

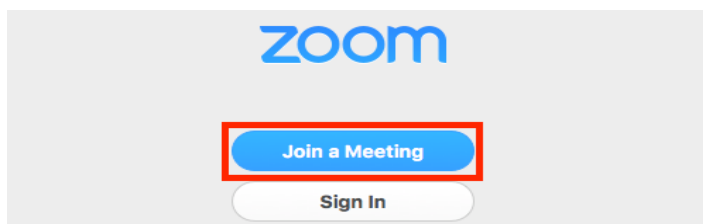


HOW TO SET UP ZOOM CALL STEP-BY-STEP GUIDE

Step 1: Download Zoom on your desktop/ device or visit <https://zoom.us/join>.



Step 2: Open Zoom & click on 'join meeting'.



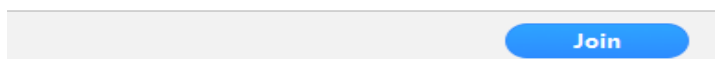
Step 3: Meeting ID is the **last 9 digits** of meeting link (<https://zoom.us/j/764470509>).



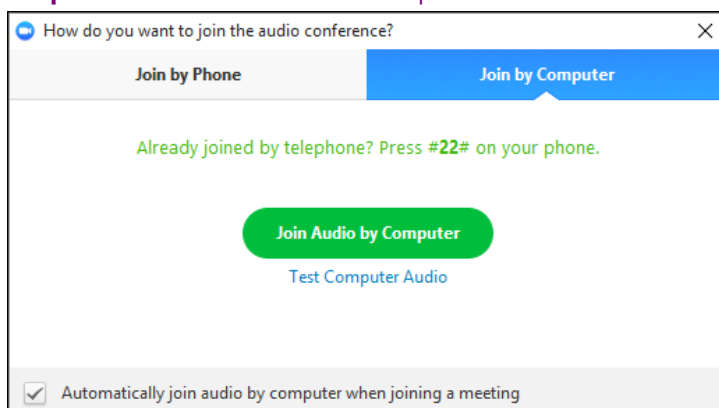
Step 4: Enter your name.

Please enter your name.

Your Name:



Step 5: Select "Join with computer audio".



ZOOM FUNCTIONS: where to find what



- **Mute / unmute** (*bottom bar in the app / browser, on the left*)
Self-explanatory. Keep yourself on mute unless you're speaking.



- **Start / stop video** (*bottom bar in the app / browser, on the left*)
Also self-explanatory. Turn off your video if you need to move around.



- **Participants** (*bottom bar in the app / browser*)
Displays the list of people on the call, and the icons you can use during the call (raise hand, clap, etc). If you select your own name, you can mute/unmute yourself from here, and rename yourself.



- **Chat** (*bottom bar in the desktop app / browser*)
Opens the group chat so you can type comments and questions. You can post messages privately to other participants by selecting their name above the "type your message here" box (if enabled by host).
Mobile app: You might find chat at the bottom of the participants list.



- **More** (*bottom bar, mobile app*)
From here you can "raise your hand", clap, and thumbs-up.



- **Speaker view / gallery view** (*top right corner, desktop app only*)
You can choose to see a larger picture of the current speaker ("speaker view") or using the 3x3 dot icon you can see a grid of the other participants ("gallery view"). The number displayed will depend on the size of your screen/window. This is not available in the browser.



- **In gallery view** (*desktop app only*)
In the top right hand corner of each participant's thumbnail there is a blue "..." icon. This enables you to:
 - pin your speaker of choice (e.g. focus on one presenter even when other people speak)
 - hide your own window
 - hide non-video participants (to reduce the number of thumbnails)



- **Press space bar to talk** (*desktop app only*)
You can unmute yourself temporarily by pressing the space bar.