

## Supporting registered managers with Zoom meetings

### How to join the meeting

#### Email invitation

You can join the meeting by simply clicking on the link above and following the onscreen instructions. You don't need to download anything in advance if you don't want to.

You can do this on your computer or on your smartphone (or tablet) – it is good idea at this point check if you have a microphone on your computer (if you are using a computer to access – see below why)

#### Download the app

If you prefer to download the Zoom app for your device (on your computer or smartphone), go to [www.zoom.us/download](http://www.zoom.us/download) and follow the on-screen prompts to register.

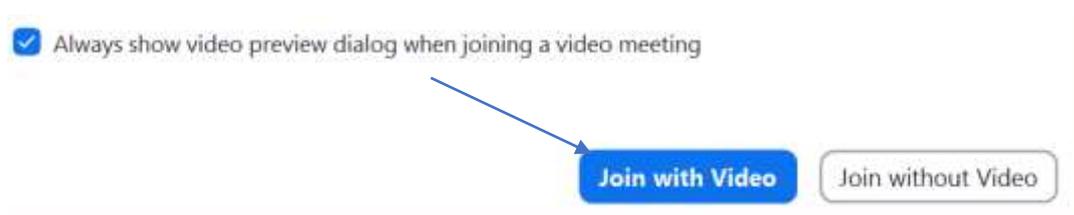
Once you've downloaded the app:

1. Tap Join a Meeting if you want to join without signing in.
2. If you're signing into Zoom then tap Join.
3. Enter the meeting ID number from this email and your display name. If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and tap Join Meeting.

You can do this on your computer or on your smartphone (or tablet) – it is good idea at this point check if you have a microphone on your computer (if you are using a computer to access – see below why)

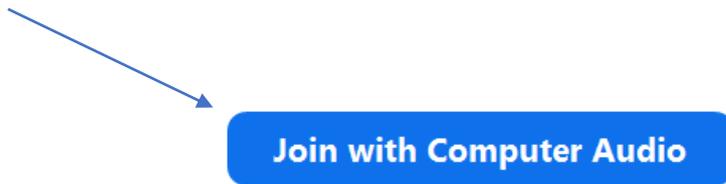
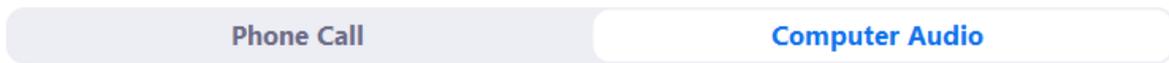
### Joining the meeting

- When you join the meeting you have decide if you would like to join the meeting using the video. We would prefer if you do; its nice to see who is part of the meeting. It is an option and completely up to you.
- If you do join with video please check that you don't have anything confidential in your background. You will see what is shown on the joining screen in the preview. At this point no one can see you.
- If you would like to join with video click 'Join with video' as you get to the joining screen.



- You may also be asked if you would like to use computer audio. If you have a microphone on your computer (most laptops have this built in) or if you are using your phone please click ‘Join with computer audio’.
- If you don’t have a microphone you can dial in “press the phone call tap” and you will see details on how to dial in. You can still continue to watch via the screen and listen on the phone at the same time.

Choose ONE of the audio conference options ×



Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

As soon as you have clicked this you will be on the main screen and we can see you!

- If you join the meeting before the host (i.e me) joins the meeting you may see a holding page. Just wait and I will be with you shortly

### Being part of the meeting – what is on your screen

- As you join the meeting you will see a number of things that you should be aware of.
- At the bottom of the screen there is a black toolbar – this has all the controls that you will need during the call. If you are not seeing the toolbar; hover your mouse cursor over the bottom part of the screen and it should pop up.

### Mute

- Start from the left you have the following – mute. This button allows you to mute and unmute yourself.



- I have made the decision to mute you to start with (and everyone else who joins the meeting) this is as we are expecting quite a few of you to join and it can be difficult to hear if lots of people speak at the same time.
- If you want to say something you can unmute yourself – please try and remember to mute yourself after you have said what ever you want to say. Background noise and other distraction can make it difficult for others to hear what is being said. If you forget I will mute you again.

## Stop video

- If you change your mind and decide to either show your video or stop showing your video you can make changes here – if you decide not to show yourself your name will show. You can change this to your photo – details on how to do this is [here](#) – you can also change your background and many other feature that you can read here



## Participants

- The next states 'participants' . If you press this you will get a list of the people who are on the call. The list is likely to pop up on the right hand side of your screen. – this is quite handy so you know who you can see – you can also see who is current on mute or on screen



## Chat

- The next button is 'chat'. While the meeting is on you can 'chat'. When you press the button ' chat' a 'chat box' will pop up on the right hand side of your screen. You can add any comment or questions to what is being said (particularly if you are mute); you can add links to documents that may useful for others ect ect. If you are having technical difficulties you can add this here. Someone will be monitoring the chat box during the meeting.
- You can see if there are messages in the chat box by a little number appear in the chat icon.



## Share screen

- The next icon is 'Share screen' – we are unlikely to use this on the meeting. Basically if you press you can share your screen so others can see it. So others on in the meeting can see whatever is on your screen. (your emails ect). **You won't be asked to do this!** I will however during the meeting share my screen so you can see the presentation I have prepared. You don't need to do anything to see this.



## Record

- The next icon is the 'record' We wont be using this.



## Reactions

- The last icon is the 'Reaction' Here you can either 'clap' if someone says something that you feel deserves a clap! Or thumb up. These actions are very handy if you are on mute and you would like to agree with what is being said.



## Screen layout

- You can make changes how the screen you see looks – so you should hopefully be able to see all the people in the meeting - You can make changes to this on your right hand top corner – where it states 'speakers view'



## Leave meeting

- You can leave the meeting at any time – you see the ‘leave meeting’ button on the right corner of the screen.



Hopefully this is some helpful instructions. You can do a number of different lay out and changes to zoom – it may be helpful for you to read [this](#) and [this](#) for more information. You don't need to do this.

Please remember we are all new to this and things may not go to plan! Be patient with your RMN chairs and me!

Rachael Ross

Skills for Care

11.05.20