

Sign Up

Ensure you have signed up and created a free Zoom account prior to the call : [download and run Zoom](#).

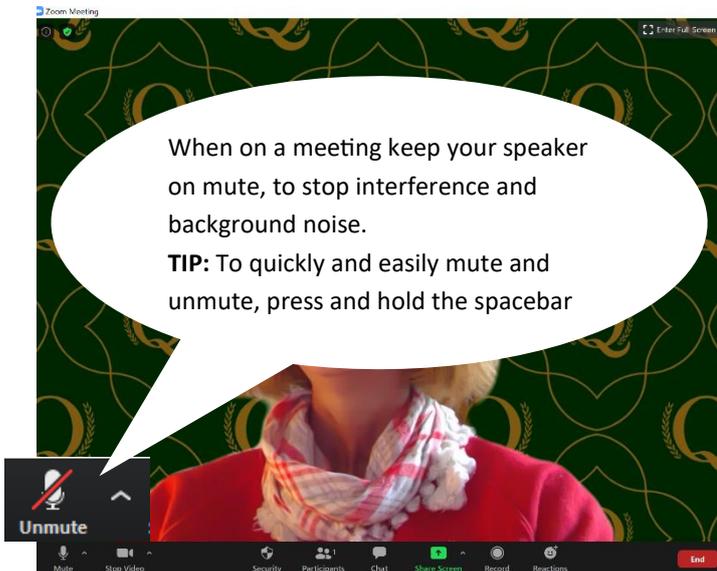
To get used to the settings it's worth setting up a trial meeting so you can get used to how your camera works and your position on the screen, you can do this on your own. See the [Quick Start Guide from Zoom](#)

Meeting

When a meeting is organised you will get sent a link via an email or text message plus a password and meeting ID, from the person organising the call. Click on the link and it will either launch the meeting straight away or a window will open with a message "If you have Zoom installed, launch meeting", the organiser will get an alert to say you are in the waiting room, and will then let you in.

The following are things to consider when you are on the call.

Mute and Unmute

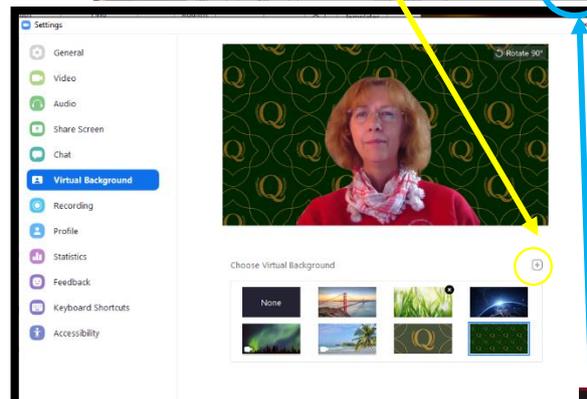
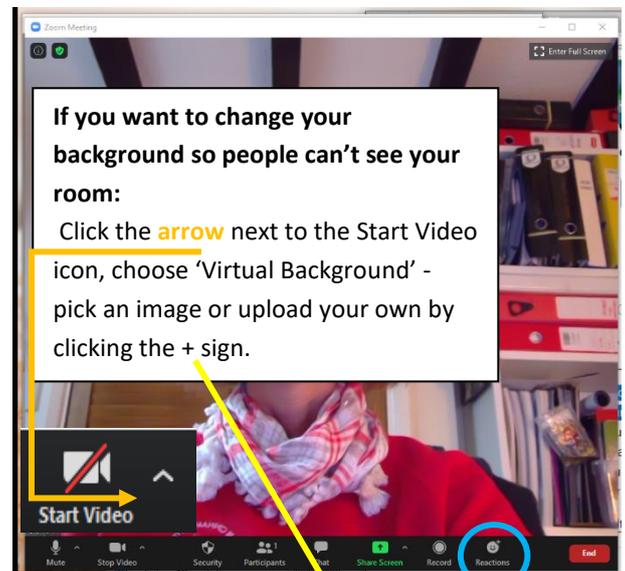


TOP TIP:

Headphones are good to use as they help even more with the sound quality and cut out all background noise.

