Instructions for Remote Participation on Zoom

1. Before the meeting

1.1. Equipment required

- **Headset & microphone**: USB plug-in (preferred) or wireless Bluetooth.
- Webcam
- **Good quality internet connection:** preferably wired to a hardline.

1.2. First time on Zoom

If this is your first time using Zoom, please allow some extra minutes, as the system may ask you to download a small complement software. When entering a Zoom meeting for the first time **from a computer** you will need to download a small application file. If an 'Application Launcher' or 'External Protocol Request' box appears, tick the '*Remember my choice…*' option box and then click 'OK' :

You may receive a notification in the bottom left-hand corner of the screen, click on it and select 'Run'.
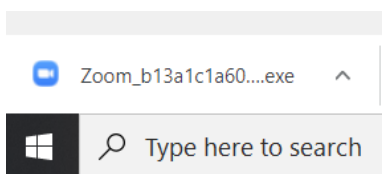
If the application cannot be installed, select "**Start from your browser**" which doesn't require additional software.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, start from your browser.

2. Join the Meeting

2.1. Joining from a mobile device

Download the Zoom Cloud Meetings application (see here for more details).

Enter the meeting by clicking the link you received or entering the meeting number and password.

Please label your Zoom username **clearly** with **'Group number. Country – First name and Surname'**.

You will be placed in the waiting room until one of our hosts grants you access.

2.2. Joining from a computer

Click on the link you received or enter the meeting number and password at this page in order to start the process.

Unlike when joining from a mobile device, you will not be able to label/re-label your Zoom username before joining the session. Once in the waiting room, the host will grant you access to the sessions and you will be requested to change your Zoom username.

In order to change your Username, please move your mouse on top of your name, select "more" and "rename":
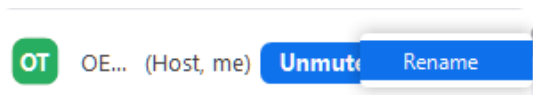
Please label your Zoom username **clearly** with '**Group number. Country – First name and Surname'**.

2.3. Joining by Phone

This option should only be used as a last resort, as it removes many of the functions available on zoom.

3. During the meeting

A window will open; this means you have joined the meeting. On the bottom left hand of the screen, make sure that your microphone is muted and that the video is started. If at any point during the meeting you wish to cut the audio / video feed from your device, these options can be used

Open the 'Participants' bar by selecting 'Participants' from the menu at the bottom of the screen
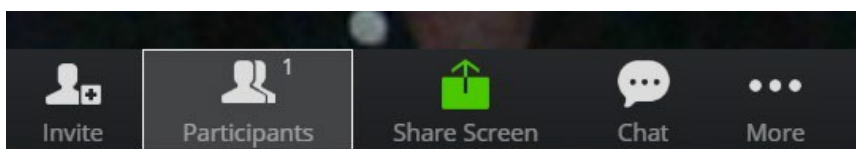
The participants bar will open on the right hand side of the screen, this can be used to 'raise hand' which will indicate to the Course Leader and Instructors that you wish to make a comment or ask a question. 'lower hand' should be used if you no longer wish to intervene:
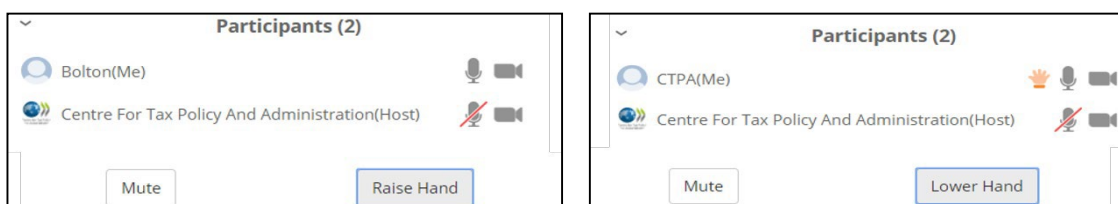
Once you have finished your intervention, please mute your microphone.

Please **mute your microphone throughout the meeting**, except when you are invited to take the floor by the Course Leader.

4. Best practices

4.1. Video

- Turn on an overhead/front light and face a window if possible.
- Avoid backlight.
- Frame your image.
- Check the background – simple/neutral is best.

4.2. Sound

- Choose a quiet environment and reduce background noise.
- Adjust the headset (do not put the microphone too close to your mouth).
- Adjust the volume of your headphones.
- Use only one device at a time.
- Mute your microphone when you are not speaking.
- Speak clearly with a normal voice when you take the floor.