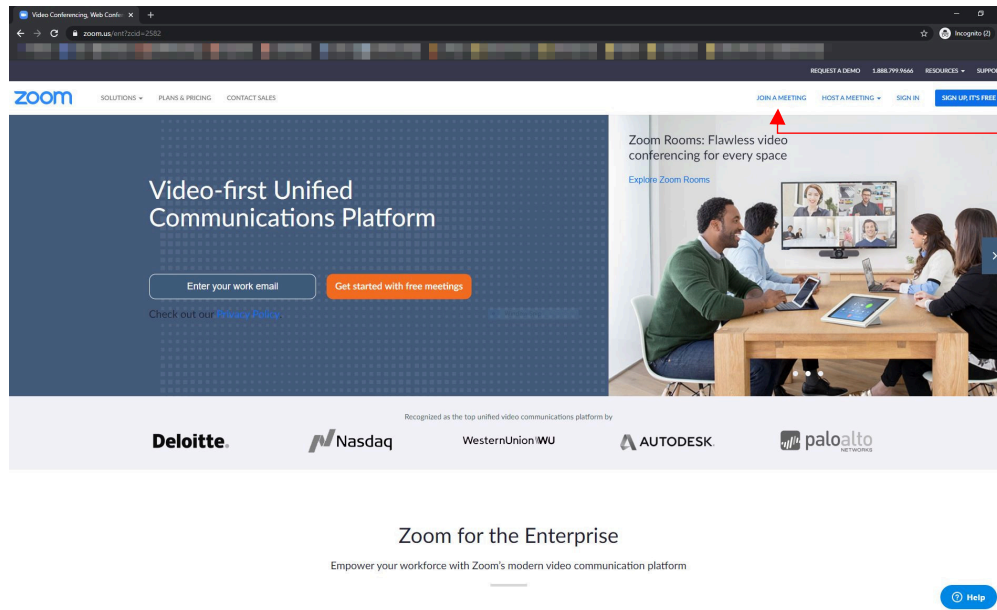


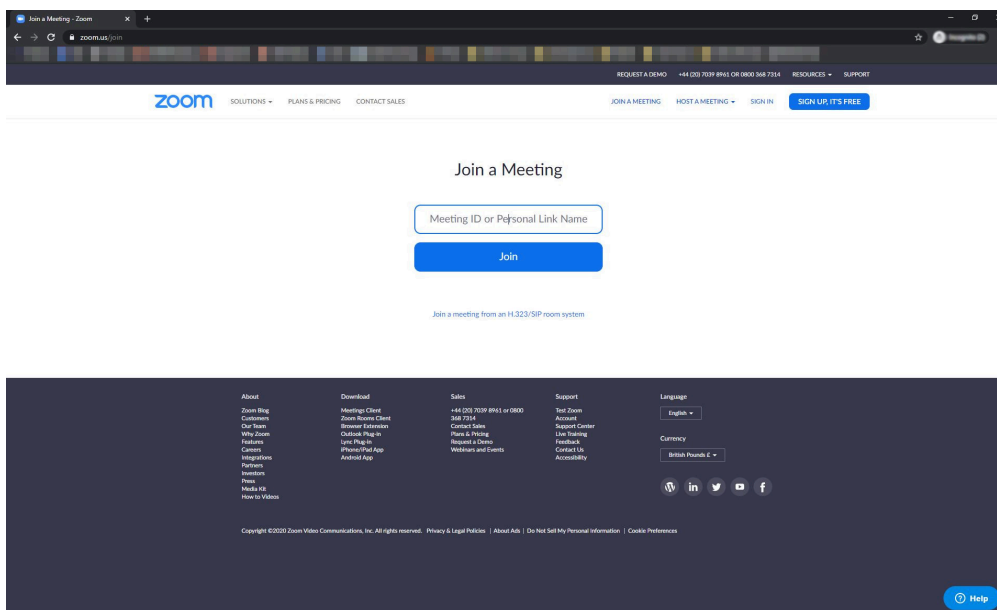
A brief 'how to connect' guide for Webinar Panelists

With Zoom, it uses a 9-11 digit ID number. You can join a meeting either in a browser or using the Zoom Desktop Client. If you have a 6 digit number, that will likely be a password required to enter a webinar or meeting.

