How to use Zoom

*Please also note that you do **not** need a Zoom account to participate in Zoom meetings hosted by Communities Prepared.*

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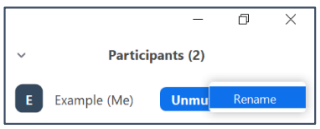
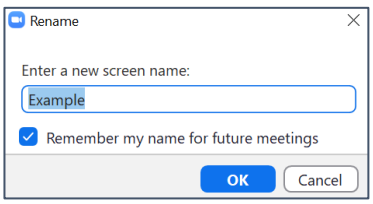
Joining a Zoom meeting

1. Join a meeting by clicking on the Zoom link that Communities Prepared has sent to you in your registration email
2. If this is your first Zoom meeting on your device, please click "download and run Zoom". The *Zoom.exe* file will download, and you will need to "open" the file. Please note, this only needs to be done once for any device on which you use Zoom for the first time. You will need to do this in advance of your scheduled meeting.
3. Once set up, click "Join a meeting"
4. Enter the "Meeting ID" (sent to you by Communities Prepared)
5. Click "Join"
6. Enter a password (also sent to you by Communities Prepared)
7. When Communities Prepared are ready to open the meeting, you will get an option to choose "Join with video" or "Join without video"
8. Click to "Connect with Audio" to ensure you can hear the facilitators in the meeting
9. If you're signed in, make sure your name is correct. To do this, click on "Participants". You will see yourself at the top of this list (it will have "(Me)" next to your name. Hover your mouse over your name and click on "More", then "Rename". Enter your name and click "OK"





10. You are now ready to go!

Find out more on the Zoom website here.

Using the features on a Zoom meeting – at the bottom of your screen

When you join a Zoom meeting hosted by Communities Prepared, you are considered an "Attendee" of the meeting. As an attendee, you will have access to a range of controls. Hover your mouse over the bottom of your Zoom meeting to see the control bar, which looks like the black bar below. You can see what each button does:

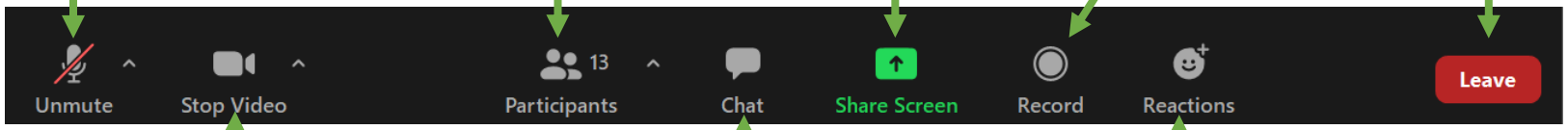
Click on the microphone to **mute and unmute yourself**. If you see a red line through the microphone, it means that you are on mute and people in the Zoom meeting can't hear you. In the image below, you are on mute.

A list of the attendees in the Zoom meeting (or webinar). You can rename yourself here by hovering over your name (you will be at the top of the list). Hover your mouse over your name and click on "More", then "Rename". Enter your name and click "OK".

Allows you to share your screen. This option will be blocked to you during Communities Prepared webinars.

Allows you record the session. This option will be to you blocked during Communities Prepared webinars.

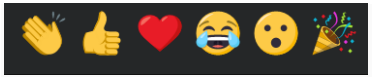
Allows you to leave the Zoom meeting. To re-join the webinar, please click on the link you were sent and our host will let you back in.



Click on the video camera to **turn your video camera on and off**. If you see a red line through the video camera, it means that your video is off and people in the Zoom meeting can't see you. In the image above, your video is on.

The in-meeting chat allows you to send questions or comments to others. If you want to ask a question or comment, click on the "chat button". This will open the chat window. You can type a message into the chat box or click on the drop down next to "**To:**" if you want to send a message to a specific person. When new chat messages are sent to you or everyone, a preview of the message will appear, and "Chat" will flash orange.

If you click on "Reactions", you will see the below emojis. If you click on one of these, it will appear by your name in the participant list.



This is to alert the host that you have something to say, and you will be invited to speak during the designated Q&A spaces.

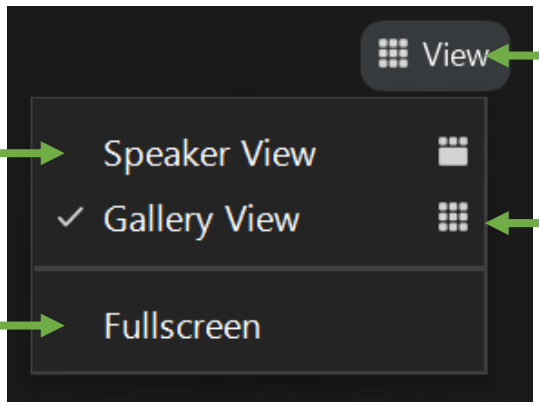
Using the features on a Zoom meeting – at the top of your screen

At the top of your screen, you will see a button that says "View". This button gives you options for how you can see other attendees in the Zoom meeting.

You can either choose "Speaker View" or "Gallery View".

If you click on "**Speaker View**", the person who is speaking will be the largest video on your screen. Yours and other attendees' videos will be smaller icons at the top.

If you select "Fullscreen" (or double click the Zoom window), the Zoom meeting will take up your full screen. You can exit this by double-clicking on the Zoom icon again or using the Esc key on your keyboard.



You can use the "**View**" button at the top of your screen to switch between the speaker and gallery views.

If you click on the "**Gallery View**", you will be able to see all of the attendees' videos in a grid.

If you have any problems accessing our webinars, please get in touch with as at communitiesprepared@groundwork.org.uk and we will try to help.