Zoom Connection Tutorial

Zoom is the online lecture tool selected for use in this programme. It is through the functionality of Zoom that we are able to elevate simple online lectures to a true learning experience, incorporating participant feedback, input, and engagement.
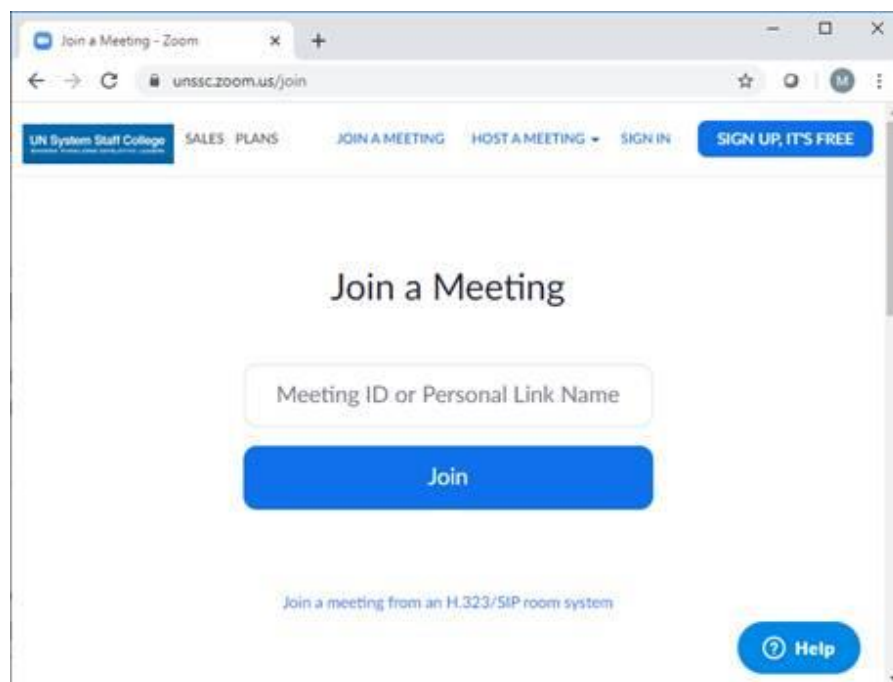
Zoom CONNECTION | ONLINE

Before a webinar:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

2. You will receive a notification and link to the webinar. The notification will include a link, 9-digit Meeting ID and password, as well as phone numbers for a conference call option.

3. Prepare to join the webinar at least 30 minutes before the start time to test your computer and audio connection.

To join the webinar:

1. To join, click on the link in the email sent to you. Enter the Meeting ID number sent to you by email and click "Join".
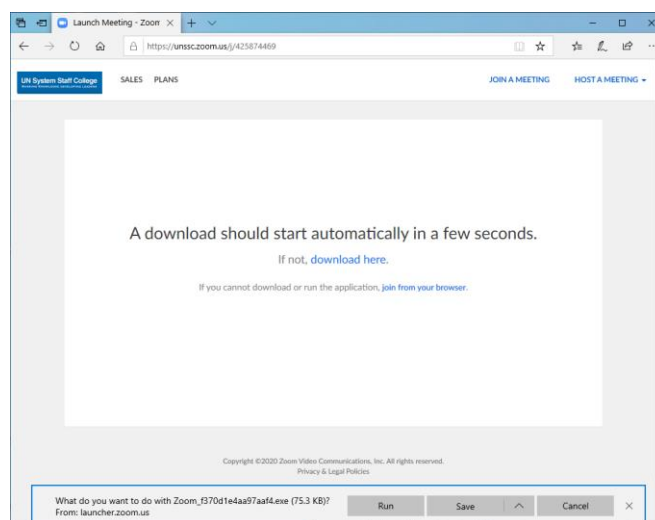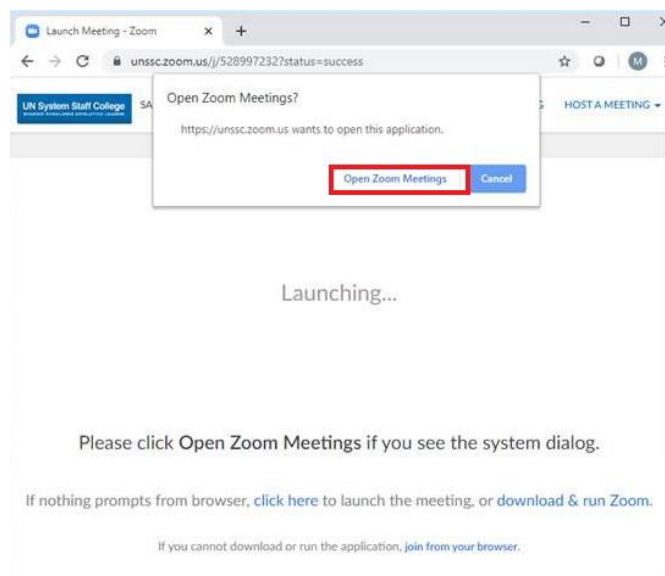
2. **You may be instructed to download the Zoom application, if you are using Zoom for the first time.** To launch the Zoom application, click "Open Zoom Meetings" – the download will start automatically.
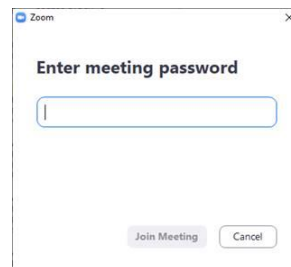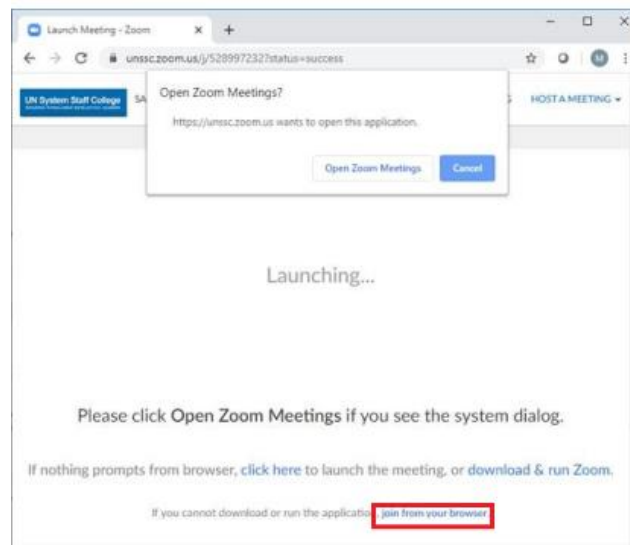
Once the Zoom application is launched, you will be prompted to enter the Meeting password sent to you by email.

