INSTRUCTIONS ON HOW TO USE ZOOM AS AN ONLINE MEETING PLATFORM

Zoom Video Tutorials are available from this website

Overview and some recommendations on joining a Zoom meeting are provided below

========================================================================

Recommended actions in preparation for the meeting

- Note the time and date of the meeting; check whether there are any time zone differences.
- You do not need a Zoom account, however, if you a first time user of Zoom, ensure you click on the Zoom link provided for the meeting AT LEAST five minutes before event commencement so that you don't miss out on the meeting start.
- If, by clicking on the link that you have been sent, nothing happens, you can copy and paste it into the window on this website page.

Joining a Zoom meeting

- Click on the meeting link that has been provided to you via registration or is located on the event website. You can also go to https://zoom.us/join and enter in the meeting ID (previously provided).
- A prompter will ask whether you wish to Join Audio, Join with Computer Audio, or Audio to access the audio settings. The simplest one is to Join with Computer Audio. If you want to use a headset, search on the Zoom FAQs website for more information.
- If the meeting facilitator has not yet opened the meeting, you might see a message that: The Meeting Facilitator has not yet opened the meeting. Just wait a few minutes. However, if more than a few minutes pass, you should probably close the browser window and then, click again on the previously provided Zoom link. Also, double check the meeting time and date.

Participating in a Zoom meeting

Once in the meeting, a similar image to the one below with Zoom controls along the bottom should appear.

Normally, the meeting facilitator will mute all microphones (it will have a red line across the icon - far left). This is so that echoing, or participant noises, do not interfere with the presentation. But you can still ask questions and interact through the online chat as outlined below:
• If you cannot hear the facilitator/presenter have a look at the Zoom Audio FAQs.
• Ensure that your screen/browser is at full capacity/full screen otherwise the Zoom controls along the bottom (image above) may not show, e.g. chat (question) button function.
• You can use the ‘chat’ facility to send a text ‘chat’, ask a question or, for copy and pasting a brief message/browser link about the topic.
• If having problems finding the chat icon, hover your mouse over the Zoom window and the chat icon should appear. Click on that to open a chat window - like the image on the right. Your message will automatically post to everyone (recommended) although you can post just to one person.

Leaving a Zoom meeting
Normally, participants state in the chat function that they have to leave and then, they thank the facilitator. You don’t have to … but it is a nice touch.
To leave the meeting, hover over the bottom right of your screen (over the Zoom controls); an End Meeting prompt will appear. By clicking on that, it will ask if you want to Leave the Meeting. Click on that again and you will leave the meeting. Or, just close the browser window and you will automatically be disconnected.