

ZOOM Notes for Participants

General Etiquette

There's a certain etiquette required when attending Zoom meetings which makes the meeting easier to manage, and more pleasant for everybody, especially if lots of people are attending. Note that the Zoom buttons will disappear if not used – just move your mouse and they will appear again!

1. It is really important to **mute yourself** (turn your audio off) when the host is speaking and before the speaker start talking, otherwise everything you say and do is heard by everyone else (like coughing, slurping tea or the 'phone ringing!). Noises in our homes can be very distracting for the speaker. You will still hear the speaker, even though you're muted.
2. The mute button appears as a little microphone in either the bottom left or top of the Zoom screen. Click on the microphone and a red line will appear through it. You're now muted, click again and you've un-muted yourself.
3. It is also a courtesy to others if you **turn off your video** during the talk. You will still see the screen that the speaker is using. No-one needs to see us at the kitchen table or someone walking past in their PJs. Turning the video off also helps with internet connectivity during the meeting
4. The video button appears as a little camera on the Zoom screen and can be turned off and on in the same way as the audio.

Joining In – Step by Step

In advance

You can either download and install the Zoom app to your device (Versions are available from the Zoom website for Apple, Android and PC) or you can join a meeting through your usual browser each time. It's easiest if you install Zoom and it doesn't cost anything.

Joining In

Whoever is hosting the meeting will send you an email a few days before the meeting inviting you to join in.

1. **The easiest way to join a meeting is:** A few minutes before the start of the meeting, open the email which contains the invitation to the meeting and double click on the html link (the link appears in **blue type**). This will open a Browser window. If you have installed the Zoom App, ask for permission to launch Zoom. Give Permission. You will join the meeting.

[Alternatively, you can

A few minutes before the meeting: Launch Zoom and Click the Join button. You will be prompted to enter the Meeting ID. You can cut and paste this from the email. Click to proceed and you will be asked for the password, again cut and paste it from the email].

2. You will now be in a Waiting Room, waiting for the host to let you in. This may take a few moments if everyone is trying to join at once. The meeting will start automatically when the appropriate time is reached.

3. Once you're let in, you need to check that your device is allowing Zoom to use the video and audio.
4. It's best to use "Speaker View" when you're watching a meeting with a Speaker, then you'll only see the Speaker who is currently talking. If the Speaker is screen sharing, you will see the screen share with the Speaker alongside. If you use "Gallery View" you will see a selection of the people attending the meeting in separate windows. To find the "View" options, move the pointer or mouse to the top of the Zoom window. Click to select the different views, then click on the view you need.

During the Meeting

1. Remember the general etiquette points.
2. Discipline is required in talking. The host has the option in the Participants window to mute everyone. The host can then un-mute whoever he/she wishes, to allow them to speak.
3. When there are just a few people joining in, e.g. less than 10, putting your hand up to speak, like you would in a classroom usually works fine.
4. In a large meeting, to ask the speaker a question or make comments, it's usual to use the **Chat function**. The Chat option is next to the Participants icon on the Zoom screen.
5. It's the host's job to say who speaks next.
6. At the end of the meeting, you can unmute yourself to show your appreciation of the speaker in the usual way.