

Zoom guide

Arty-Folks uses Zoom for online workshops, and joining a Zoom meeting is free.

There are two ways to access a Zoom meeting:

1. By downloading the Zoom app onto your Computer/Tablet/Phone.
(You do not have to create a free account to do this, but you can do so, if you wish).
2. Without downloading the Zoom app, and joining a meeting through your internet browser.
(The officially supported web browsers for Zoom are: Chrome, Firefox, Edge, and Safari. Other browsers may vary in terms of compatibility and functionality)

The following guide will show you how to download the app (if you wish to do so), how to join a meeting via the app and via internet browser, and familiarise you with Zoom.

Downloading the Zoom app onto your computer

1. Open the internet page
2. Type the following in the search bar: **<https://zoom.us/download>**
3. Click on download under 'Zoom Desktop Client'
(You will find a number of download options on the page, the option you need is at the top of the page, IGNORE THE REST!)
4. You will see a file download and show up in a strip at the top or bottom of your screen, the file will be named 'Zoominstaller.exe' - click on this
5. A box will come up, click on 'Run'
6. Another box may appear asking 'Do you want to allow this app to make changes to your device?' - click on 'Yes'
7. This will have initiated the final download and you will find zoom added to your device as an app.

How to join a meeting, once Zoom app is downloaded

1. You will be sent an email from Arty-Folks with the Zoom Link, Meeting ID, and Passcode. Open the email
2. Joining via Link:
 - i) Click on the Zoom Link in the email it should look something like this – <https://us02web.zoom.us/j/1234556789> (this is just an example, however the link will be formatted this way)
 - ii) A box will appear called 'Join with a personal link name'. Type your name into it so people know it's you in the meeting.

- iii) There will be 3 options under the 'Your name' box -
 - 'Remember my name for future meetings' - tick this box to make it easier for future meetings
 - 'Don't connect to audio' - leave this box unticked. You will need to connect to audio so that you can hear the workshop.
 - 'Turn off my video' - leave this box unticked, unless you want to enter the meeting invisible on video. We will ask you to turn your video on in the workshop, as it is much nicer seeing people rather than grey boxes.
- iv) Click 'Join' and you will enter the Waiting Room. The host (Arty-Folks) will let you into the meeting.

3. Joining via Meeting ID and Passcode:

- i) If the link doesn't work, you will find a Meeting ID and a Passcode in the email.
- ii) Open the zoom app and click on 'Join a meeting'.
- iii) Copy and paste the Meeting ID from the email into the 'Enter meeting ID' box.
- iv) Type your name into the box 'Join with a personal link name', so people know it's you in the meeting.
- v) There will be 3 options under the 'Your name' box -
 - 'Remember my name for future meetings' - tick this box to make it easier for future meetings
 - 'Don't connect to audio' - leave this box unticked. You will need to connect to audio so that you can hear the workshop.
 - 'Turn off my video' - leave this box unticked, unless you want to enter the meeting invisible on video. We will ask you to turn your video on in the workshop, as it is much nicer seeing people rather than grey boxes.
- vi) Click 'Join' and a box will appear asking you to 'Enter meeting passcode' – copy and paste the passcode from the email into this box
- vii) You will then enter the Waiting Room. The host (Arty-Folks) will let you into the meeting.

