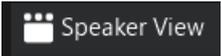


Main controls in Zoom

Depending on what device you are using, Zoom's basic controls may appear along the bottom or top of your screen. Usually, they only appear if you touch the screen or move your mouse over the area.

To control the view:

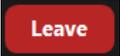
The general view that you see when on Zoom can be controlled by toggling between Speaker View

 Speaker View and Gallery View  . Whichever view you are currently in, the button will offer you the other one. In Speaker View you will see one large picture (of whoever Zoom identifies as speaking currently or most recently – but not you yourself) and a row of small pictures of other participants. If there are more than will fit on your screen, you should be able to click on an arrow, or swipe your screen sideways, to see more. When you are in Gallery View, all participants appear in equally sized boxes.

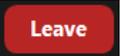
To control your video and microphone:

The symbols will show you what is currently happening with your video and microphone. If you are muted and/or your video is switched off, the symbols will show  and  . If you want to be seen and heard, click on the appropriate symbol to toggle between on and off.

Leaving the meeting:

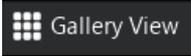
At the end of the meeting the host will end the meeting for everyone. If you wish to leave before the end you can do so by clicking on the red Leave button  .

Technical issues!

There is always a possibility that there will be technical hiccups on the day. Internet connections can play up and if your connection is disrupted, please try leaving the meeting (using the red Leave button ) and then join again using the original joining link.

If you should “lose” sight of the meeting at any point (you may still be able to hear everything going on, but you can’t see it on your screen) then look for the Zoom icon on your taskbar and click on it .

Useful settings for virtual coffee mornings:

Once you are in the meeting, if you select **Speaker View** , this will enable you to see Pam, our Chair, when she officially starts the meeting. We will mute all attendees at this point so that we can all hear what Pam is saying, but once we are in smaller groups for chatting, you will need to unmute yourself by clicking on the Muted microphone symbol . At this point, you might prefer to select **Gallery View** , so that you will see everyone in the group equally.

Useful settings for talks and presentations:

Staying in **Speaker View**  is best for talks and presentations, so that you see the Chair start the meeting and then the speaker when they take over.

If questions are being taken after the talk, you will need to “**Raise a hand**” to show that you want to ask a question. If you are using a laptop or pc, you will need to click on “Participants” (which should be at the bottom of your screen). This opens a white box listing everyone who is there. At the bottom right of the box are three dots; click on these and you will find the option “Raise a hand”. If you are using an iPad, you should find this option by clicking on three dots at the top right of your screen. If you want to lower your hand, find that option in the same place.