Guide to Zoom Meetings

Here is a quick guide to participating in a Zoom meeting.

We will send out links via email closer to the event. You can access the meeting if you have Zoom installed on your computer or phone, but will also be able to join if you don't have the programme.

The experience is better if you have Zoom installed, but you don't have to if you don't feel comfortable.

Join through the Zoom app

If you have Zoom installed, you can join a meeting using the meeting ID signed in as a User or as a Guest.

1 -   Open Zoom on your phone or desktop.

2 -   Decide if you want to be a **Guest** (join without and account or signing in) or as a **User** (logging into an existing Zoom account).

3 -   If you are joining as a Guest, go straight to **Join a Meeting**.
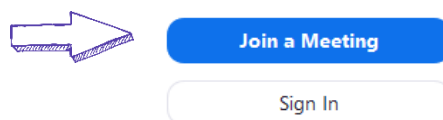
If you are joining as a User, sign in first. Sign into Zoom, then click **Join**.

4 -   Enter the **meeting ID** number and your display name. User's display names will appear automatically. Guests will have to enter a display

It is often useful in meetings and training sessions to use your organisation name by your own name for reference for other delegates.

Join a Meeting

Meeting ID or Personal Link Name

Insert name and org here!

○ Do not connect to audio

○ Turn off my video

Join   Cancel

5 -   Select if you would like to connect audio and/or video and click **Join**.

6 -   Wait for the host to admit you into the meeting.

Join without the Zoom app

1 -   Open your web browser (Chrome, Safari, Internet Explorer etc)

2 -   Go to join.zoom.us.

3 -   Enter the **meeting ID** provided by WVA.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4 -   Click **Join**.

If this is your first time joining a Zoom meeting, you will probably be asked for permission by the programme to start. You may get a message that looks similar to this:

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom   Cancel

If you are happy to go ahead and join the meeting, click Open Zoom.

Join from a link

You can also join the meeting from a link sent via email. This link already shares the meeting ID and password with your programme or browser so you usually don't have to input it.

Only open links or enter meetings from trusted sources.

If you are already a User, sign in and the link will probably ask your permission

Depending on your default web browser, you may be prompted to open Zoom with a window similar to this:

Do you want to allow this page to open "zoom.us"?

Cancel   Allow
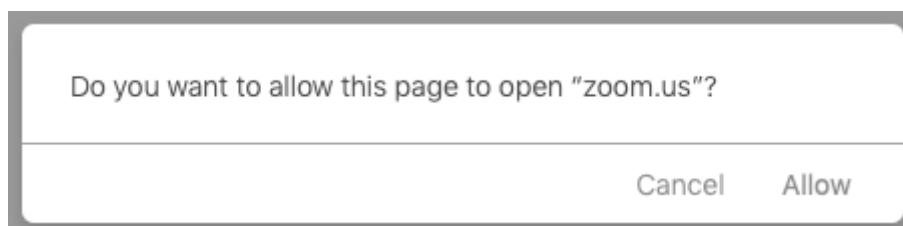
Select Allow and the programme will open.

If you do not have Zoom installed or are a Guest, you can join through your browser. Reject any requests your computer makes to install Zoom and select join from your browser.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, join from your browser.

You will then have to decide if you are going to share your camera and microphone. Sharing both is recommended to begin with and then the leader of the session will guide you through what you need to do.

If you are a Guest, you will need to make sure you have a display name.

Once you are welcomed into the meeting you can click the three dots menu which will allow you to change your display name if you enter without one.

Interacting with the Meeting

Chat

There is a chat function within Zoom that allows you to feedback or ask questions of the leader of the session. You can access chat via the bar at the bottom of the screen. The button looks like a speech bubble. The chat box will appear on the right side.

If you are on a phone, chat can generally be accessed by tapping the three dot icon on the right of the screen and this will bring up a chat window (please note it does cover the participants).

Be mindful that the chat can be seen by all participants, usual meeting etiquette still applies in this instance.   Do not fill the chat with social conversation, please keep it for questions and relevant comments.

Polls

During the session we may use the Polling feature on Zoom.

When the poll is initiated it will pop up in a separate box that is likely to look similar to this.

If the poll doesn't appear, you will be prompted to open the poll by green text which will appear in the middle of the screen.
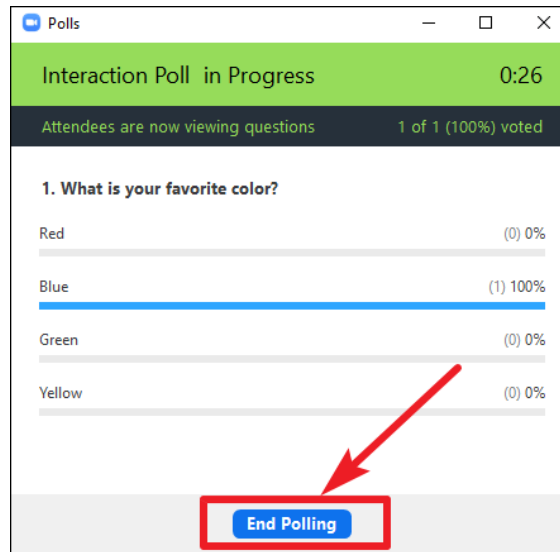
Answer the question by clicking the answer you wish to submit then click / tap **End Polling**.

General etiquette and safety

- Mute your microphone throughout unless you are making a point or have been instructed to make it active. The leaders will probably mute everyone's microphone at the start of the session.

- Be aware of what you are showing on the camera behind you and if you want everyone to see that. Think about who you might be showing and do they want to be seen.

- For you own safety, try not to show things that might identify where you live or an element of your life you may not want people to know (recognisable views or cars in driveways etc).

- Be aware that we can see what you are doing and your reactions to statement and topics. Some people forget that they are on camera.

- Try and limit movement and interruptions (pets, children / family members, team members etc) it can be quite distracting for other delegates as the eye is drawn to movement.

- Show respect for the speaker and try to limit what you are doing, don't sit on your phone or chat to people during the meeting, you hopefully wouldn't do that in real life.