How to join a meeting, through internet browser, without downloading Zoom

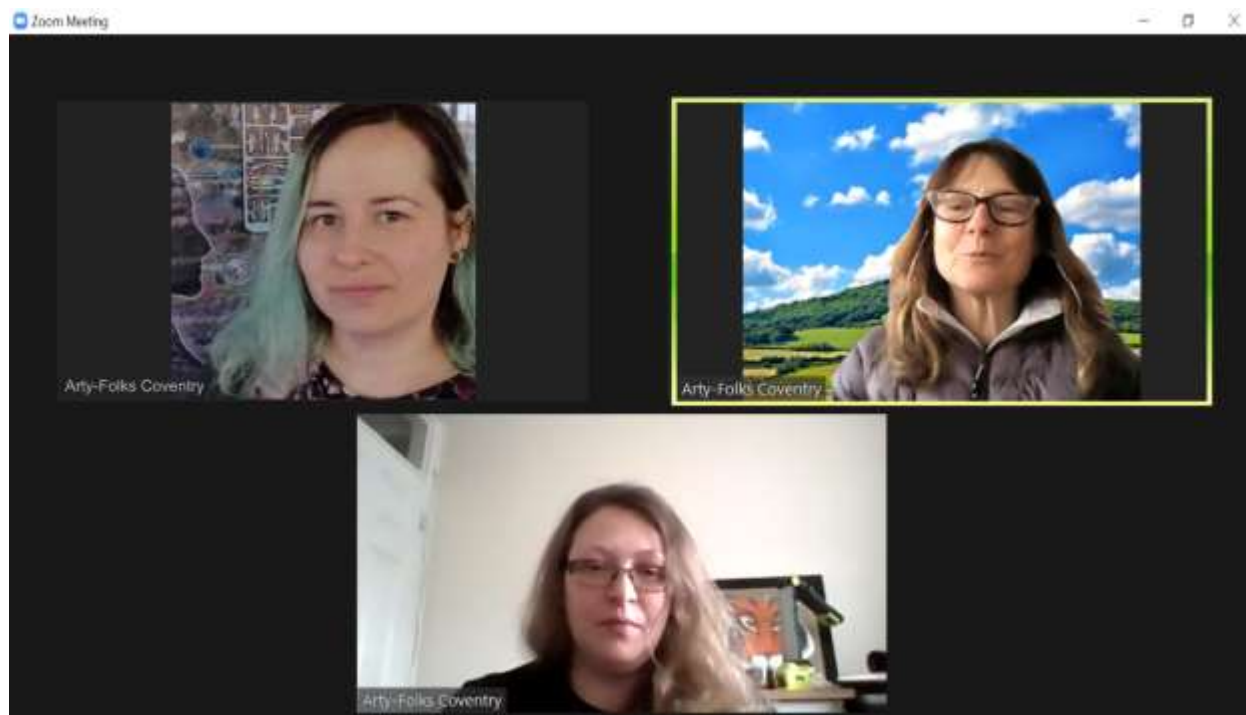
1. Click on the Zoom link from the Arty-Folks email.
2. Or type **<https://zoom.us/join>** into your internet browser, and copy and paste the Meeting ID from the email into the 'Meeting ID or Personal Link Name' box
3. If a pop-up window prompts you to open or install the Zoom desktop client, click **Cancel**.
4. At the bottom of the page, you should now see the '**Join from your Browser**' link – click this.

5. You will be prompted to enter your name, and the meeting password. Click **Join**.

6. The Zoom meeting will now open in your browser. If prompted, ensure you grant access to your webcam and microphone.

In the meeting

1. When you are in the meeting, your screen will be divided into separate boxes for every member in the meeting - for example if there are 6 people in the meeting your screen will be divided into 6. An example of a screen is shown below.



Note: This is some of the Arty-Folks staff team

Top left - Tasz

Top right - Lorella

Bottom middle - Liz

Screen View

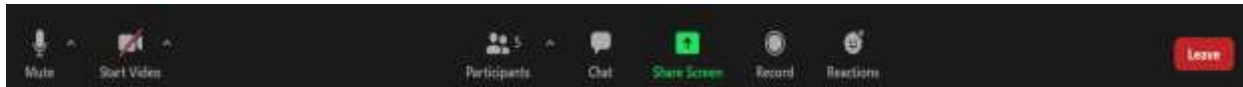
You have the option to change how you view your screen. In the top right hand corner of your zoom screen, you will find nine dots in a square form with "View" written next to it, when you click on this you will find two view options:

Gallery view – this is where each person is in a box of the same size (as shown in the image above).

Speaker view - The person who is speaking at the time, will take up most of your screen space. All of the other people will be placed in a row of small boxes at the top of the screen, where you can scroll through left and right.

Meeting Functions

In the meeting you will find various functions. Some of the basic functions will be visible across a bar, which is most often located at the bottom of your screen but can also be on the side instead.



