

JOINING EVENT & ZOOM HOW TO GUIDE

JOINING EVENT

- You will be sent a zoom link to join at least 24 hours before the meeting starts via your Eventbrite registration. Simply click on the link to join event
- Join early, at least 15 - 20 minutes before start time
- You will be admitted to the 'waiting room' and the meeting host will admit you to the event. Be patient we are expecting this process will take time
- If for any reason you lose connection or fall out of the meeting, just re-enter by clicking the link and you will be re-admitted
- Having problems accessing the event link? Someone will be available to speak to you on 028 6632 5811 between 9.30am 10.30am. Depending on the level of queries you may have to leave a message requesting a call-back

ZOOM HOW TO GUIDE

Getting Started

- **Zoom is free to download from ZOOM.US** – you must have zoom downloaded to your device to be able to join the meeting
- **Test Run** – if you are new to zoom ask a friend or family member to buddy up with you and do a test run to help you become comfortable with using zoom and familiar with the menu options/controls - see note below:-
 - Tool Bar at bottom of most screens - From the left, mute/unmute button. Start/Stop Video for your camera. The Chat button enables you to send a message or question to team. The Reactions button enables you to put up your hand or to clap.
 - The Leave button for leaving the meeting.
 - The view button (normally at the top of the screen) allows you to set your view to 'speaker only'
- **Choose your device** - You can join a zoom meeting using any device (Phone/iPad/Laptop etc) but a larger device will enhance the experience
- **Tech Support** – it is your responsibility to make sure that your device, internet etc are working properly to enable you to join the event

A basic guide to using zoom workshop - Thursday 10th December @ 7pm
For further information contact Carol, Omagh Forum on 028 8225 1559
info@fermanaghmaghforum.org

ETIQUETTE FOR VIRTUAL EVENTS & MEETINGS

Virtual events, particularly group events, can be daunting, especially if it is a new experience. So here are a few simple points of etiquette for joining on line meetings to help you get started.

- **Find a quiet space where you won't be disturbed** – this will ensure you get maximum benefit from the event and minimise disruption for other participants
- **Sit close to the screen: your face should fill most of it** - If you're using a phone/tablet, prop up your device so it doesn't move and the angle/distance to your face are constant
- **Place the light source in front of you, not behind** - Plain background is best (do not use a virtual background)
- **Use headphones, Optional** - Headphones can help reduce feedback or echo.
- **Close all other tabs and windows** - This will help with video performance
- **Keep your camera on** – unless you are experiencing connection issues or you need to move around
- **Mute yourself when not speaking** - This eliminates distracting background noise and echo.
- **Virtual Chat** – use the 'chat box' to type in comments or questions. These will be collated and addressed in the plenary session.

During the live elements of the programme

- **Give the speaker your full attention** - You can't make positive listening noises when you're muted, so nod and act engaged.
- **Avoid excessive movement, it is visually distracting** - Don't eat, touch your face a lot, walk around with your phone/tablet.
- **If you need to move around, turn off your video while you do** - Likewise if you need to leave the room or deal with a distraction, else it becomes everyone's distraction.
- **Live chat** – try to avoid talking over/at the same time as other participants