

# Instructions to receive lecture via Zoom

- Zoom is just one of many video conferencing software solutions on the market (like Skype etc)
- The Digital Imaging Group uses it for committee meetings and other events to save money on travel expenses.
- We are going to use it this time for a presentation by a speaker.
- You will not have to leave your home, the presentation will be via your desktop/laptop/tablet or smartphone.
- You will need to do some preparation beforehand, but it is hopefully straightforward.

# Getting started - requirements

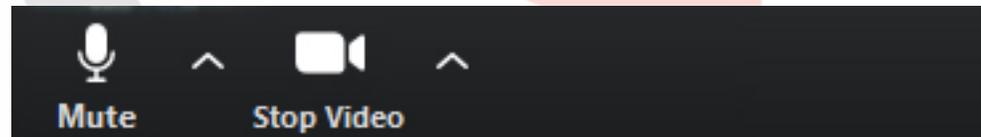
- You will need a device to receive the presentation on. Computer/laptop/tablet or smartphone. Obviously the bigger the screen the better your experience will be.
- A good quality broadband internet connection.
- The Zoom application to be loaded onto your device.

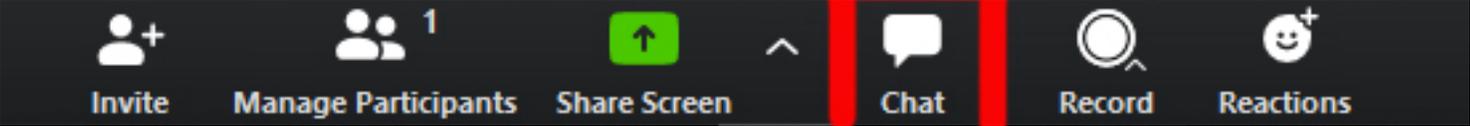
# Installing the application

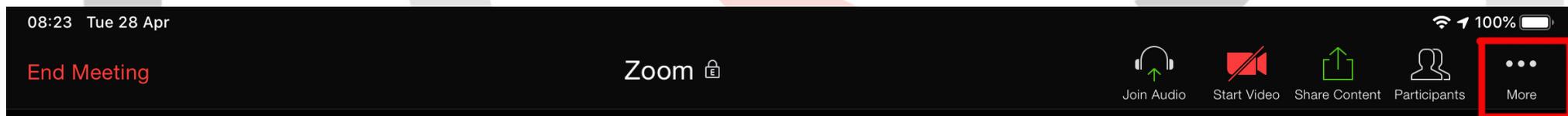
- In our experience, Zoom works better via the app rather than a web browser
- The Application can be found at <https://zoom.us/download> It is called Zoom client for meetings. iOS and Android apps are also available on the page.
- Note – you can wait until the day of the meeting if you wish, when a meeting code will be sent to you. If you then click on the link you will be prompted to download the software then, it only takes a minute or two.

# Further setup

- When joining the meeting you will be asked how the sound is to be managed. We suggest you choose “Join with computer audio”
- It will also ask you if you want to join with video. This is not essential for viewing. If you select yes, other people will be able to see what your device camera is showing – i.e. YOU!
- Please do not activate your microphone as this causes feedback. The organiser will mute all microphones as a precaution.
- The control of sound and vision is located at the bottom of the screen in the left hand corner on desktops, but will be at the top for tablets.



- Once joined you will be able to see who else has joined
- If you have joined before the start time, there will be a “holding” slide to show that you are connected.
- As mentioned earlier, you will not be able to speak during the presentation. At the bottom of the screen on a desktop, there is the facility to “chat”.A screenshot of the Zoom desktop toolbar. The buttons from left to right are: Invite (person icon with plus), Manage Participants (two people icon with '1'), Share Screen (green square with white arrow), a red vertical bar, Chat (speech bubble icon), another red vertical bar, Record (magnifying glass icon), and Reactions (smiley face icon with plus). The Chat button is highlighted with a red background.
- If you click on the Chat button a screen will open up on the right hand side enabling you to talk to the organiser. Post your questions there, and the organiser will try and answer, or pass on the message. On a tablet it will be top right when you click on the three dots.



- We will not be able to deal with any technical difficulties you may have. It is up to you to ensure your device and connection are working properly.

# Ending the meeting

- When the meeting is finished, it will close and you will be prompted to “Leave Meeting”. Click on the blue box to leave the meeting.