

## Zoom Instructions for ALL users

There are two ways to join zoom, either by using the link or by using the meeting information.

The information you need can be found in an email sent to you. It can also be found in the Basecamp calendar or in your calendar if you subscribe to the basecamp calendar.

When a meeting is arranged using zoom, you are normally sent an email with the joining instructions. In the email there is a link which you normally can click on and this will open the zoom call.

I would suggest that you attempt to join the meeting AT LEAST 5 minutes before the start time so that you don't have any last minute problems. You should then be either in the waiting room before the meeting is opened or in the meeting able to see hello and get settled.

In real life, if it was face-to-face you wouldn't turn up at the start time, you would be there early to get a cuppa and settle in your chair for the meeting to start.

Sometimes however, it may ask you for a passcode, this is also contained in the email and is a six digit number. If asked for it, please type it in when requested.

The email will look like this, you normally do not need the meeting id when you are using the link to connect but you occasionally need the passcode:-

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Topic: Test Meeting to show changes to invitation

Time: Jan 18, 2023 10:00 AM London

Join Zoom Meeting

<https://us06web.zoom.us/j/81683748341?pwd=QUVwQUxQaE4wL2pHU2ZGMk5YbVFhQT09>

Dial by your location

0131 460 1196

020 3481 5237

020 8080 6591

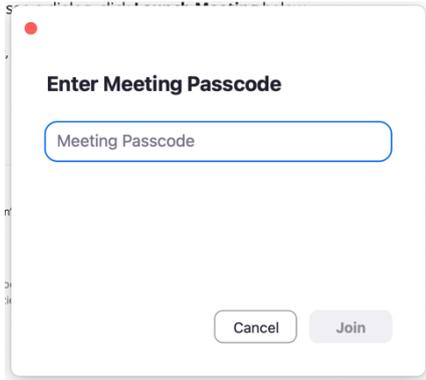
Meeting ID: 816 8374 8341

Passcode: 961236



Passcode

When you attempt to join a meeting, If it requires a passcode, you will see a box like this:-



This is where you would enter the six digit passcode you can see at the bottom of the invite above.

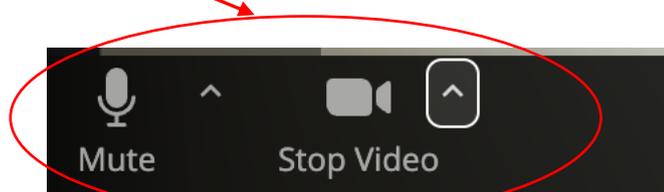
You would then be added to the meeting or put in the waiting room.

## Zoom in-call help

Whilst you are on a Zoom call, there is a bar that has several options which include some of the following:-

- Mute
- Stop Video / Start Video
- Participants
- Share Screen
- Chat
- Record
- Breakout Rooms
- Reactions

