

## Guidance for using Zoom

To help you and your team get the most out of the upcoming online workshops, we've put together some step-by-step guidance on using Zoom.

### What is Zoom?

Zoom is a video conferencing platform where you can participate and host online meetings and webinars.

### Do I need a Zoom account?

No, you do **not** need a Zoom account to join a meeting or webinar as a participant. You can download Zoom software onto your computer, tablet or mobile device. Please note that it may take a couple minutes for the download so we recommend doing this the day before you the workshops begin. Alternatively, [you can use Zoom in your browser](#) (guidance on how to do this below).

### How do I join a meeting or webinar?

Follow the guide below to get set up to participate! We recommend giving yourselves a couple minutes before the meeting or webinar starts to get settled and troubleshoot any technical difficulties.

### STEP 1: Download Zoom (OPTIONAL)

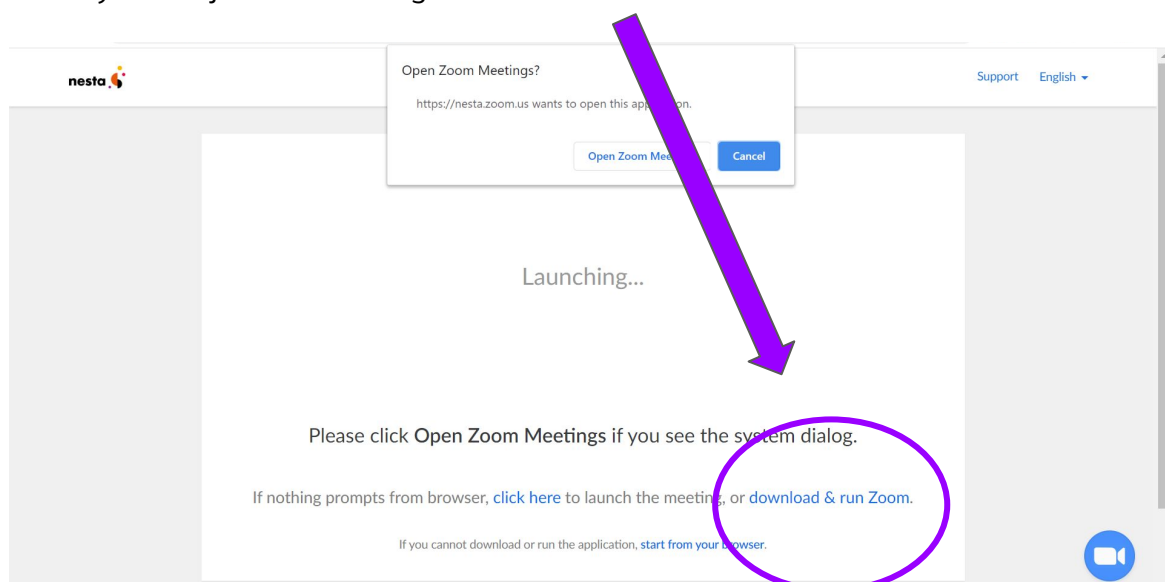
Go to the Zoom download centre: <https://zoom.us/download> or,

Click on a meeting invite link which will look like the example below:

Join Zoom Meeting

<https://nesta.zoom.us/j/xxxxxxx>

A window which looks like the screenshot below will open and you will be prompted to download Zoom before you can join the meeting or webinar.



## STEP 2: Join a meeting or webinar

Click on the correct invite link or go <https://zoom.us/> and click on Join a meeting.

Each meeting and webinar has its own unique ID, password and link - this will be provided to you by your Team Champion. An example Zoom meeting or webinar invitation is below:

Topic: Test meeting

Time: Apr 21, 2020 06:00 PM London

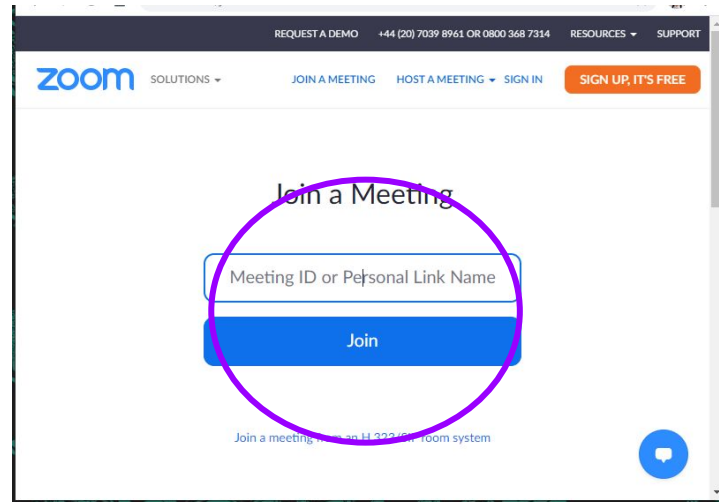
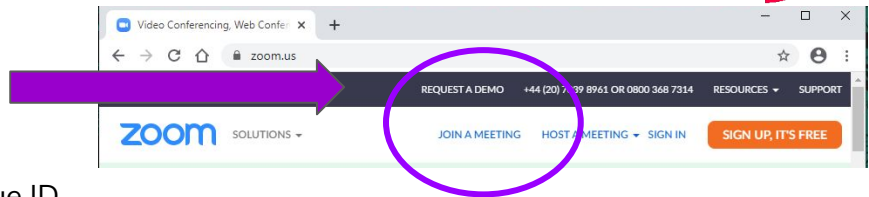
Link: <https://nesta.zoom.us/j/xxxxxxxxx>

