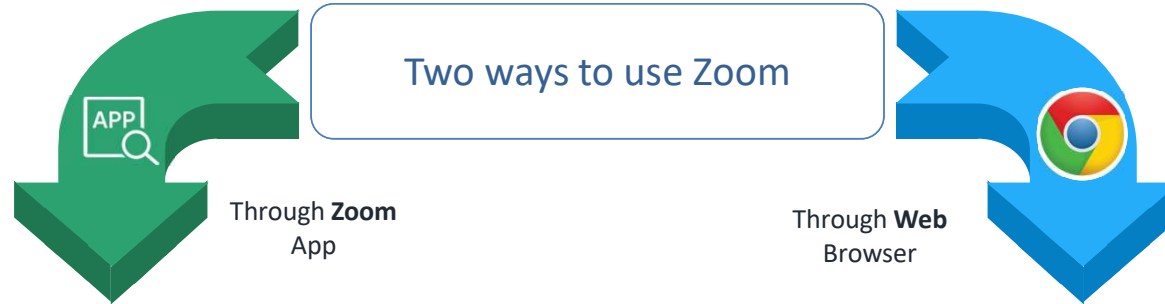




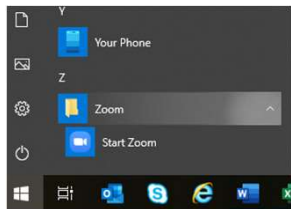
Welcome to your course introduction

Using zoom



Go to:
<https://zoom.us/support/download>

Download will begin automatically
Following download, install the App

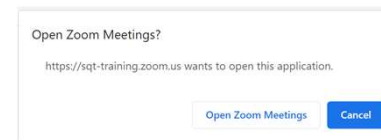
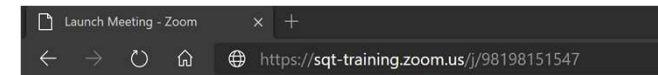


After installation, select start bottom on bottom left of your screen

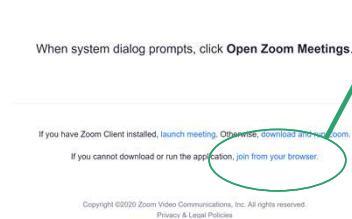
Zoom will appear at the bottom of the list, select to open it.

✓ **Best experience**

Open Web Browser – *Chrome for best experience*
Paste meeting link into the address bar:



When prompted to Open Zoom Meetings/ Choose “Cancel”
Then select – “join from your browser”



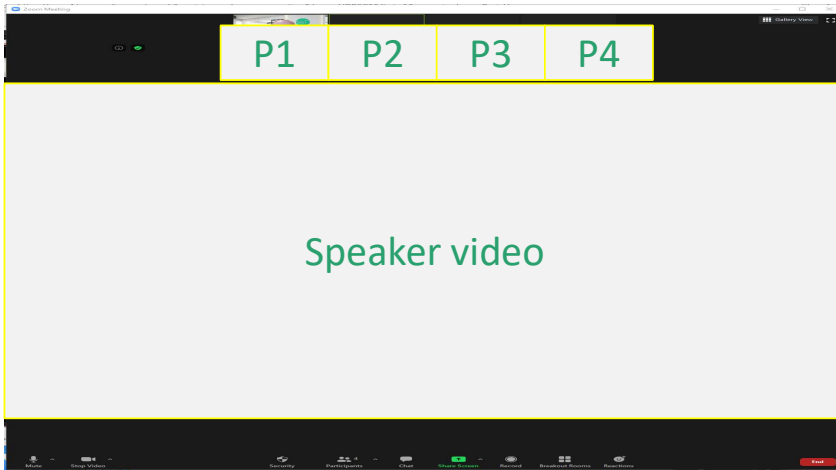
ion, **join from your browser.**

You will then be prompted to enter your name and click “Join”
Accept the terms & conditions if required

✓ **If there are security restrictions on your PC**

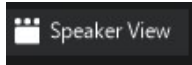
How do I know if I'm using **zoom** App or Browser

