

ZOOM GUIDELINES AND TIPS

Before the meeting

- Download the Zoom app from the Download Centre. [HERE](#)
- Join a meeting: instructions and basic video tutorial for use on a computer - link [HERE](#)
- Basic tutorial on using zoom on a mobile phone or tablet - link [HERE](#)
- More tips for zoom on iPad - link [HERE](#)
- More tips for zoom on mobile phone - [HERE](#)

In the Meeting

- At around 9.50 on the day of the ADoRE meeting, click on the link in the confirmation email you will have received. This should take you straight in to the Zoom meeting, but you may also need the password you will receive.
- If you are asked to enable video/webcam and audio, click on yes or accept. Your microphone should be automatically muted (the microphone symbol bottom left* of the screen has a line through it). Please do not unmute unless you are asked to.
- Once you're in the meeting, if you can't see your picture on the screen, check at the bottom left* of the screen and if there is a line through the video camera icon, click on it to open video.
- If you can't hear anyone, check that your audio volume is turned up.
- If you hover your cursor at the top right* of the screen there is a broken square icon, Click on this to maximise the screen view. To the left of this icon is another icon which gives you the option to see all the participants (gallery view) or just the person who is speaking (speaker view).
- Chat function will be disabled most of the meeting but may be allowed for part of the time. Details will be given in the meeting.
- During sharing times, participants will have the opportunity of speaking, If you wish to contribute, please click on the “reactions” button at the bottom of the screen* and select the hand symbol. (You may need to repeat this as the sign on the screen disappears after a while). When invited to speak, you will need to unmute yourself.
- **Please note:** participants' permission to use share screen, and record facilities on zoom has been blocked. It is illegal for you to take “screen shot” photos of participants from your screen and publish them in any way.

**These locations may vary on different computers. On touch-screen devices like phones and tablets, you need to tap the screen for the icons to appear.*