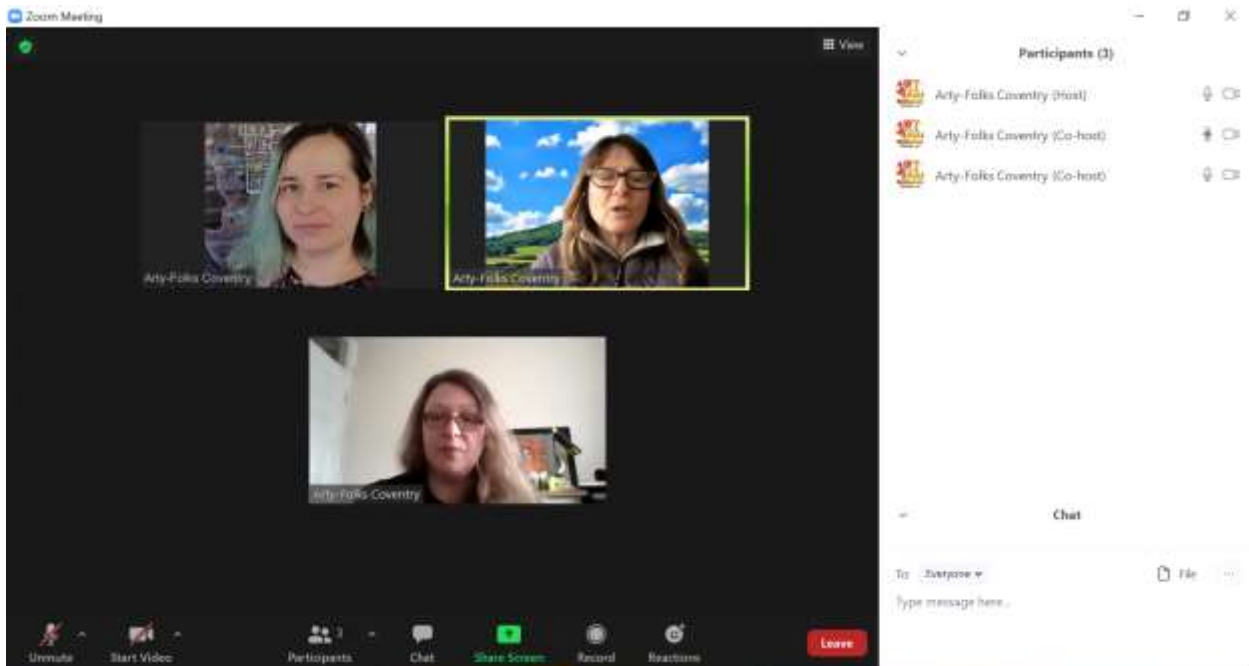
On the bar, from left to right, the functions are as follows -

Mute/Unmute - A microphone icon you can click on to mute or unmute yourself, so other people cannot or can hear you. The microphone is muted when the icon has a red line through it.

Start Video/Stop Video - A video icon you can click to turn your camera on or off. This is to become visible or invisible to other people. The video icon will have a red line through it when you have stopped video.

Participants - This will be an icon of two people with a number next to it. When you click on this, a box appears on the right-hand side, showing the list of people who are in the meeting with you.

Chat - A speech bubble icon that when you click on it, 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 or want to make a comment without disrupting the person talking - all participants can see this chat and all the comments posted.



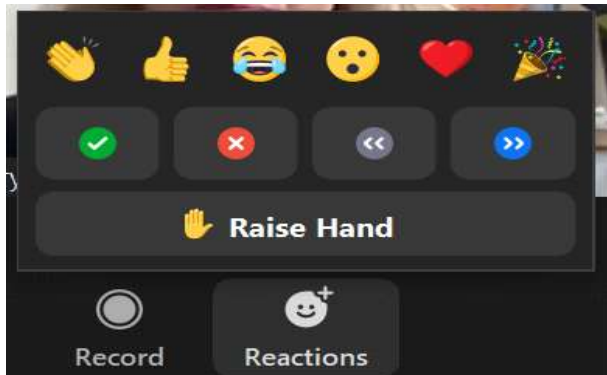
Share Screen - A Green box with an arrow pointing upwards. This allows you to show everyone in the meeting your own screen HOWEVER you or other participants will NOT need to do this, ONLY staff members will be sharing their screens.

Record - A circle outlined with another circle. This icon is about recording the meeting HOWEVER it will not allow you to record and we don't record the meeting.

Note: Recording the meeting will be prohibited under GDPR regulations as every participants consent must be gained first.

Reactions

- A smiley face icon with a plus sign above its head. Clicking on this will open up a little box full of colourful options that you can further click on and react to something in the meeting.