Using the APP your screen will look like this

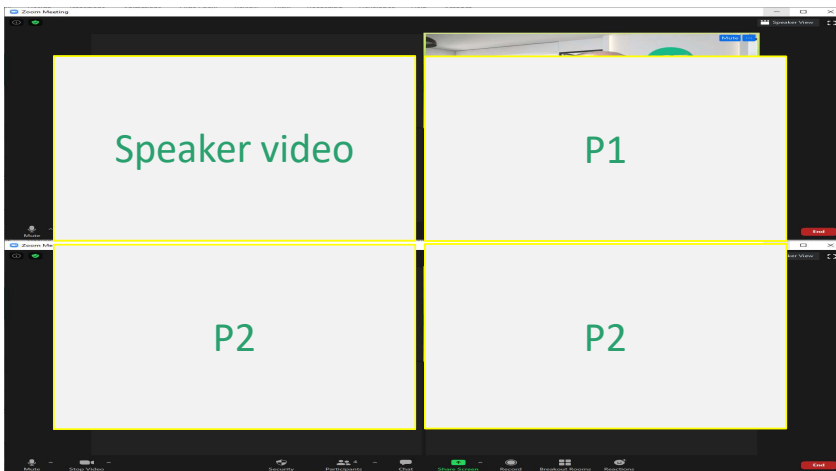


Speaker View

To get to speaker view select the button in top right corner of screen

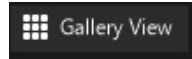


Or



Gallery View

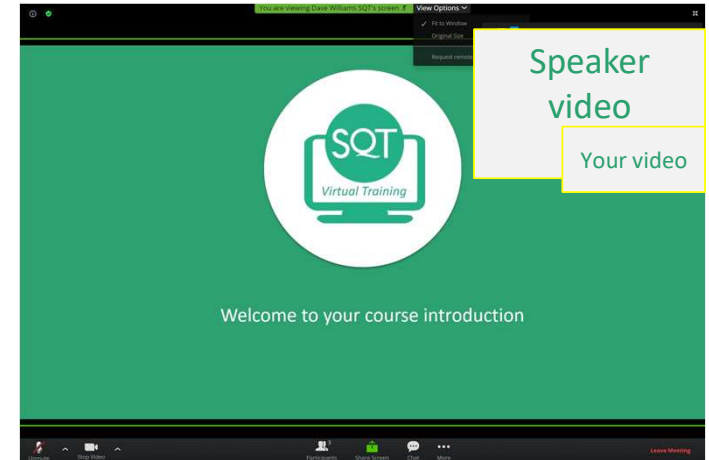
To get to gallery view select the button in top right corner of screen



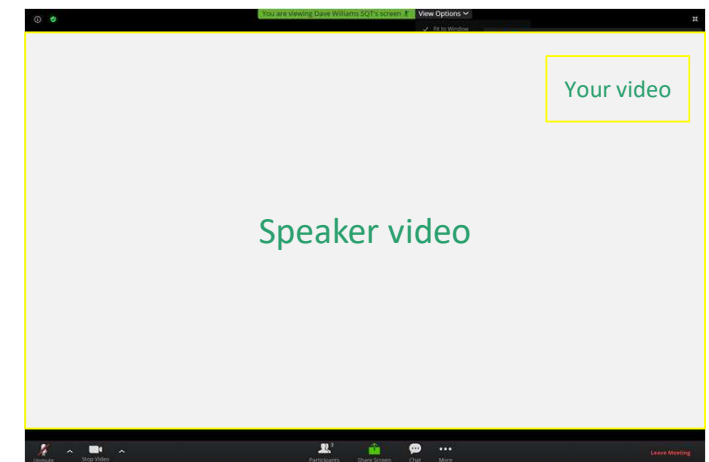
Best view to use

Copyright © SQT Training Ltd

Using the Browser your screen will look like this

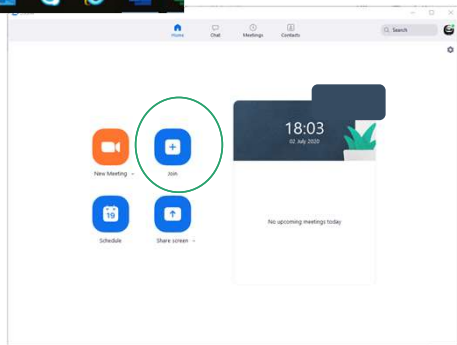
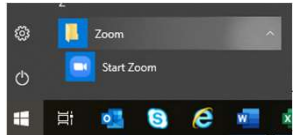


