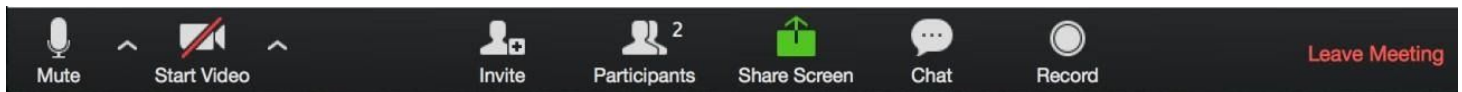




DEVELOPING TOGETHER

SOCIAL WORK TEACHING PARTNERSHIP

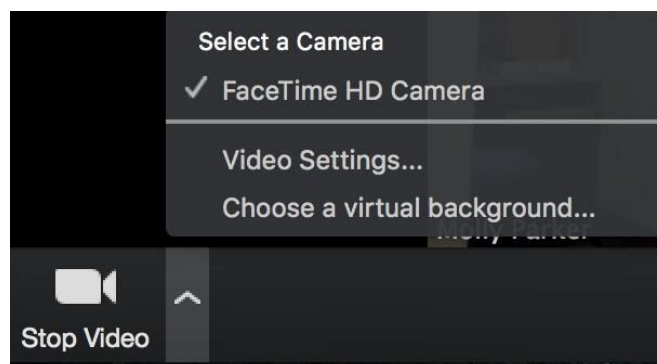
How to Participate in a Zoom Meeting



Video

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

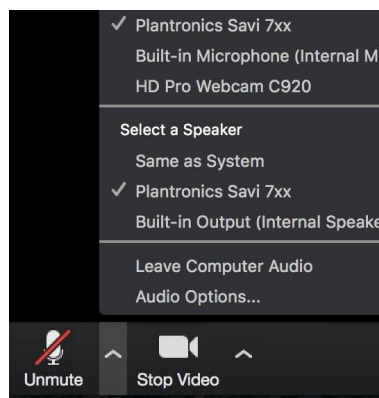
We ask that all attendees keep their video switched **on** for the duration of the training. This makes the session as interactive as possible and makes it much easier for the trainer to facilitate effectively. If you have a specific reason that this isn't possible, please send a private message to the host to make them aware.





Mute/Unmute & Audio Settings

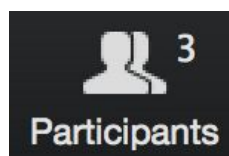
You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options. We ask that all attendees keep themselves on 'mute' whilst not speaking to reduce background noise.



Participants

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself. We kindly ask all participants to check how their name appears upon joining the training and **rename yourself** if necessary. This not only makes it easier for the trainer to know who is speaking, but also means we can issue all participants with a CPD Certificate.

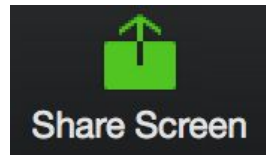
- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window





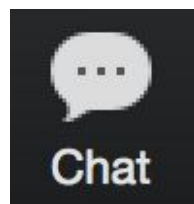
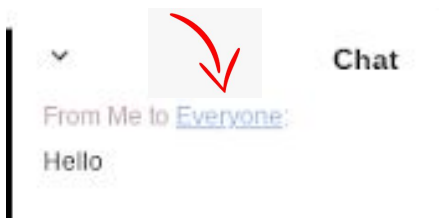
Screen share

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.



Chat

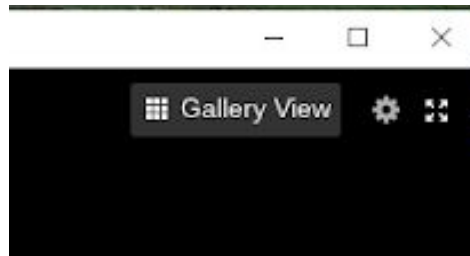
Chat with individuals privately or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to chat with a participant or the host privately. To swap back to chatting with everyone, find any message in the chat that has been sent to everyone and click on 'Everyone' as seen below:





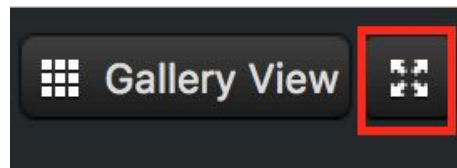
Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.



Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.



Leave Meeting

You can leave the meeting by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window. Please send a private message to **notify the host** if you need to leave a training session part way through for any reason. This also means that the host is aware to keep an eye on the waiting room and readmit you when you return to the session.

