

# VIDEO CONFERENCING

## HOW TO JOIN A ZOOM MEETING

*Tips & advice*



After you've received an invite for a Zoom meeting, you can join instantly in a variety of ways: from your computer's browser; from the Zoom desktop; from the mobile application; from your landline; or from your mobile telephone.



### **What you'll need to do:**

Before joining a Zoom meeting on your computer or mobile device, you can download the Zoom app in advance, otherwise you'll be prompted to download and install Zoom when you click the join link to enter the meeting.

With a few simple clicks, you will be able to enter the online meeting. Each Zoom meeting has a unique 9, 10, or 11-digit number called a meeting ID, which will be required to join a Zoom meeting. Some meetings will also require you to enter a meeting password.

If joining by telephone, you will need the teleconferencing number provided in the email invite. If you haven't used Zoom before, you can join a test meeting to familiarise yourself with the process.

### **What happens when you join a meeting:**

For larger groups, all attendees will be muted on arrival to ensure things run smoothly. There will be a meeting manager who will be responsible for monitoring the audio and visual feeds for all attendees.

The meeting manager will be able to mute attendees and unmute them when they want to speak. This is because people often forget to mute themselves after they've spoken as they are focusing on what is being said, and noises like typing on your keyboard can be picked up clearly and makes it difficult for others to hear.

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The meeting manager can also turn off an attendee's video if someone forgets they are on a live video feed and they do something inappropriate without realising. It has been known for attendees to forget they are on video, and well, you can imagine...

### **How to ask a question:**

If you would like to ask a question, please raise your hand so that the speaker/host can see this in your video feed. You can also type your question into the chat bar. The speaker/host will manage the Q&A section of the meeting, and the meeting manager will help the speaker/host in case they miss someone who has a question.

### **Tips & tricks**

We've collated the following tips & tricks to help you get the most from your online meeting:

#### **Getting connected:**

- Make sure you have your audio and video turned on, and you have tested these before the meeting.
- It takes a few seconds to connect the audio, so don't expect to hear straight away.
- If you have issues with your audio, try using headphones with a built-in microphone.
- If you still experience audio issues, you may find it easier to dial in using the details provided in the email invitation.

#### **In the meeting:**

- You have the choice between 'Gallery view' (which displays all attendees) or 'Speaker view' - it is up to you which you choose (this option is located at the top right of your screen).
- You can ask questions while the speaker is talking by typing your question into the chat panel (located in the task bar along the bottom of your screen when you hover your cursor over this area. When you click on the chat function it will expand to fill the right-hand side of your computer screen).
- Remember to 'mute' yourself when you're not talking to minimise the background noise.
- Make sure your camera is clean, so you're not blurry and you're not sitting really close to your camera, or really far away.
- When you speak, please say who you are.
- It's harder to read body language on screen, and impossible if you're dialling in, so please try not to use hand gestures or head movements.

#### **Problem-solving issues:**

If your wi-fi is slow or intermittent, it's possible to use your phone as a hotspot and tether your computer to it. Your phone can connect wirelessly if it's acting as a hotspot, but it will work better if you use a cable to connect your phone directly to your laptop.

If you are having issues in the meeting, you can type a message to the meeting manager privately rather than to everyone.

For more information, read [this blog](#) to find out how you can to 'Zoom' like a Pro.