Check the volume on your computer is on and turned up enough for others to hear you.

Change your background



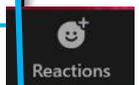
React with hands up emoji on screen – while on mute

If you're muted in a meeting, you can still let the hosts know your thoughts with emoji reactions.

Send a thumbs up or a clapping emoji to communicate without interrupting the meeting.

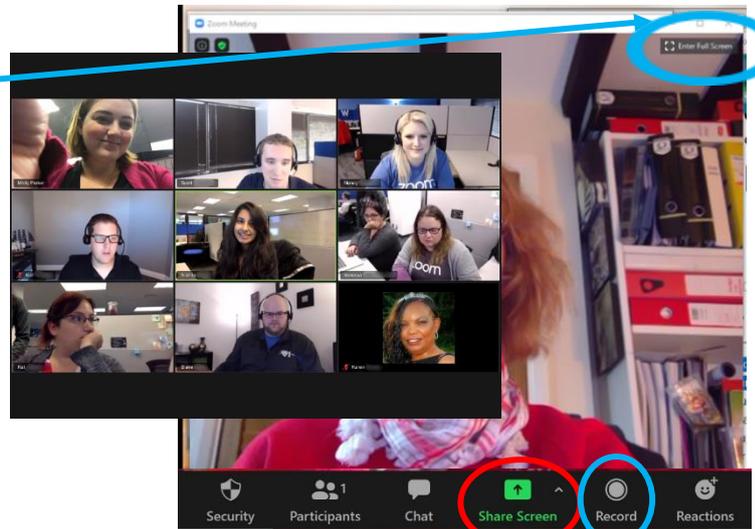
Click the Reactions tab at the bottom of the meeting screen and choose the one you want, the Emoji will disappear after 5 seconds.

If the meeting organizer enables the nonverbal feedback feature, participants can also place a raised hand next to their name to communicate they want to speak. Every participant will be able to see each other's feedback.



Turn on gallery view

Gallery view lets you see everyone in the meeting at once, instead of just the person speaking. To turn that on, click the tab that says "Gallery view" in the top right corner. If the meeting has 49 or fewer attendees, you'll see all of their screens displayed on one page. If there are more, you'll have the option to move between multiple pages. Change it back by clicking "Speaker view" in that same top right corner.



Other options to be aware of:

Share your screen – by clicking the 'Share Screen icon' it shows other participants presentations, images, a document or a web page

Record the meeting to your computer - Both free and paid Zoom subscribers can record their meeting to their laptop or computer (you can't record on mobile, unless you have a paid account.) Just click on the 'Record' icon. Those recorded files can then be uploaded and saved to your computer or the Cloud for storage.

Zoom additions:

- Can host up to 100 people, over 100 is a different package
- Can be 'Free' to use for calls under 40mins, for meetings over 40mins there are various payment plans
- It has handy keyboard shortcuts - for those who don't like clicking around their screen. i.e. commands to join a meeting, start or stop recording, enter full screen and share your screen. [Check out the full list of shortcuts.](#)

Worth Checking prior to the call to enable a smoother connection and video presence

- Close all other applications or websites that use up bandwidth
- If you need extra bandwidth using an Ethernet cable – the one with two yellow ends – can boost your signal. It plugs into the back of your computer and directly into your wifi hub box.
- Check the room for lighting as sometimes lights pointing at you or bright window reflections can create a glare on you or the screen
- Also check what's showing behind you – do you want everyone to see files, a messy kitchen or bedroom?
- Log on 15-20 mins early to check
 - that you can actually log on
 - your video/web cam is working and that participants can see your face, not up your nose or just the top of your head!
 - Turn off other devices which may make a noise, like mobiles or alerts on your computer
- If on a laptop ensure you have enough battery power or plug it in beforehand
- Have a drink nearby, plus any materials you may need, i.e. pen, paper, diary etc.
- If you need to stand up ensure you are dressed appropriately!
- Any major issues try the usual answer to all IT problems – log off and log back on again!
 - If all else fails there is the option to dial in by phone and listen to the call, contact the organiser if the number is not on your original invite.
- Enjoy!