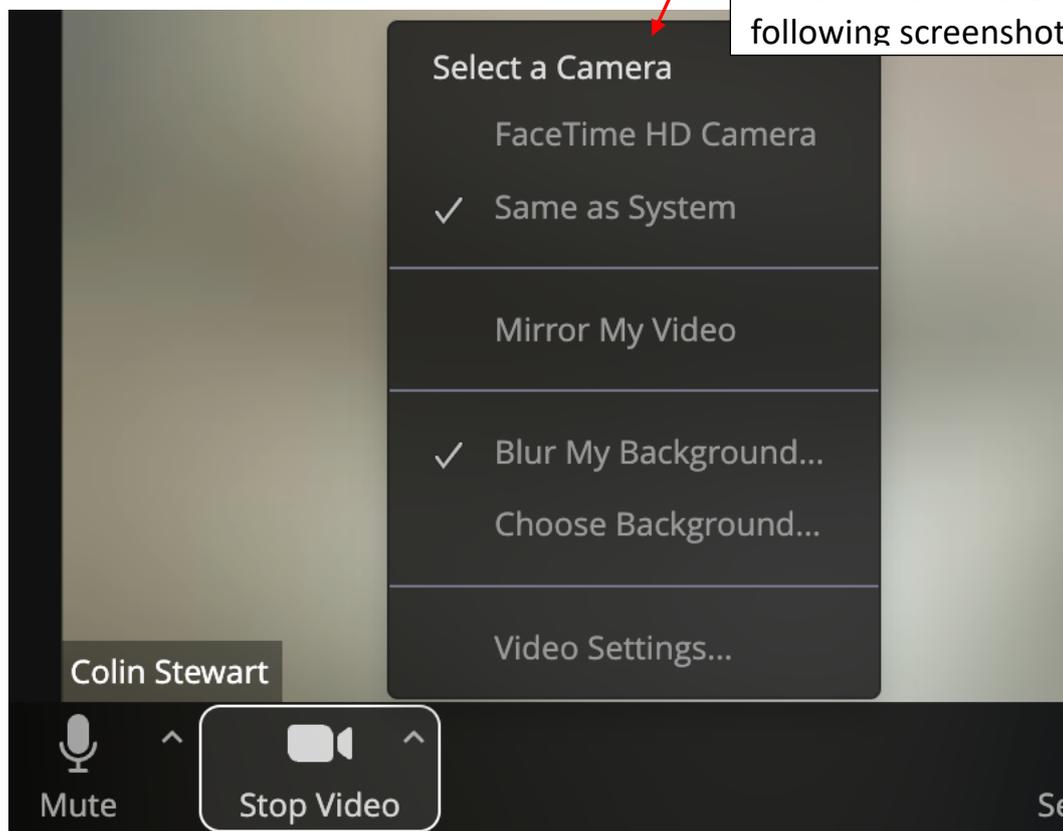
The bar can appear at the top or the bottom of your zoom screen and options will differ depending on your device but the main ones we discuss here. See page 7 for additional information on if the bar is at the top i.e. when using a tablet.

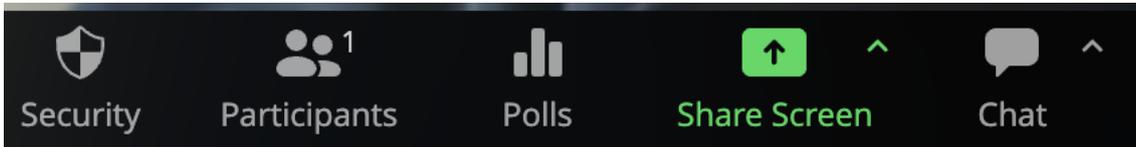


Mute – this is the button you click on to mute and Unmute

Stop Video / Start Video – use this button to switch on or off your camera.

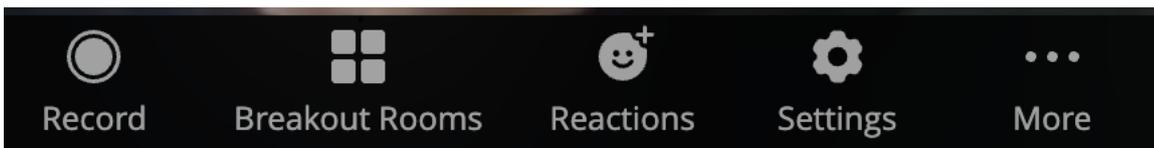
If you click on the up arrow on the right hand side of the video icon, you will get a menu with further options, see the following screenshot.



