VIRTUAL LEARNING - VIA ZOOM

BEFORE YOU START YOU'LL NEED:

- Laptop
- Internet Connection
- Sound - headset with microphone is recommended
- Webcam

Zoom is best accessed through a laptop but can be accessed via a smart device too.

JOINING A SESSION:

OPTION 1
Click the URL meeting link which is included in your calendar invite or that has been sent directly from the host. The Zoom session will open automatically, you'll need the meeting password to hand.

OPTION 2
Via Zoom log in webpage **c**lick 'join a meeting' and enter the meeting ID, you will then be asked for the password. These details can be found within the calendar invite or within the information received directly from the host.

zoom

Join a Meeting

Meeting ID or Personal Link Name

Join

IT Service Desk ext: 6033

Corporate Learning & Development ext: 6322

DURING THE SESSION:

Explore the common settings used during Zoom sessions. Familiarise yourself with them before the start of the session.

Select to start/stop video and begin sharing your webcam

VIDEO

Here you can view who else is in the session

PARTICIPANTS

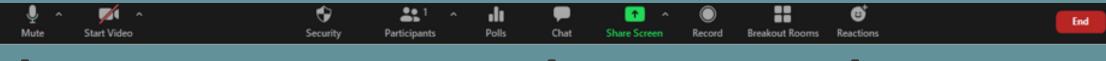This provides participants with the option to share their screen & present

SHARE SCREEN

When you're ready to leave the session you do so here

END

Mute · Start Video · Security · Participants 1 · Polls · Chat · Share Screen · Record · Breakout Rooms · Reactions · End

MUTE/UNMUTE

It's recommended that you keep your microphone on mute when it's not in use. This will help with background noise

CHAT

You can use this function to ask questions and make comments when it's not possible to speak

REACTIONS

You'll find 'thumbs up' etc here.. you can use these alongside the chat function

POLLS, BREAKOUT ROOMS AND RECORD SETTINGS ARE MANAGED BY THE HOST

THINGS TO CONSIDER:

- Familiarise yourself with your equipment and settings before joining the session. Ensure you know how to mute/unmute your microphone, stop/start your video, adjust the sound/sensitivity, use the 'chat' function... you could even do a test run beforehand.

- Join the session in good time. Doing so will allow you to resolve any connection or sound issues prior to the session commencing,

- A headset is recommended and will cut out background noise, helping you to hear more clearly.

- Turn your video off and mute your microphone when your not participating, this will also help if your connection is poor.

- If you edit your name ensure your full name is displayed so you can be easily identified.

- Keep your device still and on a flat surface throughout the session and ensure it has plenty of battery life.

- Make sure you are positioned in the centre of the screen, aim for a head and shoulder shot similar to a passport photo.

- Try and opt for a plain background to avoid distracting other participants or displaying inappropriate or confidential material.

- Consider your personal appearance as you will be on view to others, also ensure there is enough lighting for participants to see you.

- Ensure your sat comfortably, free from disruptions. All participants on the call can hear the noises around you if your not on mute. Silence mobile phones, limit the amount of paper movement and ask family members to stay out of shot.

- Have the IT Service Desk number to hand incase of technical difficulties: 01492 576033.

- Working from home through Netscaler can slow the connection down. You can disconnect from Netscaler if it is causing issues – particularly if you want to use audio and video. If you do disconnect from Netscaler make sure you have the Zoom meeting details to hand. Once disconnected you wont be able to access documents or send/receive emails.