

Ardoch Volunteers Zoom User Guide

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What is Zoom?

[Zoom](#) is a video conferencing software which allows users to chat online via video and/or voice. It is similar to Skype and Google Hangouts and has multiple functions for meetings and webinars.

What should I do before the session?

It is essential that you try out a test call via [this link](#) so you know Zoom works on your device in advance. Please ensure you can hear/be heard via your microphone and see/be seen via video.

On the day make sure you are somewhere comfortable and quiet. We strongly recommend using headphones (especially if they have an inbuilt microphone) during the call.

How can I access the session?

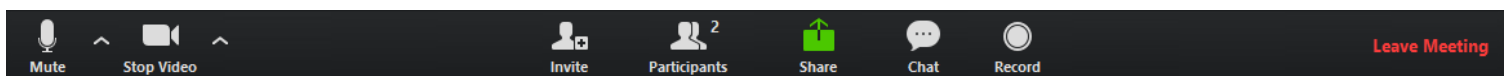
You can access Zoom directly via your web browser or by downloading Zoom for free (you can download it in advance [here](#) by selecting Download under 'Zoom Client for Meetings').

Where possible please use a desktop computer or laptop when accessing the Zoom call. You can also use your smartphone or phone directly into the meeting if

needed. A phone number and instructions about how to do this will be provided in the session invitation.

What will a Zoom training session be like?

During a Zoom call you will be able to hear and see other participants and interact throughout the training session. You may also be placed into small groups for break out activities. You will have access to meeting controls to help you take part (as per the bar at the bottom of your screen), including:



Mute/unmute: for large groups (over 6 people) please mute yourself while others are speaking and unmute yourself when you want to talk. The meeting host may mute you at times to manage sound across the group.

Start/stop video: this button allows you to turn your video on or off during the call. The meeting host may turn your video off if there are issues with the connection which are slowing the call down.

Participants: this shows you who is in the call with you.

Chat: chat allows you to type questions and share links to the group.

Useful links and resources:

[Getting started on Zoom](#)

[Testing your audio and video, including troubleshooting](#)

[Accessing Zoom via telephone](#)

[Joining a call](#)

[Your controls during a call](#)