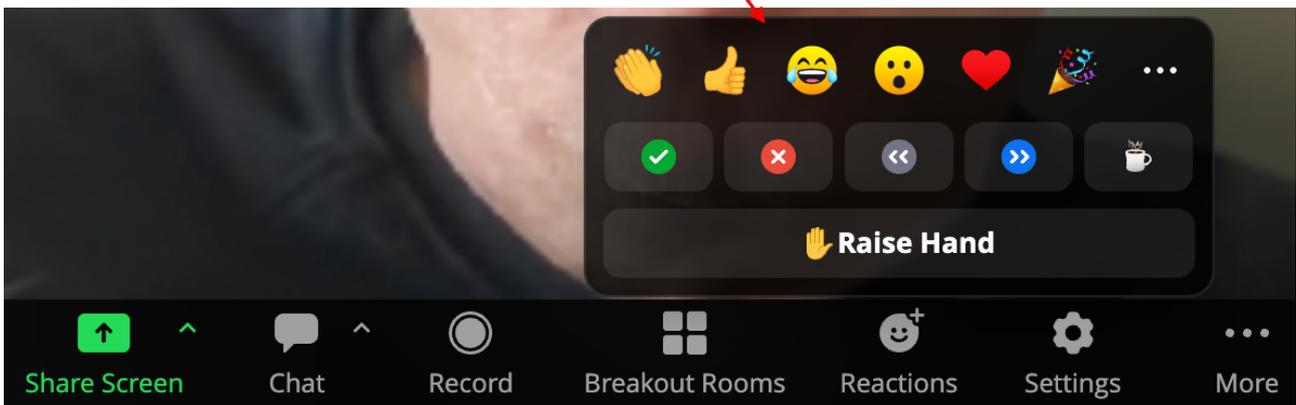


Participants – Clicking on this will either open up a list on the right hand side of your screen or open a floating panel, listing all the participants on the call.

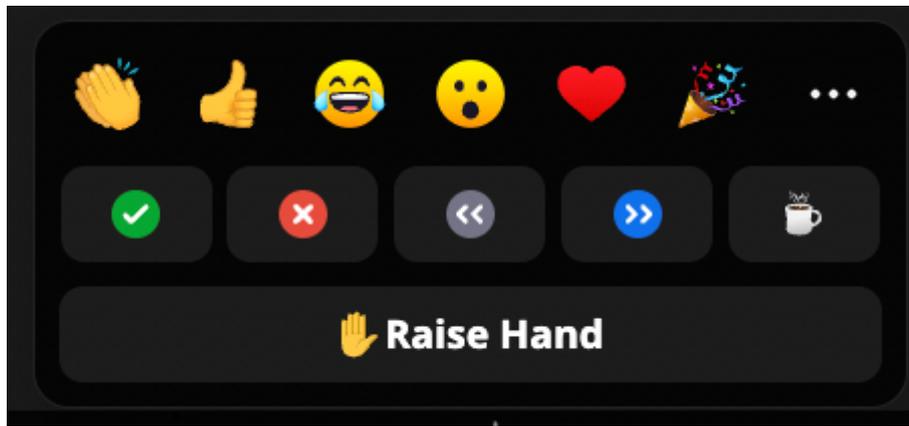
Chat – This will either open up on the right hand side or a floating panel allowing you to chat with participants whilst on the call or ask questions.



## REACTIONS



Reactions – If you click on the Reactions icon, you will see the above window containing several icons. The main one you will need is **'Raise Hand'** – I would suggest using this rather than actually putting your hand up, especially if there are quite a few people on the call. Raising your hand by using this button is better because it puts people in order on the screen of who put their hand up first and the host can see the order to come to you. It means you don't have to sit there holding your hand up and you will be taken in turn and avoids you being missed out if you have your physical hand up as the host may not see all people on the screen at the same time. Once you have pressed this button, it will have changed to **'Lower Hand'** and once you have had your turn, please remember to click this button which will remove your hand up.



The other icons are: -

Hand Clap, Thumbs Up, Cry Laughing, Open Mouth (WOW), Heart, TADA

If you click on one of these icons, they appear on the screen for 12 seconds then automatically disappear.