From a browser:



Go to 'zoom.us' and then click on 'Join a meeting'



If you don't have the Desktop Client installed you can 'join from your browser'

Simply type the unique ID number for your meeting then your name and you'll join the standard meeting environment

Once logged in and in the meeting, you'll have the usual controls for your audio & video connectivity, sharing your screen/programs, chat window, participants list, and so on.

From the Desktop Client (program):

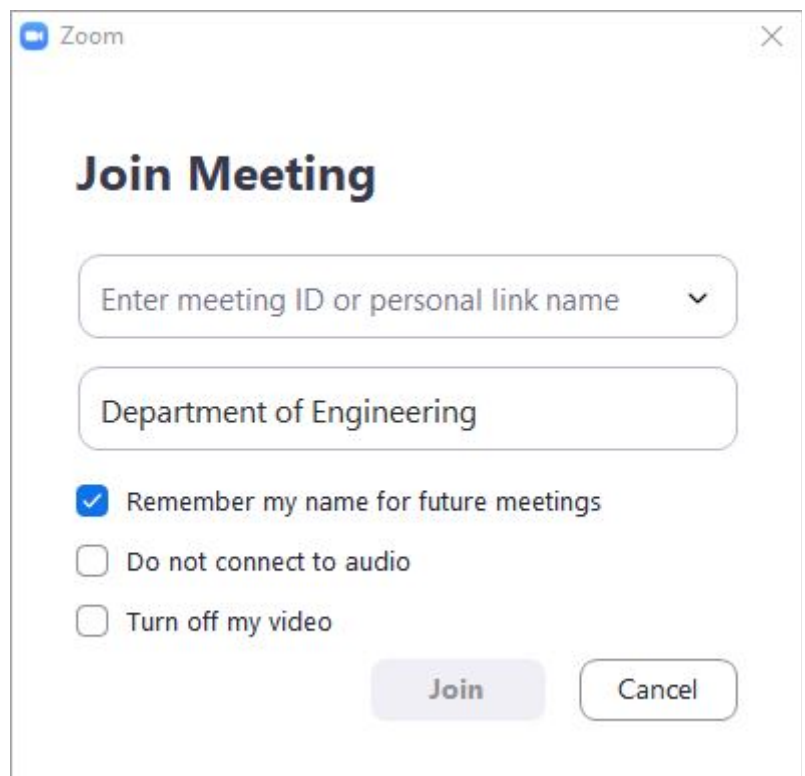
Once the program is launched
click on 'Join a Meeting'



Simply type the unique ID
number for your meeting,
then your name and you'll
join the standard meeting
environment

If you are simply watching a meeting/webinar
then remember to select
'Do not connect to audio' and
'Turn off my video'

You will still have access to turn these on
once you are in the meeting itself though,
as well have text chat ability if preferred
for feedback/Q&A



During the webinar, there will be technical assistance on hand who may take control of the webinar to select certain people so they can be seen and/or controlling people's microphones (muting them).

