

INSTRUCTIONS FOR ZOOM & FAILAND SOCIETY PRESENTATIONS

It is recommended that you print these instructions and have them available during the presentation

LOADING THE ZOOM SOFTWARE

To install Zoom software, please click on the link below and follow the instructions appropriate to your device:

<https://www.seniorsguide.com/technology/a-step-by-step-guide-to-a-zoom-meeting/>

JOINING THE MEETING

The following instructions are for accessing the Zoom meeting.

Open your Zoom invitation email. It will look similar to the illustration below:

Xxxxxx is inviting you to a scheduled Zoom meeting.

Topic: Failand Society Presentation

Time: Sep 17, 2020 08:45 PM London

Join Zoom Meeting

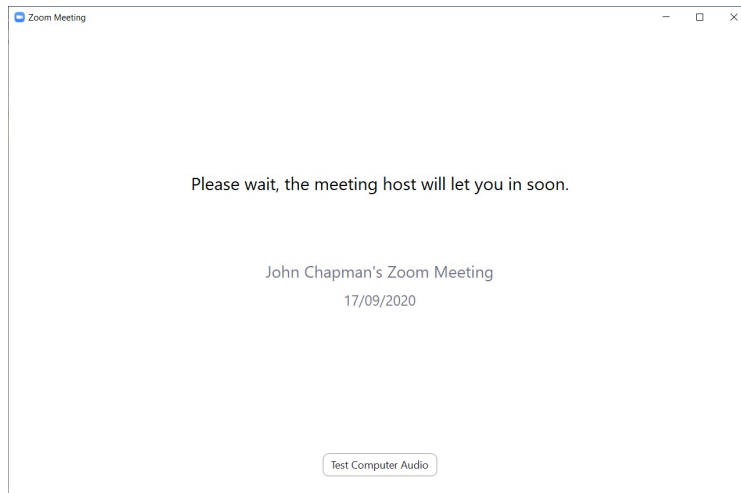
<https://us02web.zoom.us/j/87663711835?pwd=aGxrTjZ1VFFtYmJIUmVDTklqWlpxyz>

Meeting ID: 000 000 000

Passcode: n0n0n0n0n0

Click on the underlined Link in the email

If Zoom has been installed on your device, the program should launch automatically and present a screen similar to this:



The Host will admit you to the Meeting when ready.

MAXIMISE YOUR ZOOM SCREEN

Once you have been admitted to the Meeting, you may wish to adjust your Zoom window to fill the screen:

Move your mouse pointer towards the top right hand corner of your Zoom screen. You will see an icon which looks like this:



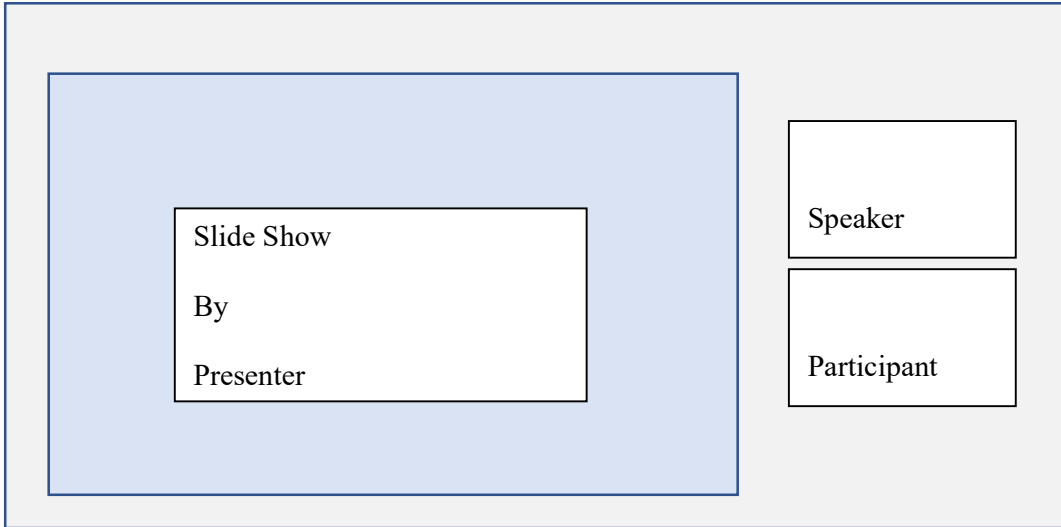
Click on the icon to "Enter Full Screen". Your Zoom window should now fill the screen.