Or, if you don't have administrative permission to install the Zoom application:

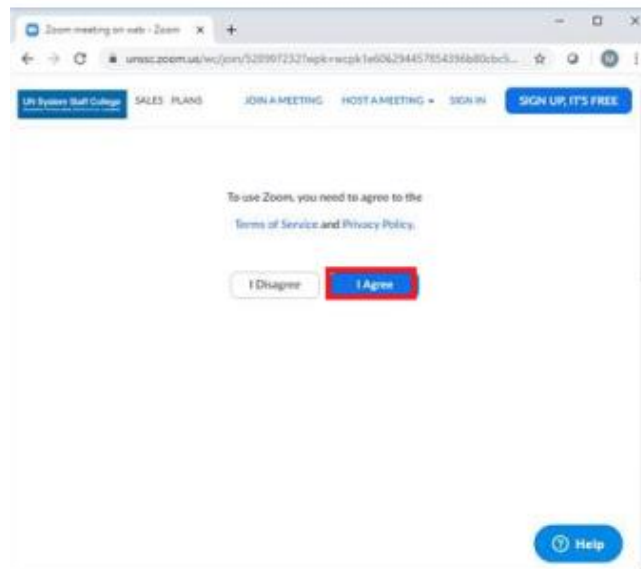- Click "Join from browser" at the bottom of the page.
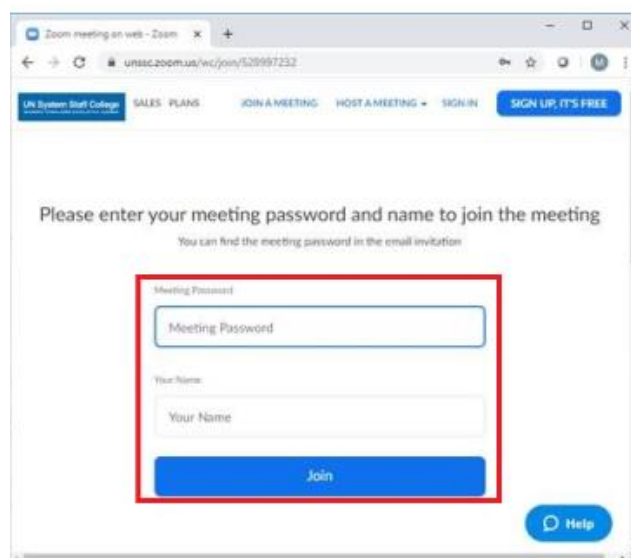
This will bring a Zoom use policy page for you to agree.

Once you click "I agree", a page to enter your name and the meeting password sent to you by email will appear, as shown below.
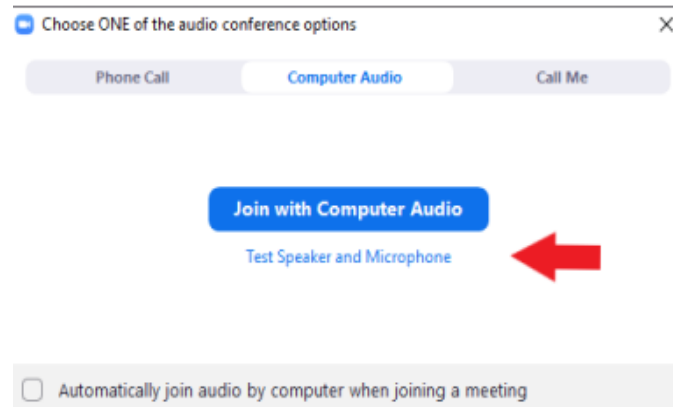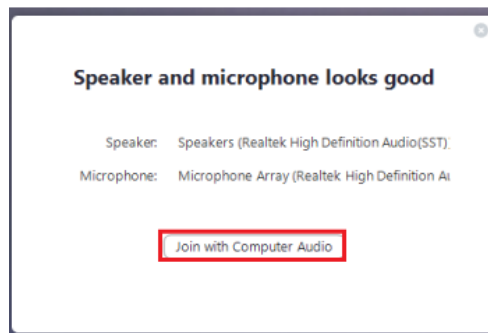
3. After having entered the meeting password, you will be logged in. You will have an opportunity to test your audio at this point by clicking on "Test Speaker and Microphone"

Once you are satisfied that your audio works, click on "Join with Computer Audio".

4. Use the icons in the lower left corner of the Zoom screen to turn on:
   - the 'Participants' function to see who else is participating in the session; and
   - the 'Chat' function to exchange messages with other participants

Zoom CONNECTION | VIA TELEPHONE

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in the email.
2. Enter the **Meeting ID number** when prompted.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.