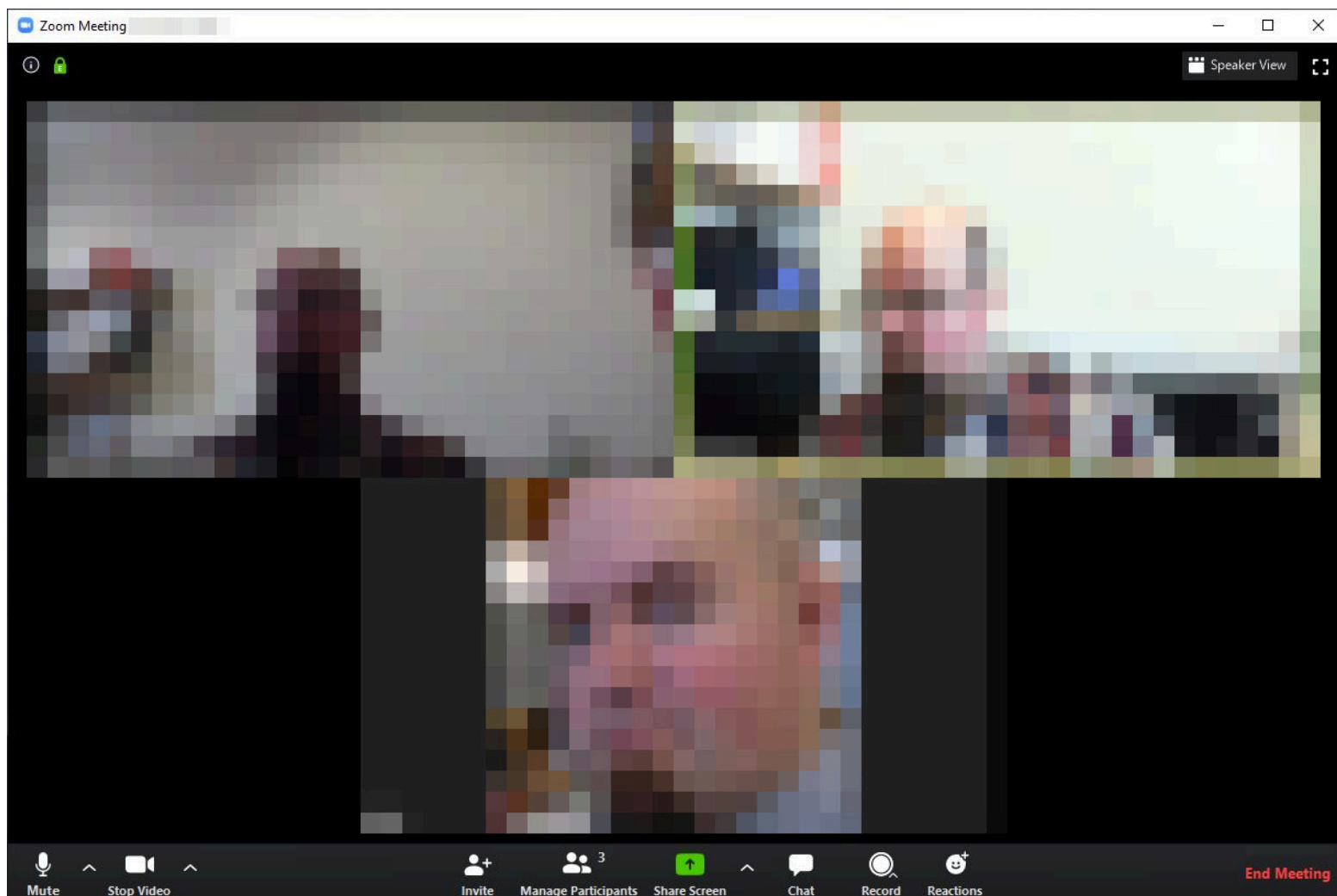
Once in the webinar / meeting:

Once you've connected into the call, this is an approximation as to what you'll see – in this example, there are 3x participants with the top right participant highlighted as they are talking.

In a webinar – Only panellists are visible

In a meeting – All participants are visible

For ease in this document, Panellists & attendees relates to webinars and Participants relates to meetings



Options you may see as a panellist in the webinar or host of a meeting...

TOP RIGHT

Speaker View – View all panellists/participants

Gallery View – Webinar: Main panellist (and/or their shared screen) main focus

Meeting: Person talking (and/or their shared screen) main focus, with other participants as thumbnails

LOWER

Mute – Mute your own microphone, with drop-down menu to select microphone source

Video – Start/stop your own webcamera, with drop-down menu to select camera source

Invite – Add people to the call

Manage Participants – Lists all persons connected to the call.

Share Screen – This will be your option to share your screen/presentation. Further details later in this document

