

## Basic Zoom Instructions

To set up zoom for the first time on a device all you need to do is click on the link that you will have been emailed.

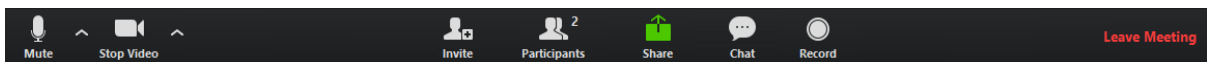
Once you have opened the link it should automatically start downloading zoom and then prompt you to open the file. Once it has loaded you will be then asked for your name, then click enter room. It should open straight up into the meeting room.

Once you are in the meeting you will have the ability to turn on your camera and your microphone, both of which you will find located on the bottom left, see picture below:



### Attendees have access to these features:

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



**Mute / Unmute:** Mute and unmute your microphone.

**Audio Controls** (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

**Tip:** You can also use push to talk, keep yourself muted and when you want to unmute yourself hold down the spacebar.

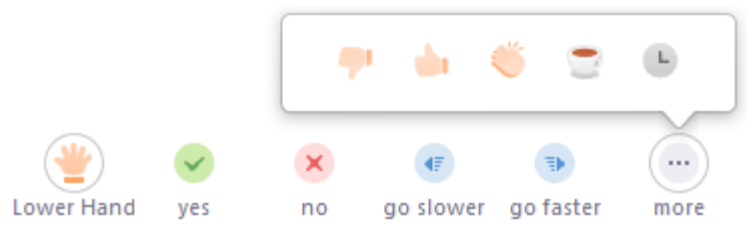
**Start Video / Stop Video:** Turns your camera on or off.

**Video Controls** (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

**Participants:** See who's currently in the meeting. The Participants list also gives you access to these options:

**Rename:** Hover over your name and click Rename to change your screen name displayed to other participants.

**Non-verbal feedback** icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



**Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more.](#)

**Chat:** Access the chat window to chat with the participants.

## Zoom Etiquette

### Raising your hand:

As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility.

If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.



A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.



### Mute/Unmute

Please keep your microphone on mute when not speaking

**If you get stuck ask a question in the chat box and one of the PINZ staff will help where possible.**