Emoji Reactions

Top line - from left to right:

- A pair of hands if you want to applaud something
- A thumbs up to show you agree/understand
- A laughing smiley face for when something has made you chuckle
- A surprised looking smiley face for when you have learnt something new
- A red love heart to show your appreciation
- A party popper hat/confetti to celebrate something.

Note: These emoji reactions will last for 10 seconds.

Non-Verbal Feedback

Bottom line - from left to right:

- A tick = Yes
 - A cross = No
 - Double arrows pointing left in grey circle = Slower
 - Double arrows pointing right in blue circle = Faster
- This includes the "Raise Hand" option. Click it and a hand appears in the top corner of your video screen. Use this if you want to get the attention of staff.

Note: Non-verbal feedback reactions are persistent and will not disappear until you click on them again.

End of a Meeting

At the bottom of your screen, in the right-hand corner of the bar, you will find a red rectangle that has the word "Leave" inside it. At the end of the meeting click on this, and a red box with 'Leave Meeting' appears. Click on this to leave the zoom session.

Note: If the meeting host ends the meeting first, you will automatically be removed from the meeting.



Test Audio

If you cannot hear what is being said in the workshop, or you are not being heard (and you've checked that you are connected to audio, are unmuted, and have your devices speaker's volume on), there might be a problem with the speaker/microphone setup.

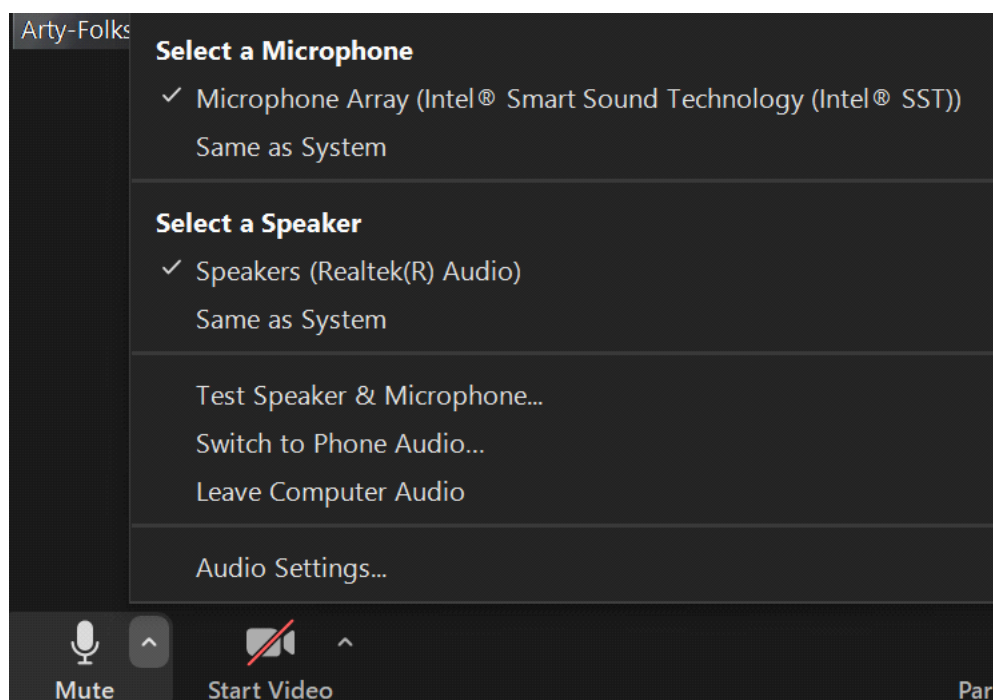
To test your speaker and microphone:

Click on the little arrow to the right of the microphone icon and a list will appear. Click on 'Test Speaker & Microphone...'

A box appears and plays a few notes of sound. If you can hear them click on 'Yes'. If you can't hear them click on 'No, Try Another Speaker'

When a speaker has been confirmed, a box appears that says 'Speak and pause, do you hear a reply?' - follow those instructions. Click 'Yes' if you hear a reply. Click 'No, Try Another Microphone' if you don't hear anything.

A final box will appear stating if it has connected to the correct speaker and microphone. If both devices are ticked, press 'End Test'



The Arty-Folks Team look forward to welcoming you to your workshop with us.

If you need any additional support please go to the Zoom Support webpage:

<https://support.zoom.com/hc/en>