



## Instructions for Zoom

### Joining a zoom-meeting

You can download the zoom-application on your computer from [www.zoom.us](http://www.zoom.us) If you can't download the application you can join the zoom-meeting via your browser. You don't have to create an account.

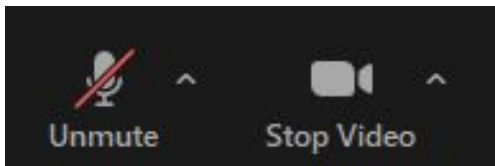
When you click on the link to join the meeting, you can choose either launch meeting, and then the zoom-application will open the meeting or you can choose "join from your browser"

Log into the meeting at least 15 minutes before the meeting starts, so you get all the settings right, and if not, so we can help you to get it right on time.

Here is a tutorial for how you join the meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

For when you logged in to the meeting:



- If possible, fill in your first and last name before entering the meeting. If this does not appear as an alternative, you can select the menu option "participants" inside the meeting. A list of all participants appears. Then right-click on yourself and select "more" and then "rename" to change your name.

- To assure that your speaker and microphone are on, click on "Join with Computer Audio" when you log in. This doesn't mean that your mic will be on when you enter the meeting. You will be able to unmute/mute, yourself when you are connected to the sound.

As a help to check the audiosetting take a look on the link:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

- To assure that your camera is on, click on "Join with Video" when you log in. Sometimes you have to give permission to zoom to use your audio and video. Sometimes you have to do this inside your computer's settings.

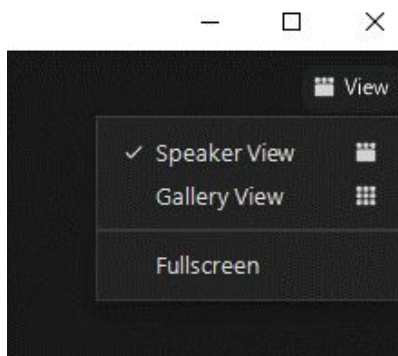


## While in the meeting – Audio & Video

– To start or stop your video in the meeting you need to click on the video symbol. This is done at the bottom left in the toolbar (which is located at the bottom of the Zoom-window).

To start or stop your microphone (we recommend that you mute yourself when not talking) you need to click on the microphone symbol. This is done at the bottom left in the toolbar (next to the video symbol).

## View options



In zoom you can choose different view options. You will find these in your upper, right corner. You can choose Speakerview, then you will see the persons that are speaking. Or you can choose galleryview, then you see all attendees that have their camera on.

**IMPORTANT! Workshops** – In mainsession divided in breakout rooms or parallel meetings outside main meeting.

When it's time for workshops . You will be assigned to smaller groups at three occasions by the Zoom-function "breakout rooms". **"OR"** you will leave the main meeting and go to another meeting. You find which workshop is in a breakout room or parallel session on the site **XXXXX** . We will also guide you through this during the meeting.

If you stay in the main session then you will be automatically transferred to your room where the workshop is that you registered for, but if you decline, or happen to leave the breakout room given, you need to press a bottom "Join" to enter your room. You find these options in your lower panel under "breakout room" This will only be visible when the breakout rooms are open.

When the time is up, you will be automatically transferred back in the main room. If you joined a workshop in the parallel sessions you will have to leave this meeting and join the main meeting again.

Does it sound complicated, it's not, just go with the flow!

If you have any problems or need guidance, don't hesitate to contact:

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