MICROPHONE & VIDEO

PLEASE NOTE THAT YOU WILL NOT BE ABLE TO ACTIVATE YOUR MIKE OR VIDEO UNLESS YOU WISH TO ASK A QUESTION AT THE END OF THE PRESENTATION. There are instructions on how to do this at the end of this document; they will also appear on screen

VIEWING THE FAILAND SOCIETY PRESENTATION

To obtain the best sight of the slide-show plus the Speaker, the following view is advisable:

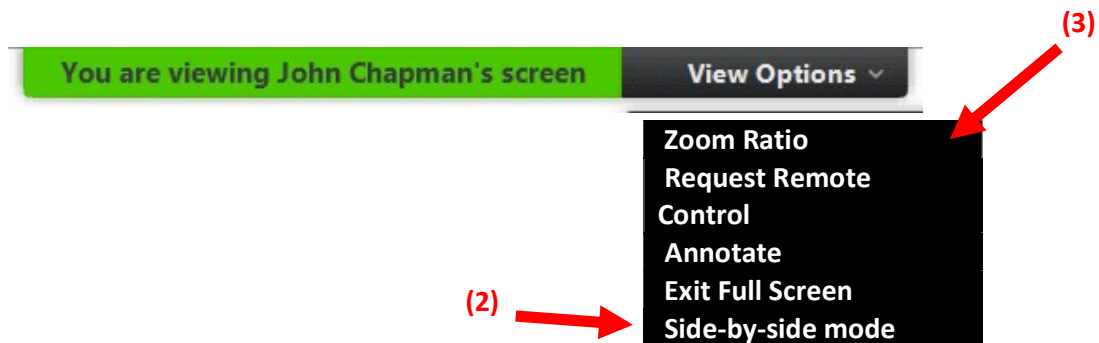


To obtain this view, move the mouse pointer towards the top of your screen until you see something similar to this:



Click on the down arrow to the right of "View Options" (see (1) above)

A menu drops down (see below)



Click "Side by side mode" on the drop down menu (See (2) above). A tick should appear.

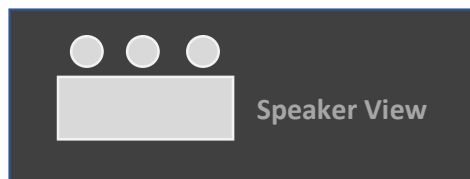
Depending on how your “Zoom” is set up, the speaker/participants video(s) may appear either above or to the side of the slide show. This is OK.

If you can only see part of the slide, click on “View Options” **(1)** again , click on Zoom Ratio (See **(3)** above) and then click on “Fit to Window”.

CHANGING VIEW OF PARTICIPANTS/SPEAKER BETWEEN ONE OR MORE

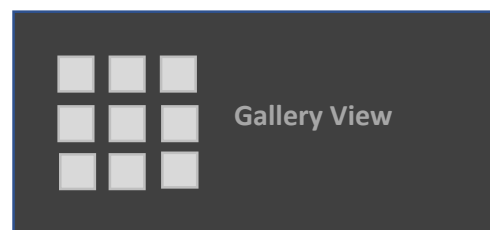
If you are viewing more than one participant and wish to see ONLY the Speaker’s video on the screen, then do the following:

Move your mouse pointer to the top right hand corner of the Zoom screen where you should find an icon which looks like this:



Click on the icon. You should now only be able to see the Speaker.

If you wish to view more than one participant again, move your mouse pointer to the top right had corner of the Zoom screen where you will find an icon which looks like this:

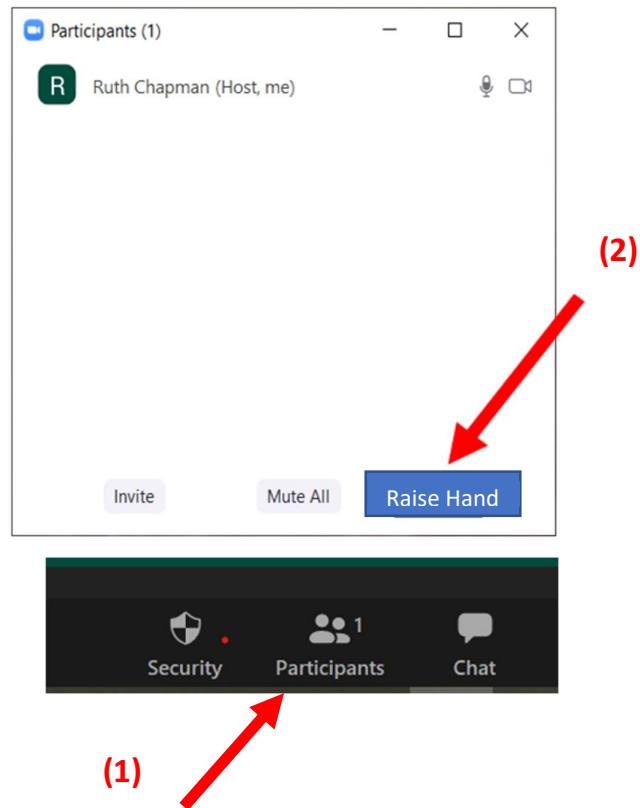


Click on the icon. You should now be able to see all the participants.

ASKING A QUESTION

At the end of the Presentation, you may wish to ask a Question. You will only be able to ask a Question if you have a microphone set up. If you have a camera, you can choose to activate your Video. Instructions on how to do this will appear on the Zoom screen. They are as follows:

Use your mouse to move pointer to bottom of screen - this reveals a black “Tool Bar”. See illustration below:



Click on Participants Icon **(1)**.

In Participants Pop-Up, click on Raise Hand button **(2)**

Buttons inviting you to “Unmute” and “Turn On Video” will appear on your screen when it is your turn to ask a Question. Click “Unmute” before speaking. If you wish to appear on- screen click the “Start Video” Button.