Or



Joining a session

Join with App

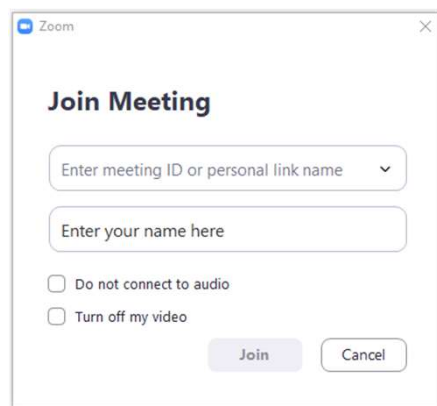


01

Open application on your PC

02

Select "Join" button



03

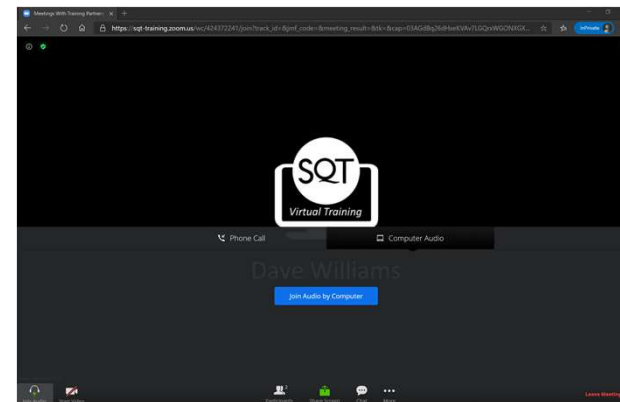
Paste meeting link or type meeting number into ID box

04

Enter your name and select "Join"

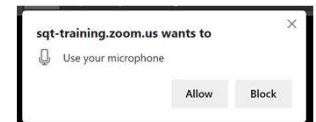
Join through Browser

After pasting link into browser

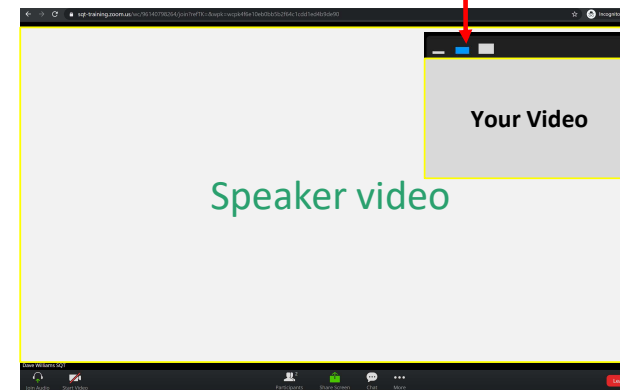


05

You will be prompted to join Audio by complete – select the blue button, if prompted, allow use of microphone and/or camera



Adjust size of your picture



06

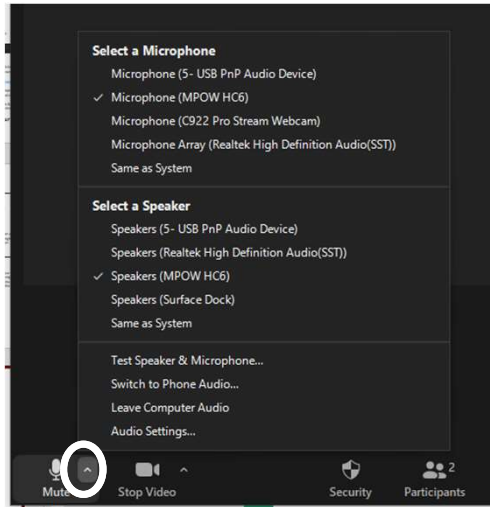
On Joining your screen will have speaker with your picture appearing as a smaller image.

