

BASIC GUIDE TO ZOOM

If you would like to join our debates but are unfamiliar with the technology, this basic guide will get you up and running.

Step 1: Preparing to join a meeting

If this is your first time using Zoom, it is recommended to download the Zoom app. To do this, go to www.zoom.us/download and click on **Download Now** underneath **Zoom Client for Meetings**. This will download a file called Zoominstaller.exe which you will need to click on to perform the download.

About 30 minutes before the debate is due to start, come to [this](http://www.debsoc.com) website (www.debsoc.com) where you will find the Zoom link. If a box appears entitled **Open Zoom Meetings**, click in the tick box next to **Always allow zoom.us to open links of this type in the associated app**. Then click on **Open Zoom Meetings**. If the box doesn't appear, just click on **Launch Meeting**.

Should you attempt to join before the start time you'll see the message '**Waiting for the host to start the meeting**'. When the host is ready, you will be let in and then able to see and hear other attendees. By maximising your screen space, you'll have a better view of yourself and everyone else, plus the tool bar (see below).

Step 2. Taking Part

Having joined the meeting, you may be presented with a **Join Audio box**. If so, click on **Join with Computer Audio**. The host will normally 'mute' everyone, allowing only the main speakers to be heard. Once the debate is open to the audience you should signal your wish to speak by raising your hand. Unless you are speaking, be sure to **mute** your microphone so as not to cause distractions, and when you are speaking make sure there is no background noise in your room to compete with your own voice.

How to mute your microphone

Look for the tool bar at the bottom of the screen.

At the far left there is a microphone.

Click on it to mute yourself. You will see a red line confirming this. When you want to speak, **click** on the microphone again to un-mute, *and raise your hand to indicate to the Host that you want to speak.*

Tool Bar

Next to the microphone symbol there is a camera symbol; If necessary, click on that so that you appear on screen. Next is 'participants' and if you click on that

you will see the other people present, either as a list, or with their faces on screen.

How to remove yourself from screen

Should you want to leave for a while, look on the toolbar again: to the right of the microphone is a camera.

Click on it and your picture will be replaced with your name on a black background. A red line will appear through the video camera
To re-appear, **click** on the camera again.

Voting

When the Host is ready to take a vote your screen will show a

For

Against

Abstain

framework, and you can indicate your vote by clicking on the button against your choice.

Step 3: Leaving the meeting

Once the debate is over, or you just want to leave, **click on End** which you'll find at the bottom right hand corner on a red background.

Then **Click on Leave Meeting**

Finally: we hope this has been helpful enough to encourage you to join our monthly debates, or even to volunteer as a main speaker.

For more detailed information, go to;

<https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide>

There are also a number of free tutorials on You Tube which you might find helpful.