Manual for using Zoom

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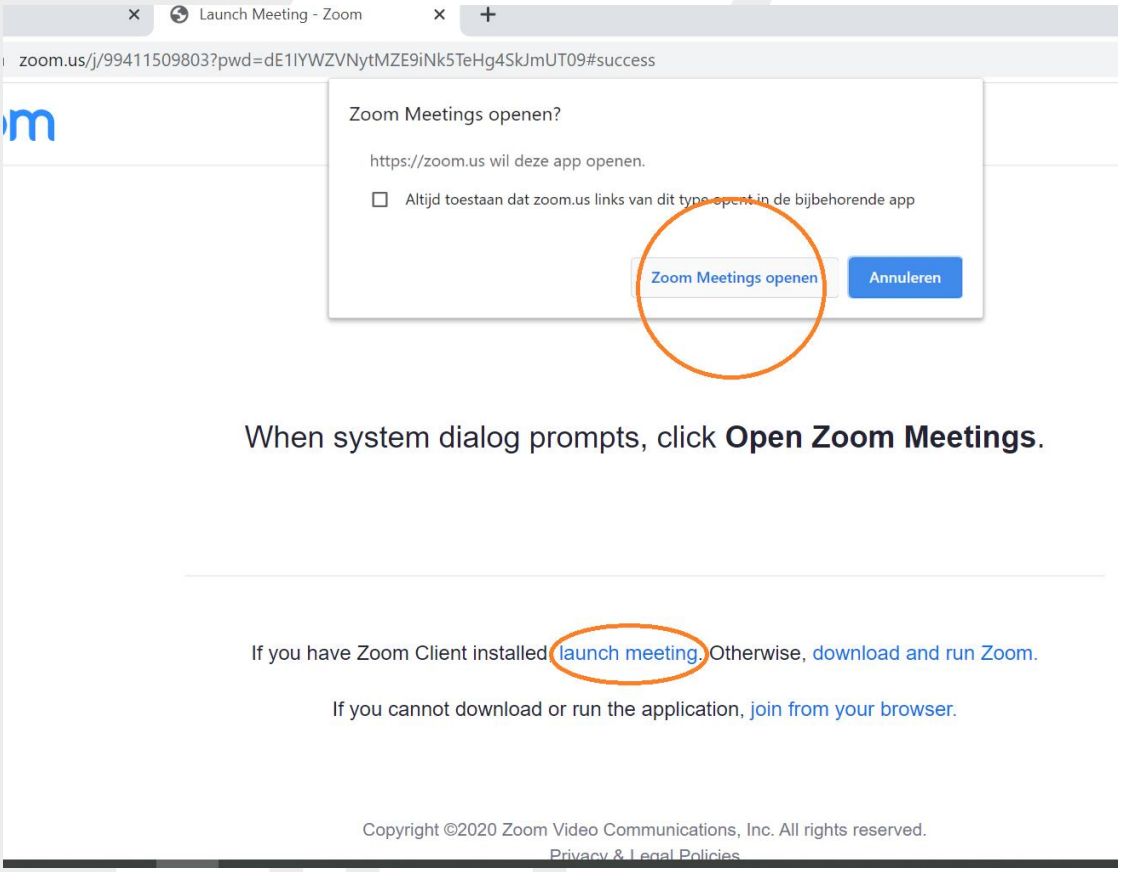
HOW TO ENTER A ZOOM MEETING

Click on the link we sent you beforehand. The screen below will appear:



There are a couple of ways to get in the Zoom meeting:

1. Using the Zoom application on your computer, laptop, tablet or mobile decvice. Zoom functionalities work best on a computer or laptop.
   - If Zoom is already installed on your device, choose ‘launch meeting’
   - It not, click on ‘download and run Zoom’. Afther the installation you will directly get in the Zoom meeting
2. Use a web browser to open Zoom in. Choose: ‘join from your browser’.

DURING THE ZOOM MEETING

Mute and unmute

To mute or unmute yourself, click on the icon of the microphone in the bottom left corner. You should always be muted, unless the moderator asks you to unmute.

Start and stop video

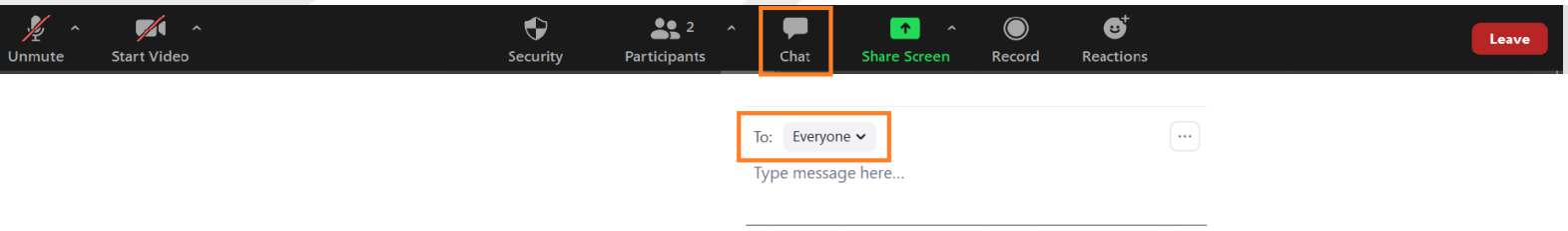
To start or stop video, click on the icon of the camera in the bottom left corner.

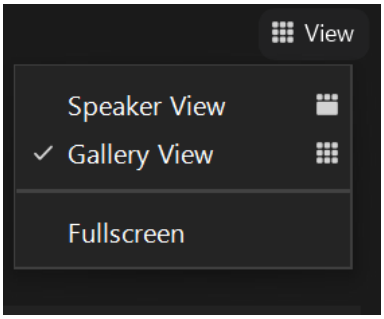
List of participants

In the bottom centre of your screen you will see 'Participants'. If you click on the icon the lists of participants will appear in your screen.

Chat

Next to the 'Participants' you will find 'Chat'. Here you can open the chat and send a message to everyone, or to one person in particular.



Viewing options

You can choose your own settings on how you want to see the other participants. On the right top corner you see 'View'. You can either choose '**Speaker View**' – only the speaker shows – or '**Gallery View**' – all the participants will appear. If there are many participants, arrows will appear on the side to browse through different pages. During the meeting the host can '**Spotlight**' a participant so all the other participants will see only that particular one.