Your picture will only appear if your camera is on.



Audio Settings on **zoom**.

App Audio Settings



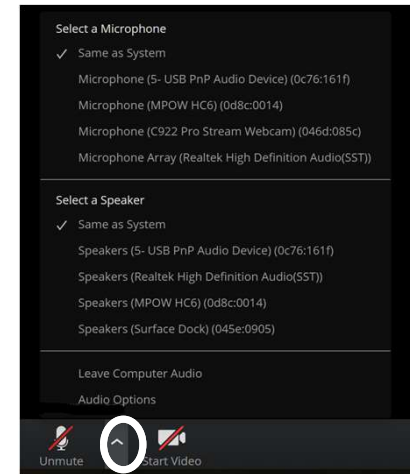
01

Select the “A” icon beside the Mute button

02

Check that the appropriate Microphone and Speaker are selected
Note – this can change when you plug in headset or speakers

Browser Audio Settings

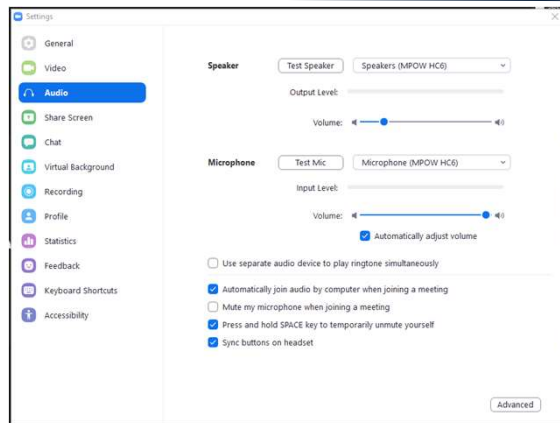


04

Select the “A” icon beside the Mute button

05

Check that the appropriate Microphone and Speaker are selected
Note – this can change when you plug in headset or speakers
in most cases select the default



03

To Adjust audio settings, select the “audio settings” option from above menu. Dialog box will appear with speaker and microphone settings



06

If using a phone headset, check that the microphone will work with your computer, *they will not work on some computers/laptops, USB headset will generally work better*



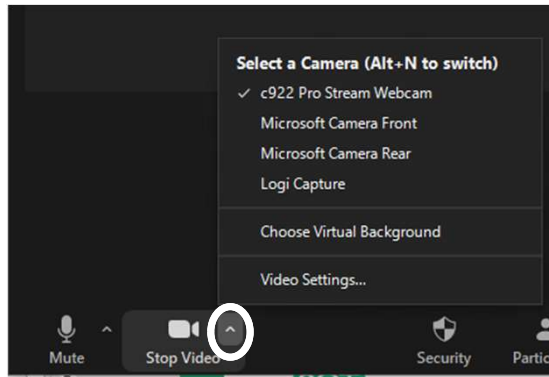
07

If using an external headset with Controls – *check that the volume & Mic are on.*



Video Settings on zoom .

App Video Settings



01

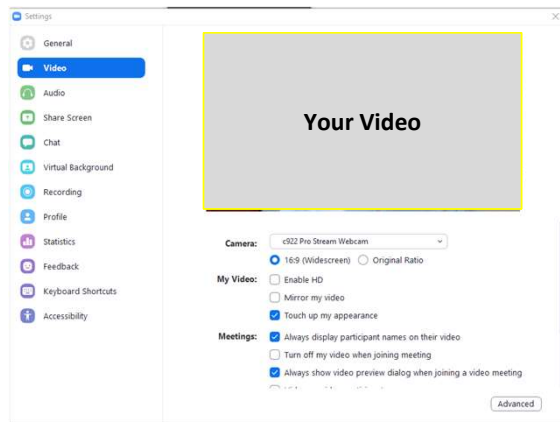
Select the “^” icon beside the Stop Video button

