Here's a little guide if you are new to Zoom

You need to download the Zoom application on your device, see below how to do it step by step. Zoom is free to download and meetings are free to attend.

Under Data Protection regulations every participant must consent for the host to record sessions but **note that Arty-Folks does in general not record workshops.**

How to download Zoom on your device
1. Open the internet browser (Google, Bing, Mozilla…)
2. Type in the following in the search bar: https://zoom.us/download
3. Go to 'Zoom Client for Meetings' and then click 'download'
4. You will see a file download and show up in a strip at the bottom of your screen, the file will be named 'Zoominstaller.exe' - click on this
5. click on 'Run'
6. 'Do you want to allow this app to make changes to your device?' - click on 'Yes'
7. You have now completed the Zoom download on your device

How to join a Zoom meeting
1. Your meeting host will email you a Zoom link with meeting ID and passcode which should look something like this: https://us02web.zoom.us/j/1234556 .... When you click on this link you should automatically enter the meeting waiting room. Then just wait until the host let's you in.
2. If the link does not work, you can use the meeting ID and password that should look something like this:
   Meeting ID: 833 7393 7915
          Passcode: 480687
   Click on 'Join a meeting', and you will then need to enter the numbers in your email
   Enter your name in the last box.
   Tick the box 'remember my name for future meetings'
   Don't tick the next 2 boxes
3. You will then enter the waiting room and hosts will let you in when the session starts.

What you need to do when you are attending the Zoom

You will see that every person attending the Zoom will be in a separate box.
See example below.

Note: This is the Arty-Folks staff team: Hayley, Bally, Lorella, Fiona, and Liz

First thing you need to know is that in a Zoom usually one person is speaking and everyone else is listening which is actually quite nice!

Additionally, there are 4 main functions that you will might need to use.   Hover your curser at the bottom of your screen and you will see the bar below appear.   In this bar are the basic functions you will need to use:

Mute/Unmute – on the very left - a microphone you can click on to mute or unmute yourself. The microphone is muted when the image has a red line through it.

Start Video/Stop Video - A video icon you can click on to turn your camera on or off. The video image will have a red line through it when you are off camera.

Chat - A speech bubble icon that will also open up an additional box on the right-hand side, this allows you to type messages and can be useful if you are having trouble with your audio - all participants can see this chat and all the comments posted.

Leave – the red button on the very right – when you click on it a small box will appear "end meeting" and when you click on this again, you will leave the Zoom.