Zoom Instructions

SPOTonDD use a Zoom platform to host webinar's, hold executive meetings and in 2019 we aim to run some small events encouraging discussion around specific topics.

Generally a member of the SPOTonDD exec will set up the meeting using our account and you will be sent an email inviting you to the event. But it is a great skill to have so in case you want know….

HOW TO SET UP A MEETING

Meetings can be scheduled in advance or set up spontaneously in the same manner.

1. Click on Zoom icon and sign in
2. Click on schedule
3. Chose your time and if you want it to be a reoccurring meeting
4. Turn the hosts and participants video on. (I find this best unless you are hosting a webinar in which case turn participants off).
5. Audio options – chose both
6. Select Outlook calendar and then schedule
7. You will have an open Outlook calendar invite then ready to send to your participants.

HOW TO START A MEETING YOU ARE HOSTING

If your participants are joining the meeting and you are not logged on you will get an email from Zoom reminding you to start the meeting.

1. Click on Zoom icon and sign in
2. At the very bottom click on meetings
3. Hover over the meeting you wish to start and click start
4. You should see yourself or other participants if they are logged in instantly.
5. In the bottom left corner check that you are not muted and the video is started
6. In the bottom middle you will see manage participants. Click on this to see who is in your meeting room and as the host you can unmute and mute people and turn their videos on and off.
7. You can leave the meeting by pressing end meeting in the bottom right

How to Join a Meeting

You can join from Zoom or email. I find it easier if you are not hosting to join from email.

1. Open you email invite and click on zoom link
2. You will then receive a prompt to open zoom meetings – agree to this
3. You will then be automatically connected to meeting room

4. Click on manage participants to see who else is in the meeting room

Share a screen

This is a useful way of sharing presentations or what is on your computer screen.

1. At bottom click share screen
2. Then chose from the dialogue box which open screen on your computer you wish to share
3. Press stop share when finished

Using Chat

Chat is a great way to ask questions in a busy meeting when it can be hard to interrupt. This is very tricky without the nonverbals.

1. Bottom of screen click on chat
2. Type your message and press send.

In webinars I sometimes answer via chat or I repeat it for whole meeting and answer questions.

In webinars or large meetings it is useful to have a presenter and then a key person responsible for managing Zoom attendees as it is hard to present, monitor face to face attendees and deal with zoom people.

Trouble shooting

- Check you are not muted and your video does not have a line through it
- Check the volume on your computer
- Pressing the up arrow next to microphone – click audio options – test computer mic and speakers
- Leave the meeting room and re-enter – The equivalent of shut down and restart