of the screen (whether you are using video or not) when you roll your mouse from your computer over the bottom of the screen you will see options pop up. The relevant items include:



- Mute: Use this if you don't want to be heard speaking e.g. if you need to answer a phone call. Click on it again and you will be unmuted. Note that during the presentation the host will mute all participants. If you wish to ask a question you can click to unmute. A little red microphone shows in your window to let others know you are muted.
- Video: This will turn your video on or off
- Chat: you can write questions here which everyone will see, or you can write private messages to other participants. To send a message, click on chat and on the left of your screen will be a box that say 'To' and you can choose 'everyone' or if you want to send a private message, click on the drop down arrow next to the 'To' and you can choose who to send the message to.
- Share Screen: This option allows the presenter to share their screen with all participants to show their slides.
- Reactions: you can give a 'Thumbs Up' or a 'Clap'.
- End or Leave Meeting (in red): click on this when you are ready to leave the meeting.