02

Check that the appropriate video is selected

Note – this can change when you plug in an external camera

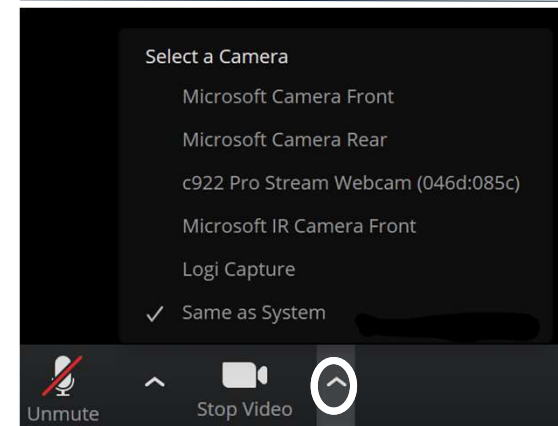
If using Laptop camera, ensure lid is open and camera is not covered



03

To Adjust video settings, select the “video settings” option from above menu. Dialog box will appear with video settings

Browser Video Settings



04

Select the “^” icon beside the Stop Video button

05

Check that the appropriate video is selected

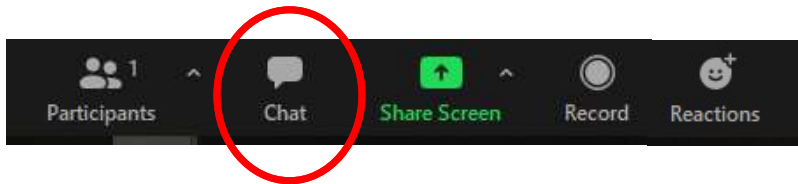
Note – this can change when you plug in an external camera

Note: if prompted allow the use of Camera by the browser



Using Chat on zoom.

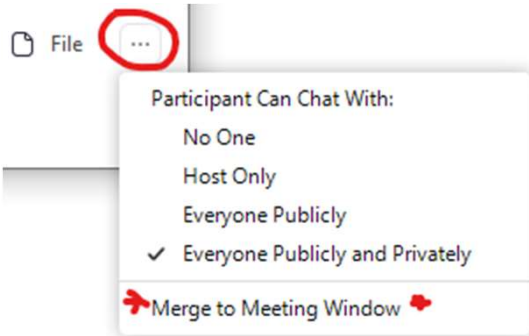
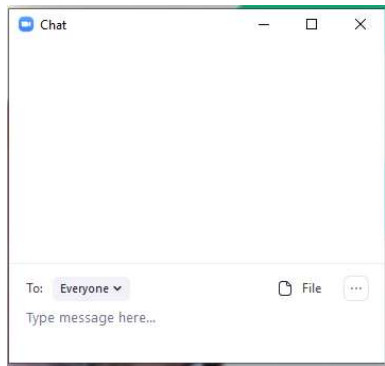
Chat using App



01

Select the Chat button on the bottom of the screen

A chat box will appear on your screen

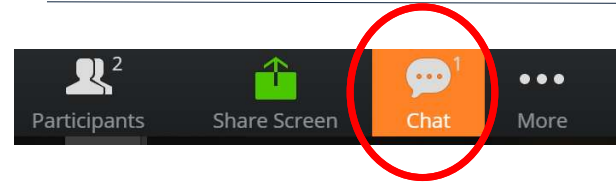


02

If you want to keep chat open, select the "Merge to meeting Window"



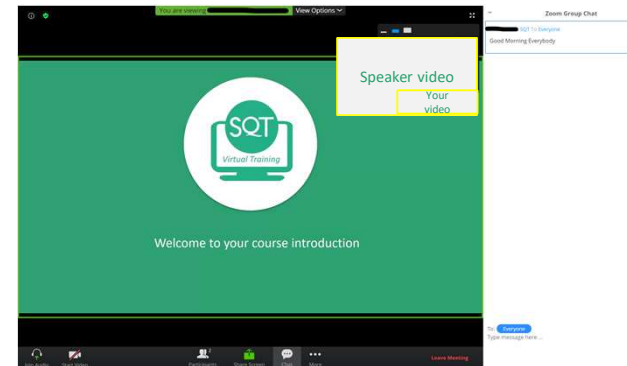
Browser Video Settings



03

Select the Chat button on the bottom of the screen

A chat box will appear on your screen



04

The Chat box will appear on right of screen

You can message everybody or host directly

Changing your name on **zoom**.