The last icon on right of that row is four dots, this allows you to choose other emojis

The middle row contains the following: -

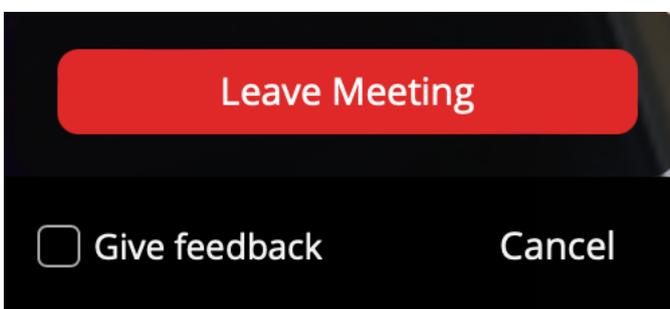
A green tick for **YES**, a red cross for **NO**, two less than symbols or rewind symbol means **SLOW DOWN**, two greater than symbol or fast forward symbol means **SPEED UP**. The steaming mug of coffee means **I'M AWAY**.

These icons do not disappear automatically like the other row, you do need to click on them again to make them disappear.

At the end of a meeting, click on the red 'Leave' button.



When you click on Leave, the Leave Meeting window appears.



# VIEWS

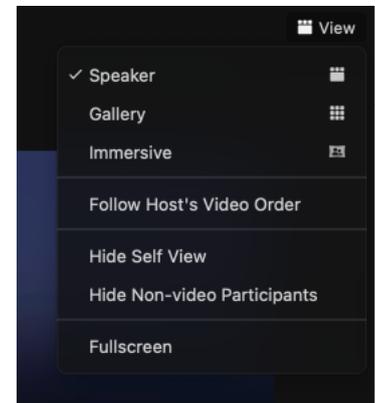
There are two types of views, Speaker View or Gallery view.

Speaker View will display only the person speaking in a large window.

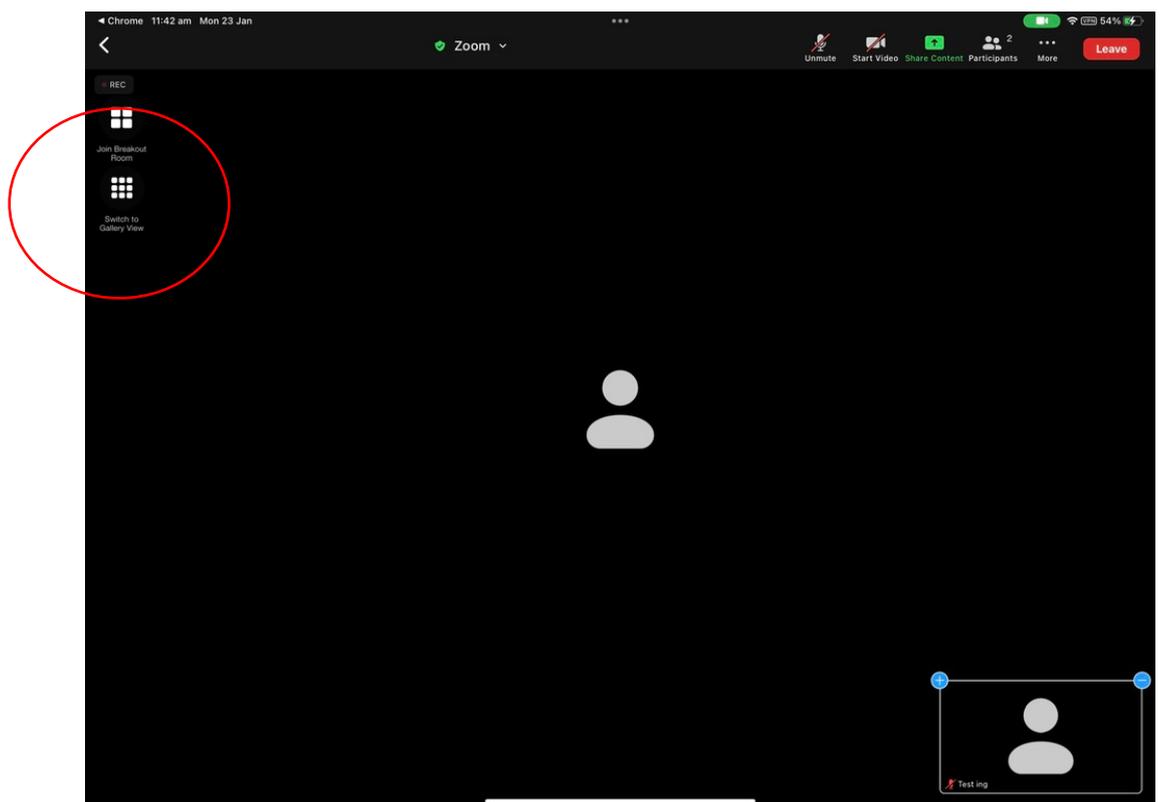
Gallery View will display up to 25 people on the call in small windows in 5 rows and 5 columns.

