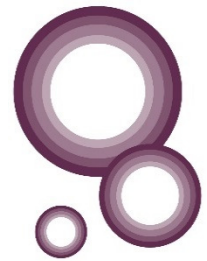


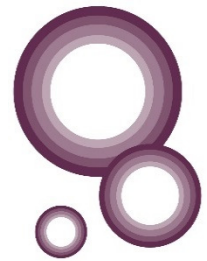
PARTICIPANT GUIDE TO SUCCESSFUL ZOOM MEETINGS & WORKSHOPS



Before your session

1. Ensure you have your device in a position where your face can be seen clearly (as if you are taking a selfie!). If your best position is in front of a window, then shut the curtains and put a light on. Test it out on your device's video function beforehand to see how it looks, then you will have time to move around to find your optimum spot before you log in to the session.
2. Have a look at what is behind you...are you ok with the other participants seeing what is there?
3. Allow an extra ten minutes before you join a virtual session for the first time just in case you have any challenges with the new technology. If you already have Zoom downloaded it will be quicker and easier! You can do this in advance, if you have time, but you will be prompted to download the Zoom software anyway when you click on the link we send you for your session (if you are using a PC or laptop). For a phone or tablet you will need to download the Zoom app from the App store- you only need to download it once then you are good to go for future uses! When you register, you will need to put in an email address and you can add pictures and details to your profile if you like.
4. To join the meeting, click on the Zoom meeting link you are sent in the invitation (and then you will be prompted to download Zoom if necessary).
5. Make a note of the meeting ID and passcode for your session, which are in the Zoom invitation, and then enter these when prompted and if required (not all sessions will require a passcode, this is determined by the facilitator/host).
6. If you are having problems with audio/ visual connectivity via your device you can just dial in to the meeting via the telephone number on the Zoom session invitation – this will enable you to join as if it is a teleconference (so you can hear everyone and they can hear you). You may wish to print off a set of the slides (minimising paper use!) in case you cannot open the meeting on your device at all.

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During your session

7. You may be held in the 'waiting room' if you arrive before your host is ready to commence.
8. Once your host has opened the session you can select your preferred view by hovering your mouse over the top right hand corner of your screen. To see just the speaker click 'speaker view' or to see all of the participants click on 'gallery view'.
9. If you join a session late, do exactly what you would if we were in the middle of a meeting when you walk in a room - join in quickly and quietly!
10. Importantly - Please stay on mute, unless you are speaking, in order to minimise background noise.
11. Throughout the session you can 'chat' to the host and other participants using the 'chat' icon on the bottom tool bar and typing your thoughts. Likewise, you can use the 'reactions' icons if you want to show appreciation 'clapping hands' or agreement 'thumbs up'.
12. If you are interrupted, and need to be off screen, you can use the camera button (next to mute) in the bottom left hand corner to switch video on or off.

After your session

13. At the end of your workshop make sure you log out of your session by clicking 'leave meeting' in red in the bottom right hand corner. The host will also close the meeting.
14. Please let us know your thoughts and feedback on Zoom and virtual workshops... we are learning as we go and massively appreciate any support you can give us to make it work better.