

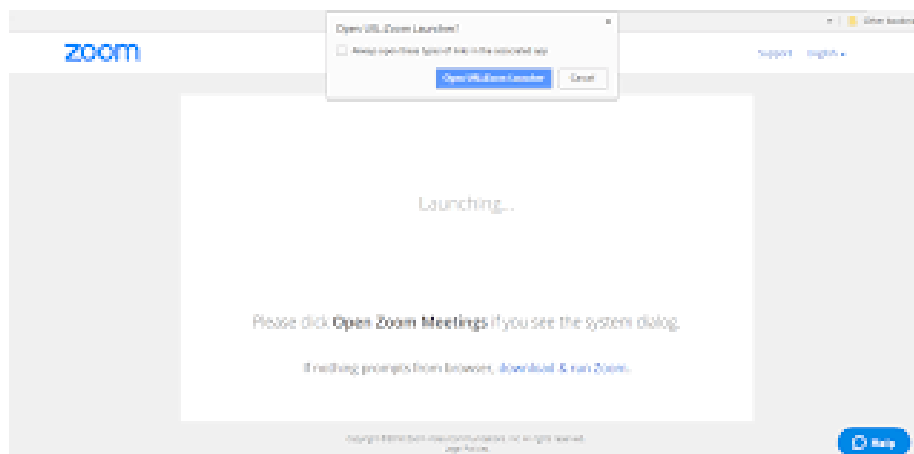
# Zoom meeting participant guidelines<sup>1</sup>

## What you need to get started

- An internet-connected computer, laptop, or device (a computer or laptop is strongly recommended for a large or long meeting!)
- Your meeting ID number/link to join the meeting (will be in the email sent in advance). There will also be a telephone number to call in on if your internet fails.
- A very quiet space and built-in or external microphone, or headset.
- A built-in or external webcam (optional but strongly encouraged). Also check that lighting in the room will be adequate.
- A phone (as a last resort if you're unable to receive audio via your computer/device).

## What do I need to do when joining a Zoom meeting?

- Zoom have provided a quick start page: <https://zoom.us/docs/en-us/covid19.html>
- Before the meeting, you will receive an email containing a link to join the meeting. When it's time to join the meeting, click on the link in the email you have received. You will be directed to the Zoom website and from here you will need to **click 'Open URL: Zoom Launcher'**. This will take you into the meeting.



## I am having trouble joining a meeting. What can I do?

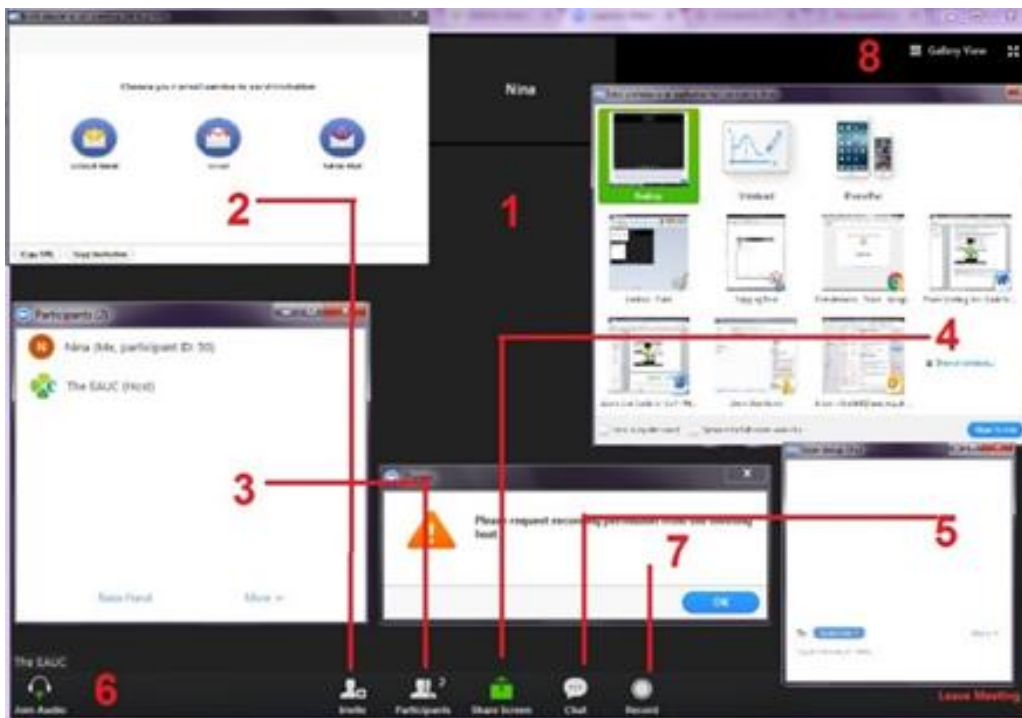
- If you are invited to the meeting and you already have a Zoom account, you can just sign in to Zoom to join the meeting using the meeting ID in the hyperlink.
- If the meeting window isn't loading, close your browser and try to join the meeting again. Be sure to accept or approve any alerts requiring your approval to install the Zoom meeting application and turn off any pop-up blocker that could be preventing the Zoom meeting window from opening.

## Taking Part in a Zoom meeting:

- Once you have entered your details and clicked 'Join Meeting' you will enter the meeting and you will see a screen with boxes showing the host and other participants.
- Around the edges of the screen are various controls that will show as you move your cursor (see diagram below) **START bottom left identifying the start/stop audio and video**

<sup>1</sup> Adapted from guidance at <http://cv19.mystrikingly.com/> by Jane Cockerell, strategy/governance consultant

1. **Video window:** This is where you will see yours and others' videos (if enabled) or screen shares.
2. **Invite window:** Here, you can send invites via email to others to join the meeting. This will not be accessible if the host has locked the meeting.



3. **Participant management window:** Here you can raise your hand to tell the host you want to speak.
4. **Screen sharing window:** share your computer screen or a specific window or set up a virtual white board. You can stop sharing at any time by clicking the red stop share button. The host has the option to prevent participants from screen sharing so this option may not be available during some meetings.
5. **Chat window:** Communicate to the host and other participants via chat.
6. **(Bottom left) Start/stop video and audio:** Turn on/off your video and audio for your meeting. The start/stop video option will show if you have a webcam connected.
7. **Record meeting:** To record the meeting, click on the record button. You will then need to ask the host for permission to record the meeting.
8. **View:** Here you can change how attendee videos are displayed on your screen.

### Good etiquette guidelines!

- As you arrive notice who else is present, smile and say hi, verbally or via chat, just as you might in a face to face gathering!
- Turn off your email, other applications and programs that could interrupt the conversation or reduce bandwidth for the call.
- Try and set up your computer so that you look towards the camera when you are talking.
- Keep the settings so that you can see all participants, not just one speaker, so that you will have a better feel for the group and how the meeting is going.
- Please stay muted when you are not speaking. **HANDY TIP: you can toggle between mute/unmuted by pressing Alt+A on your keyboard. While muted you can temporarily unmute to speak by pressing and keeping pressed the spacebar.**