HOW TO ZOOM - Participants

1. Technical Conditions

Supported Browsers
- Windows: IE7+, Firefox, Chrome, Safari5+
- Mac: Safari5+, Firefox, Chrome
- Linux: Firefox, Chrome

Internet connection
An internet connection – broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using Speedtest.

Headset and webcam
A USB headset with microphone and earphones is recommended.
A webcam - one which is built-in to your computer or one that connects to your computer via USB.

Video Tutorials
Here you can find video tutorials.

FAQ
Here you can find more information on technical conditions and trouble shooting.

Zoom Download
To ensure a pleasant experience with your first Zoom Meeting, we highly encourage individuals to download and install the Zoom Application beforehand.

2. Joining the Meeting
Please join the meeting by clicking on the meeting link provided in the virtual venue. When entering a Zoom meeting for the first time from a computer you will need to download a small application file. This process is easy to complete on all commonly used browsers. Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting. Please use your first name and your family name. Please join audio by computer.

3. Raising your Hand
If you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility. If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon. A window listing the other participants will appear. At the bottom of this list, there is a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.

While your hand is raised, the icon should have an outline as below. If you wish to lower your hand, simply click the 'Raise Hand' icon again.

The participants list also gives you the option to raise your hand or rename yourself. Please hover over your name to change it as it is seen in the participants list and video window. You can use the rename option to indicate which breakout room you want to be assigned to.

4. Using the Chat

You can use the 'Chat' facility to send text chat to all participants or privately to specific participants. Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.
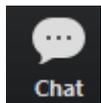

A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.

5. Audio Only

Please switch your audio off. Please only unmute yourself when you are actively talking or want to raise a question. In webinars, all attendees are muted by default.

It is possible that during the conference participants will be asked to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth. To do this, simply click on the camera icon at the bottom of the Zoom window. A red diagonal line through the video icon shows that your video is currently turned OFF in Zoom, see below.
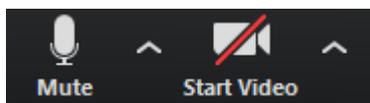
Please click here to find more information on how to join a meeting.

6. Attendee Controls in a Meeting

Please click here to find more information on attendee controls.

- Mute/Unmute your microphone
- Rename
- Nonverbal feedback
- Chat
- (Screen Sharing)
- Leaving the meeting

7. Joining and Participating in a Webinar

All keynote speeches, panels, and parts of the accompanying programme take the form of a webinar. Please join the meeting by clicking on the meeting link provided in the virtual venue. Please click here to find more information on attendee controls in a webinar.

- Public chat
- Leaving the meeting

6. Attendee Controls in a Meeting