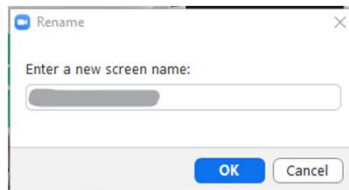
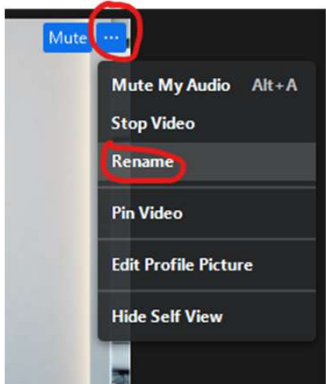
Changing Name on App

Changing Name on Browser

01

In the top right corner of your picture, select the "..."
button, and then the rename
option.

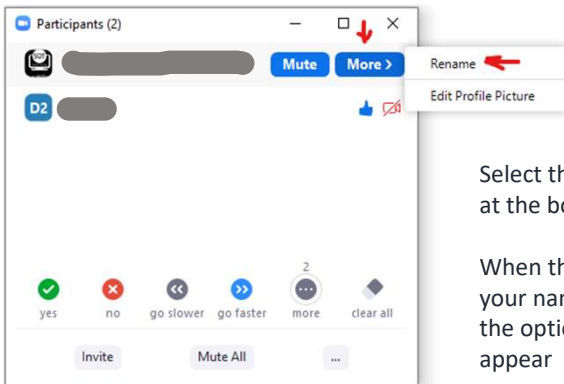
Enter new screen name



02

Select the Participants button
at the bottom of the screen

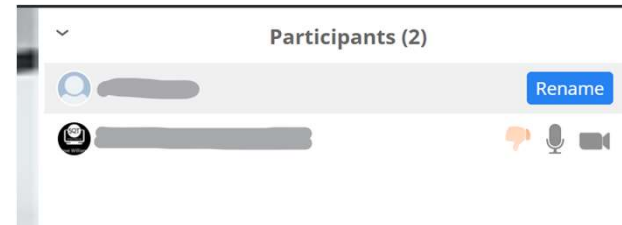
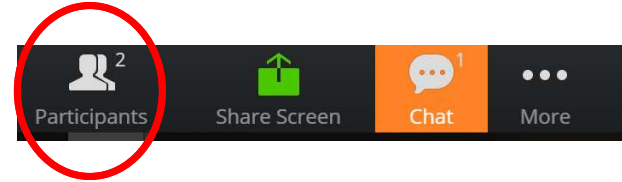
When this opens, hover over
your name select "more"
and the option to Rename will
appear



03

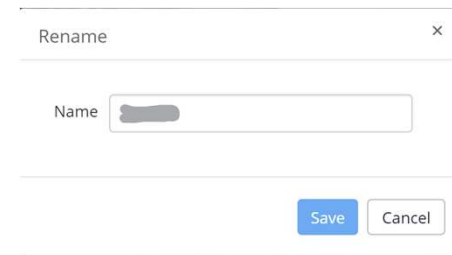
Select the Participants button
at the bottom of the screen

When this opens, hover over
your name select "more"
and the option to Rename will
appear



