

Dear participant,

Please read through the guidelines below to ensure you can access and use the Zoom platform during the webinar.

## 1. Install Zoom

<https://zoom.us/zoomrooms/software>

## 2. Accessing Zoom

A 'Meeting ID' and password will be sent out to you via email, inviting you to open zoom.us on a web browser, and login at a specific date and time. Please be ready 10 minutes prior to the stated start time. When you join you will go into a waiting room and the host will let you in.

### Sound

- You should join with your microphone turned on – using earphones or a microphone head-set is ideal. Please test the microphone if prompted to do so (follow the instructions).
- If you do not have a microphone you will be able to hear the session but not communicate verbally. You will still have the option to make comments and ask questions with the 'chat' function on the bottom menu.
- Due to the number of participants for this session the host will mute all microphones during the presentation section of the webinar.

### Video

- You do not need the video option to be switched on in order to participate in the webinar. It is your choice whether you would like to join with video or not.
- If you choose to use video please position yourself so your face fills the screen.

## 3. Asking questions

Due to the number of participants in the session we request that you ask questions via the chat box. We will monitor the questions as they come in and will either pick them up as we go along or pause periodically to answer them. If there are still outstanding questions at the end of the session we will have a short Q&A session then.

When posting a question please do so to the group, rather than a private one to the host. This makes the questions easier to monitor.

## 4. Recording Zoom sessions:

This Zoom session **will be** recorded. Having checked that all participants can hear me I will start recording the session. If you prefer to **not be recorded** then click 'stop video' (if running) and 'mute' your microphone - options in the bottom menu. You can always ask questions via the 'chat' function instead.

## 5. Trouble shooting

If your internet connection fails or worse still, it fails at my end, a recording of the session will be made available for you to watch in your own time, and I will look to run it another time if necessary.

If you are having trouble connecting try switching your video off to save bandwidth. Alternatively try leaving the session and joining again.

# Zoom control features

