

Guide on how to use Zoom

We are running as many of our events online via Zoom as we can. You will be able to find the Zoom links for our various events on our website or by contacting us.

Download Zoom

Before joining a Zoom meeting on a computer, tablet or mobile phone, you should download the Zoom application by [clicking here](https://zoom.us/download) (<https://zoom.us/download>). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can join a test meeting to familiarise yourself with Zoom by going to <https://zoom.us/test>.

Joining a Meeting

Each meeting has a unique number called a meeting ID and a password, both of which will be required to join a Zoom meeting.

Alternatively, click on the unique Zoom links included in our communications or on our website to take you straight into the event.

If you need further help joining a meeting, please go to

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

Viewing Zoom

There are two main options for viewing the meeting.

- “Speaker View” has a large window for the person talking and a panel for all the others in the session (on a laptop). As the person speaking changes, so will the person viewed in the large window.
- “Gallery View” gives a grid with everyone in the session. If there are many people in the session, there may be more than one page of grids available to view and you can click on the arrows (or swipe on a mobile device) to view different grids.

Good Zoom Hygiene and Etiquette Tips

First of all, wash your hands, then:

1. Be sure to mute your mic (on the lower left corner of your screen) as soon as you sign on and whenever you are not speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.
2. Consider changing your name to avoid giving out personal details to other users in the session. You can do this by clicking on “participants” at the bottom centre of your screen and then clicking the “more” button that appears when hovering over your name in the participants list.
3. Consider turning off your video (also on the lower left of screen) if you are eating, talking with someone else in the room or anything else that might be distracting to others.

Turning off your video will also help if you are having bandwidth issues and the screen keeps freezing. You might also want to consider turning off other household items that require an internet connection and eat up your bandwidth.

4. Close unneeded applications on your computer to keep the video optimally functioning.
5. If you want to speak, physically raise your hand or use the “raise hand” feature that is also available by clicking the “more” button when hovering over your name in the participants list. You can also request to speak by messaging the host of the session through the chat function.
6. The general chat function is disabled by default in all of our sessions to reduce distractions to other participants, however you can still use the chat function to message the host if you would like to request to ask a question or have an issue.
7. Don’t forget that if your camera is on, you can be seen by everyone so be careful of what you are wearing and doing.