To switch between the views will depend on the device you are using.

If you are on a desktop or laptop, at the top right there will be a small icon with 'View'. When you click on that you will get a drop down menu with the choice of Speaker or Gallery.

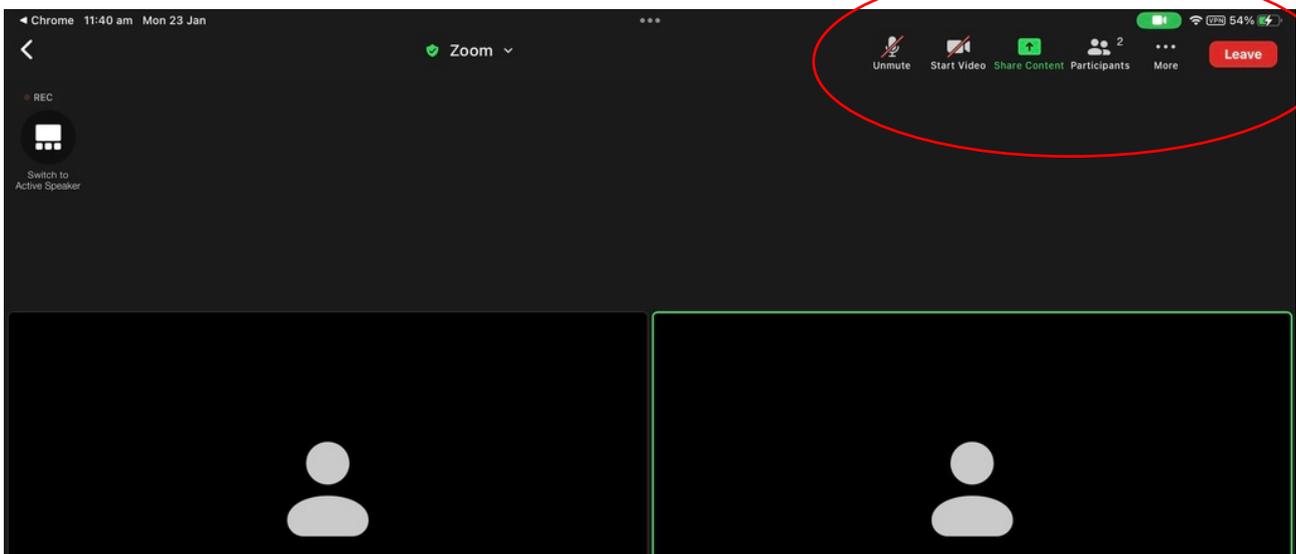


If you are on an iPad for example, it is top left (see circle in red on image below) where it will say 'Switch to Gallery View' or 'Switch to Active Speaker'.



## ADDITIONAL INFO

If the bar is not along the bottom, it will be along the top like this



To find the REACTIONS with Raise Hand or Chat window and other settings, click on the three dots icon, which will open the below drop down window.