Chat – Shows the chat screen function

Record – Enables recording of the call

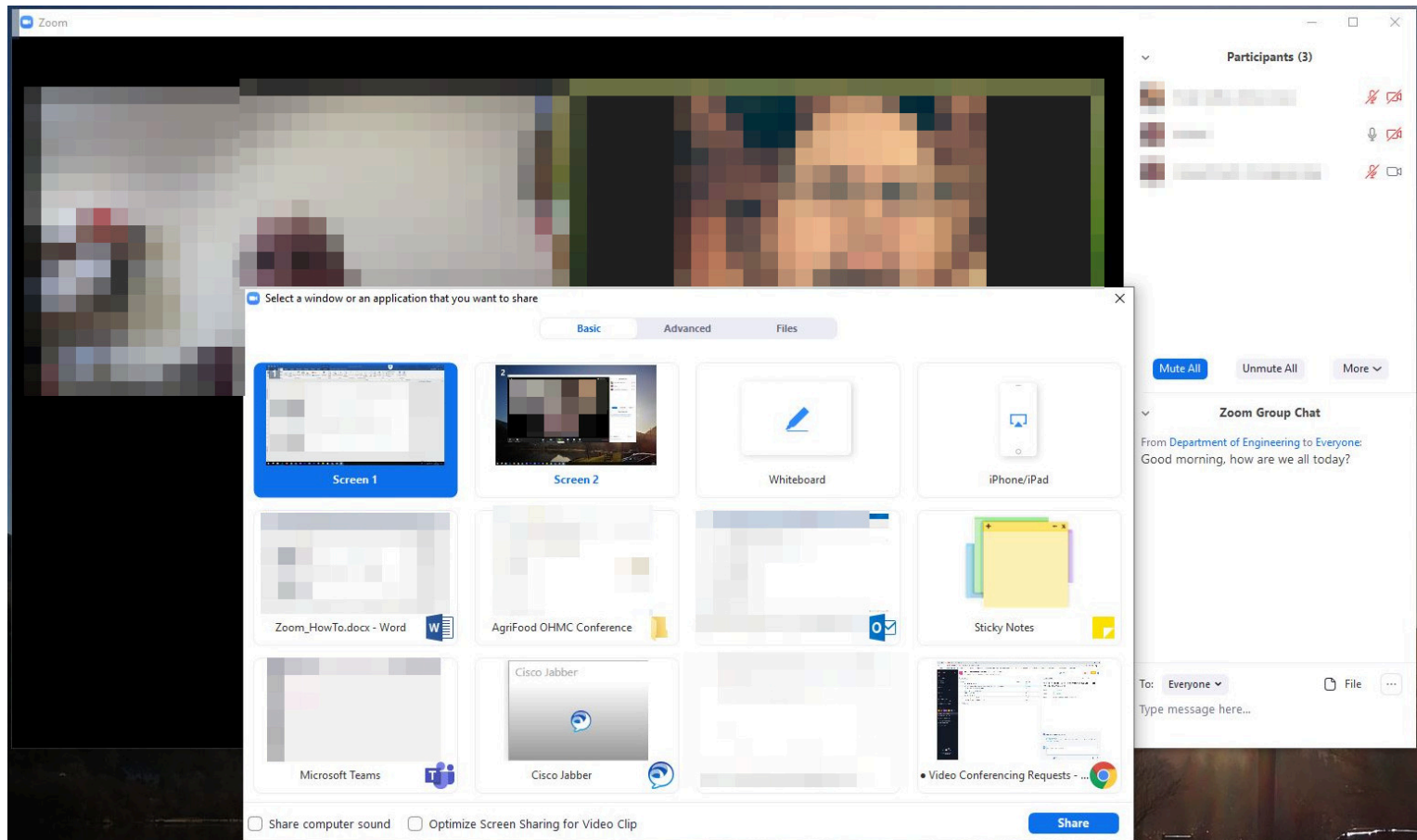
Reactions – Gives you the option to 'raise a hand' and other 'physical' actions

The options in *italics* you don't need to worry about as presenters – technical assistance and control of the event will be handled by our team at the Department of Engineering.

How to share your screen:

Once you click the green 'Share Screen' button, you will be presented with an options window. Depending on your setup for connecting to Zoom, you will see various options present to you.

In this example, there are two physical monitors connected to this PC ('Screen 1' and 'Screen 2') and a number of programs already open. I am able to select just one of those programs and only that program will be shared, or I can share an entire screen which gives me the flexibility of switching between programs – Powerpoint and a web browser, for example.



At the bottom of that window, there are also the options to 'share computer sound' which will be required for video playback and 'Optimize screen sharing for video clip'.

We would only recommend selecting sharing of computer sound if only one person's microphone is 'live' as this could potentially cause audio feedback.

Once you start sharing, you will have a small control panel for the Zoom call as a moveable window, with the program or your screen being shared to everyone else. Please remember the setup & etiquette guide with regards to keeping desktops tidy and email programs closed (or at least minimised) prior to connecting.

During the webinar itself, the host may select which person's camera is under the spotlight – say during Q&A segments – and may stop screen sharing. This gives a more streamlined webinar and reduces potential confusion.

There's lots more that can be done, but that's the simple parts for now.

Any questions you may have, please ask your even organiser and they will be able to help.

Thank you.