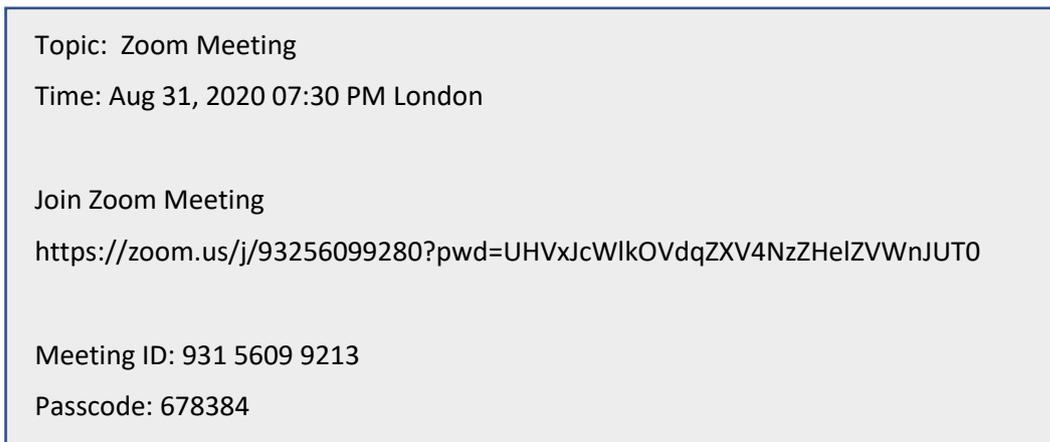




Zoom Tips and Etiquette

Joining a Zoom Meeting

You should have received an invitation to join a meeting in an email, with a link to click on, something like this:



You can then click on the link when the meeting is due to start. This will display the 'Open Zoom?' message in your web browser.

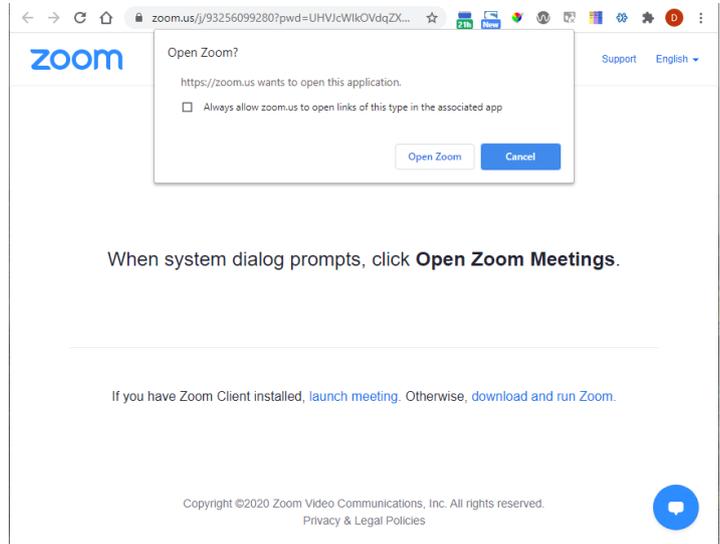
You can just click the 'Open Zoom' button but it's better to use a Zoom program installed on your computer. If you have not already done so for a previous meeting, click the '**download and run Zoom**' link. This will install the Zoom program on your computer and then will join the meeting automatically. If you have previously installed Zoom, just click on Open Zoom or the 'launch meeting' link.

When you are about to join the meeting you may get a preview screen.

This allows you to join with or without video. Normally people join with video but sometimes (eg you are eating while in the meeting) it may be better without!

There may also be a 'waiting room' so you might need to wait until the meeting host lets you in.

When you join you will see the full Zoom screen with the participants.



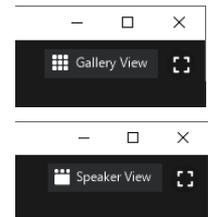
Meeting Options

There are a few things to note. There a button in the top right of the Zoom screen called either 'Speaker View' or 'Gallery View'.

In Speaker View, the person speaking is shown full-screen and the other participants are in a group of small windows.

In Gallery View, everyone is shown in array of small windows, the size of the windows shrinking as more people join. A yellow rectangle highlights the person who is speaking. If one person is doing most of the talking, choose Speaker View, for a discussion Gallery view usually works better. The  symbol makes the Zoom window fill the screen.

If you hover a mouse over the bottom of the screen a number of other options appear.



The two on the left let you mute your microphone and turn off your video. If you are just listening, it's a good idea to mute the mic – you won't interrupt if you cough for example.

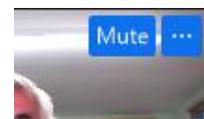
In the middle, the Participants show you how many are taking part, Chat may be used for comments, if you are a presenter you might want to Share your screen and possibly record the presentation and finally the Reactions can be used for things like voting.

Don't click on the red Leave button unless you really want to leave the meeting.

There are other Zoom options but you'll find those out as you go along!

Tips

Unless you are speaking, mute your microphone as even slight sounds can interrupt the speaker. As well as the Mute button at the bottom left, you will also see one if you hover your mouse over your own participant image.



If you are muted and want to say just a few words or ask a question, hold your spacebar to temporarily un-mute – just like a 'push to talk' button on a walkie-talkie.

For best video don't have all the light behind you or you just appear as a silhouette! Try and have some light on your face.

When you do speak, make sure you speak towards your microphone. Some people invest in a headset with earphones and integral microphone which can make for much clearer speech.

If you have a problem using the link to start a meeting and you already have Zoom installed you can start Zoom and click on the Join button to pop up a Join Meeting screen.

You can now enter the Meeting ID in the email sent to you. Enter the name you want people to see on-screen as well.

When you click Join on this pop up window you will then be asked for the password in the email.

Zoom is really quite easy to use and can be a lot of fun!