04

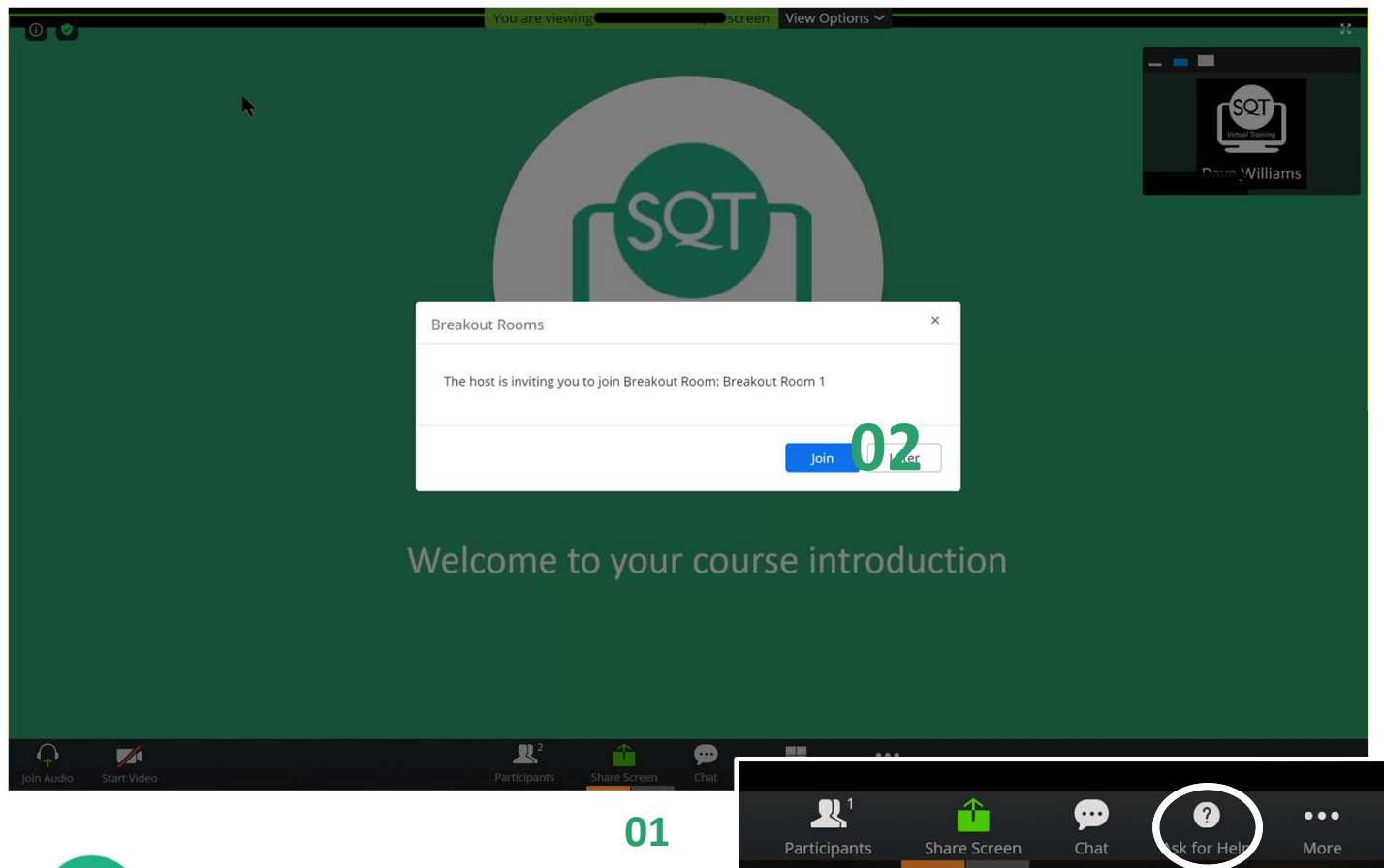
Enter Now Screen Name



Using **zoom** Breakout Rooms

Breakout Rooms

Breakout rooms will be used for the cohort to divide into smaller groups for individual exercises or practice sessions, much the same way as you would so a flipchart exercise in the classroom



01

The tutor will explain the that you are going to use breakout rooms and what to do in that part of the training

02

The tutor will open the breakout room and you will get a prompt to **join**.

You will get a message on screen that your are joining the room, and screen will change, you will then be in a room with your group.

All the same functionally will work there and you can share your screen.

