

How to use Zoom

Test Zoom Software: Test your internet connection and your computer's ability to join an online workshop by joining a test meeting. Simply click this link and follow directions: <https://zoom.us/test>

Zoom might prompt you to download the application unless you already have it installed, please follow the steps to install the programme.

On the day, click on the link which we have already sent to you in your confirmation of booking email, or alternatively open the application and enter in the Meeting ID and Password.

The Zoom logo, consisting of the word "zoom" in a lowercase, blue, sans-serif font.A blue button with rounded corners containing the text "Join a Meeting" in white.A white button with rounded corners and a thin grey border containing the text "Sign In" in grey.

PC

Once you enter the meeting you will see a control panel at the bottom of your screen:



- **Mute** – If the host says that they can't hear you then check that there is not a line through this button
- **Stop/Start Video** – If the host says that they can't see you then check that your camera is on by clicking the Stop/Start Video button
- **Participants** – This will show you the names of people who are also in the meeting
- **Chat** – You can chat to other participants using this function, including sending private messages to the host if you have questions
- **Share Screen** – This function can share your screen however this will not be available for the LGFB Virtual Workshops
- **Record** - This function can record the meeting however this will not be available for the LGFB Virtual Workshops
- **Reactions** – You can raise your hand if you have a question or even put a smiley face
- **Leave** – Leave the meeting

If you have joined the meeting and your name is not your own (E.g. you're using your partners account, John Smith) then please click on the three dots next to your photo and select 'rename'.

Views (top right-hand corner):

Speaker View – will show you the person who is speaking

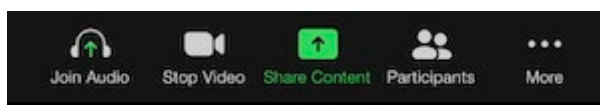
Gallery View – you will be able to see all participants

How to 'Pin' a video

During our Nail Care Workshops, you might want to only be able to see the host's hand as they demonstrate, to do this please click on the three dots' in that screen (or next to the person you want) and select 'Pin'. To remove pin there is an option on the top left-hand side.

Android

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



- **Join Audio (please join using Internet), it will then change to Mute** – If the host says that they can't hear you then check that there is not a line through this button
- **Stop/Start Video** – If the host says that they can't see you then check that your camera is on by clicking the Stop/Start Video button
- **Participants** – This will show you the names of people who are also in the meeting
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More

- **Chat** – You can chat to other participants using this function, including sending private messages to the host if you have questions
- **Raise Hand** – will show a hand on your image so that the host knows you would like to say something
- **Record** - This function can record the meeting however this will not be available for the LGFB Virtual Workshops
- **Reactions** – You can raise your hand if you have a question or even put a smiley face

Top right-hand corner

- **Leave** – Leave the meeting

Views – to change the views please swipe right

- **Speaker View** – will show you the person who is speaking
- **Gallery View** – you will be able to see all participants

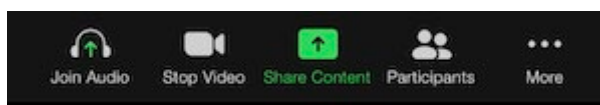
If you have joined the meeting and your name is not your own (E.g. you're using your partners account, John Smith) then please click on 'Participants', select your name and then select 'Rename'.

How to 'Pin' a video

During our Nail Care Workshops, you might want to only be able to see the host's hand as they demonstrate, to do this please double click on that screen or the person you want to view, double click again. To remove pin, double click or swipe right.

Apple

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



- **Mute** – If the host says that they can't hear you then check that there is not a line through this button
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More

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Top right-hand corner

- **Leave** – Leave the meeting

Top left-hand corner:

- **Speaker View** – will show you the person who is speaking
- **Gallery View** – you will be able to see all participants

If you have joined the meeting and your name is not your own (E.g. you're using your partners account, John Smith) then please click on 'Participants', select your name and then select 'Rename'.

How to 'Pin' a video

During our Nail Care Workshops, you might want to only be able to see the host's hand as they demonstrate, to do this please double click on that screen or the person you want to view and then a 'chat or pin' box will appear. Select 'Pin'. To remove pin there is an option on the top left-hand side.