Meeting ID: xxx xxx xxx

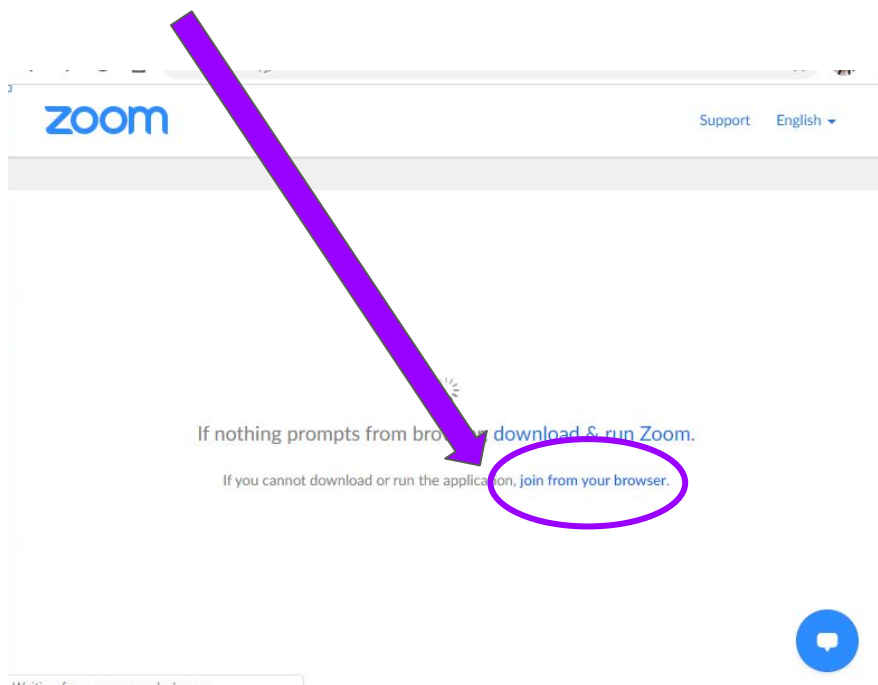
Password: 647959

Dial by your location

+44 203 481 5240



If you have not already downloaded zoom, a window will open prompting you to download zoom, which if you do not want to do then you will need to click on **join from your browser** as shown below. If your browser automatically downloads a file do not save or run it, and ensure you delete it from your downloads.





When you join a meeting you are also asked to enter your screen name (if you have a Zoom account this will be filled out automatically).

To help us know who has joined the meeting please enter your Team Name and your First Name like this: Team Name\_First Name

**Please note:** You should **not** share the meeting ID or password with anyone outside of the Longitude Explorer Programme e.g. posting the link on social media. This is very important as this ensures the privacy of the meeting and prevents anyone from joining who shouldn't be in the meeting.

Type in the meeting password. **Do not sign in with your own email address. Please use your parent's / guardian's email address (with their permission).**

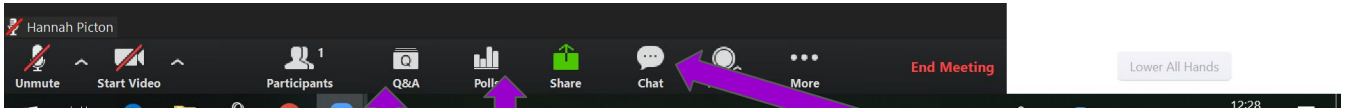
When you join a meeting or webinar, you have the option to also join by phone. You do this by dialing the number then entering the meeting ID. However, if you join by dialing in on a phone, you will only be able to speak and listen, and you won't be able to see any slides.

If you are using a smartphone, you can download the zoom app, and join the webinar. The steps to join are the same as when you join from a laptop / PC.

## STEP 3: PARTICIPATING IN A WEBINAR

A Zoom webinar is very similar to a meeting but there are some key differences.

When you join a webinar as an attendee you will join in a 'listen-only mode' and have no option to unmute yourself or turn on your video. The host can unmute you if they wish but otherwise you can only interact via the chat, Q&A or poll functions.



### Q&A:

This function enables attendees to ask specific questions to the hosts of the webinar who can then choose to answer them live or write a reply.

### Polls:

If the meeting host wants to help make the meeting more interactive there is the option for adding polls. If you click on this button you will be able to answer any polls which are listed.

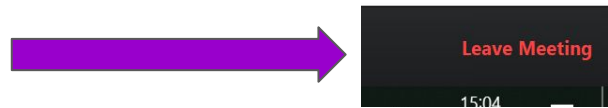
### Chat:

A way to have a discussion during a webinar.

**Please note:** during the workshops all chat will be public to all.

### End/Leave meeting:

If at any time you need to leave the webinar click the text in the bottom right corner to do so. You can always rejoin the meeting via the link while the webinar is still running.



For more help on using Zoom check out the official help centre: <https://support.zoom.us/hc/en-us>