03

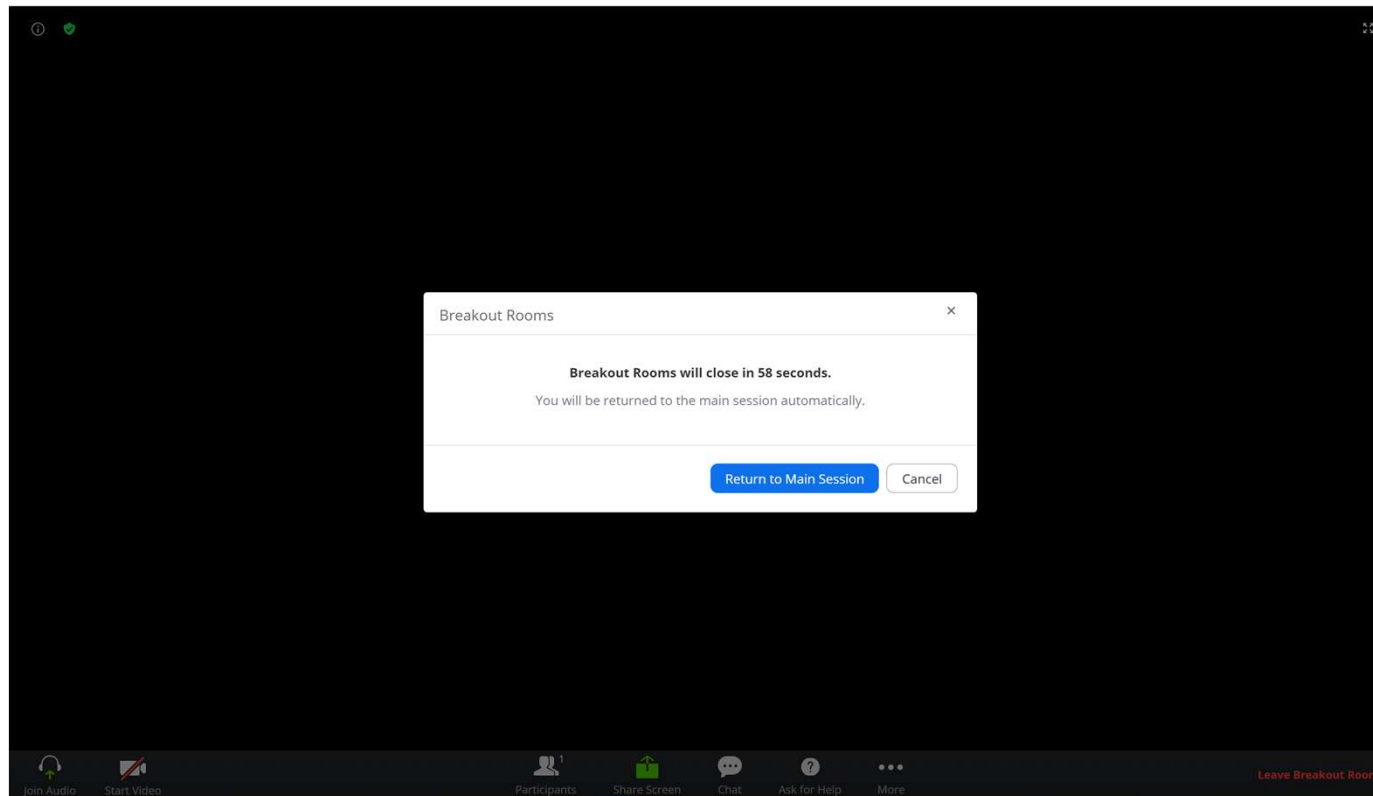
In the breakout room, the tutor will move between each group.

If the tutor is not with you and you need help, select the "Ask for Help" button which will appear on your screen while in the room. This will notify the tutor that you need assistance.



Using **zoom** Breakout Rooms

Closing Breakout room session



01

When the breakout session is finished, or time is up. The tutor will close the room

02

A prompt will appear on your screen to return to main session. Select the blue button.

If for any reason you close or cancel without selecting the blue button, wait, the room will close after 1 minute and you will be brought back to the main session