

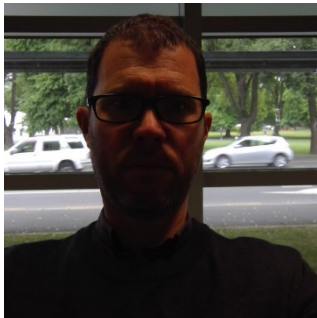
Zoom Etiquette – Attendee

Think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. In addition, there are some additional useful tips below to observe to help ensure the meeting goes smoothly for all involved:

1. Join early – up to 3 minutes before the meeting start time
2. If you haven't used Zoom before click the link to download Zoom prior to the day of the meeting and familiarise yourself with any features you may need to use on the day (see below):
 - a. Mute/unmute microphone
 - b. Stop/start video
 - c. Screenshot
 - d. Display options – speaker, thumbnail, gallery
3. Have your video on unless you are experiencing connection issues
4. Find a quiet space without interruptions / background noise
5. Mute your microphone when not talking
6. Try to avoid talking over / at the same time as other participants
7. Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.
8. Have a plain background – avoid backlight from bright windows (see below)
9. Have good lighting on your face so you can be seen clearly
10. Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.



Good lighting, good angle, plain background

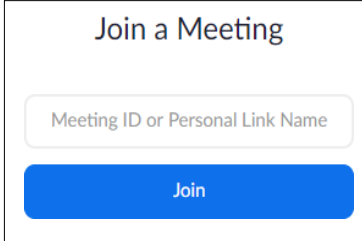


Poor lighting, backlit by window, busy background

HOW TO USE ZOOM

Join a Zoom Meeting

1. Click on the Zoom link you may have been provided with (it will look something like this: <https://zoom.us/j/6454468079>)
- Or
2. Go to <https://zoom.us/join> and Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join' (the Meeting ID will be: **645-496-8079**)



Join from a Mobile Device

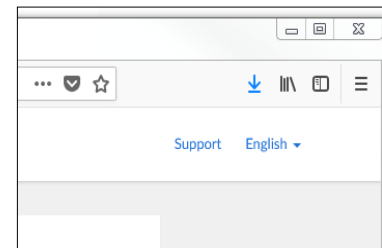
If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store. Click [here](#) for more details

Join from a PC or Laptop

When entering a Zoom meeting for the first time from a computer you will need to download a small application file. This process is easy to complete on all commonly used browsers. The examples below are shown using Mozilla Firefox and Google Chrome.

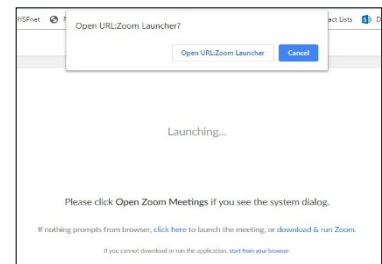
Using Mozilla Firefox

Click '**Save File**' and follow the pop-up instruction indicated by the blue-arrow.



Using Chrome

Google Chrome should automatically download the file and point to it as shown above. Clicking on the Open '**URL:Zoom Launcher**' box will install Zoom, there will be a short pause before a blue progress bar appears indicating the installation. If an '**Application Launcher**' or '**External Protocol Request**' box appears simply tick the '**Remember my choice**' option box and then click OK.



Name Registration

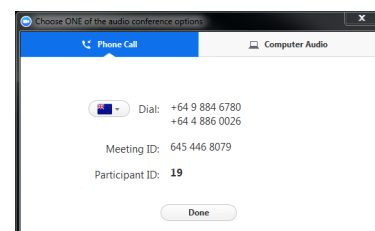
Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting.

Join via Telephone

If you are unable to join from Zoom on a computer or mobile device, then you can join on the telephone instead.

If you would like to attend a Zoom meeting via telephone within NZ, please call one of the following numbers: **09 884 6780** or **04 886 0026**. Enter the Meeting ID **645-446-8079** when prompted.

Please note calls will be charged at standard national rates.



HOW TO USE ZOOM

Join via Computer & Audio via Telephone

It is possible to use a combination of computer for video and phone for audio.

If you use this option, then enter by computer first and select the **'Phone Call'** tab when the audio pop-up window appears (see example below). This will display the NZ dial in numbers that are available for you as well as the **'Meeting ID'** to enter and your **'Participant ID'**.

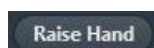
Dial in as noted above; however after entering the **'Meeting ID'**, you will be prompted to enter your **'Participant ID'**. Simply enter this number followed by # and your video and audio will then be synchronised.

Raising Your Hand

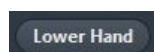
As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility (or put you hand up).



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.

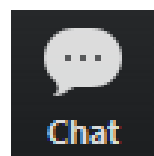


A window listing other participants will appear, there is also a **'Raise Hand'** icon, click the icon to make it known to the Host that you would like to raise your hand.



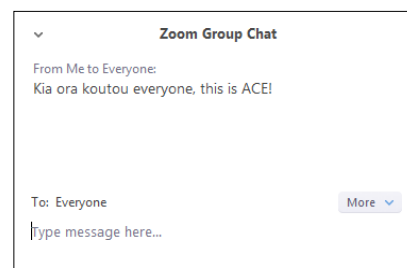
If you wish to lower your hand, click the **'Lower hand'** icon that will have replaced the **'Raise hand'** icon

Using Chat



You can use the **'Chat'** facility to send text chat to all participants or privately to specific participants.

Click on the **'Chat'** icon in the tool bar; again hover your mouse over the Zoom window if you can't see the tool bar.



A chat window will then open. Select **'Everyone'** or the name of the person you wish to send a chat message to.

Using Audio only

It is possible that during the conference participants will be ask to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth. To do this simply click on the camera icon at the bottom of the Zoom window.



Source: <https://blogs.otago.ac.nz/zoom/gettingstarted/>