

THE ACADEMY

Developing Liverpool

ENHANCING RESEARCH

Zoom guide for participants



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Zoom Guide for Participants

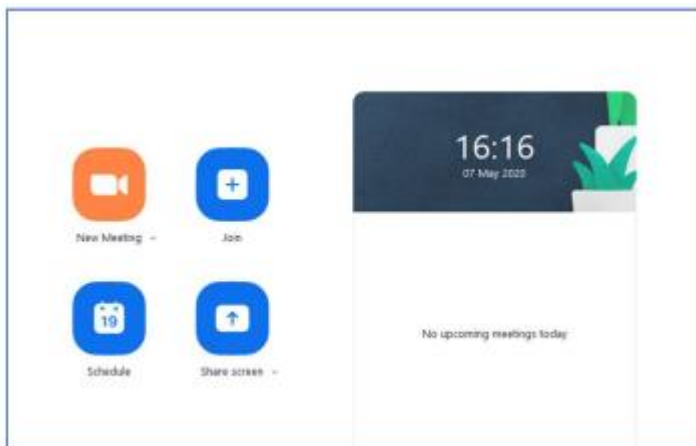
This guide is set out to help you with accessing Zoom and to make you aware of the features available to you during the session(s).

1. Accessing zoom

You can open Zoom in both Desktop App & Brower. Note, some of the features will be styled different from the screen shots below, however they can always be located under 'More'.

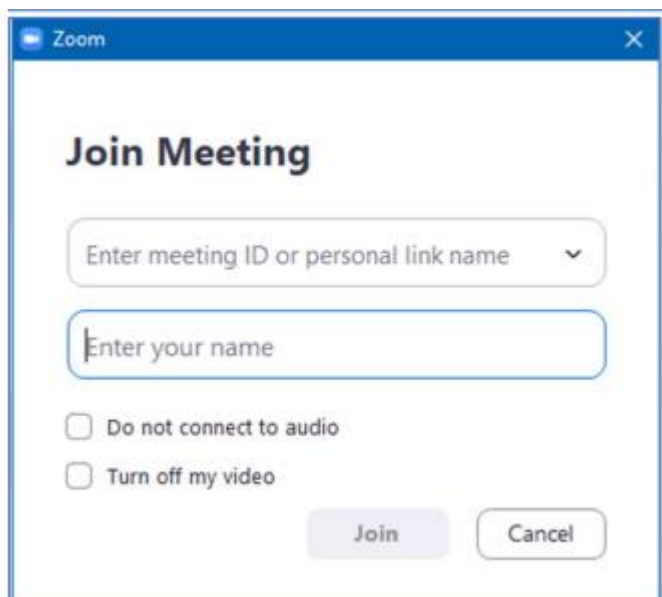
Signing into Zoom For each session, there will be a Meeting Invite Link, Meeting ID & Meeting Password. This link is the same for all participants and hosts. Rights are assigned on session creation by the Academy.

Meeting Link: <https://liverpool-ac-uk.zoom.us/j/93147824601?pwd=OGs2Wlp4bFFJRUIDMWxXSmVsTHNmUT09>
Meeting ID: 931 4782 4601
Password: 2s!Lac2*



From the Desktop App, you have the following options for sign in:

Select 'Join' and you will be presented with the following:



From here you can insert the '**Meeting ID**' and the name you wished to be displayed as.

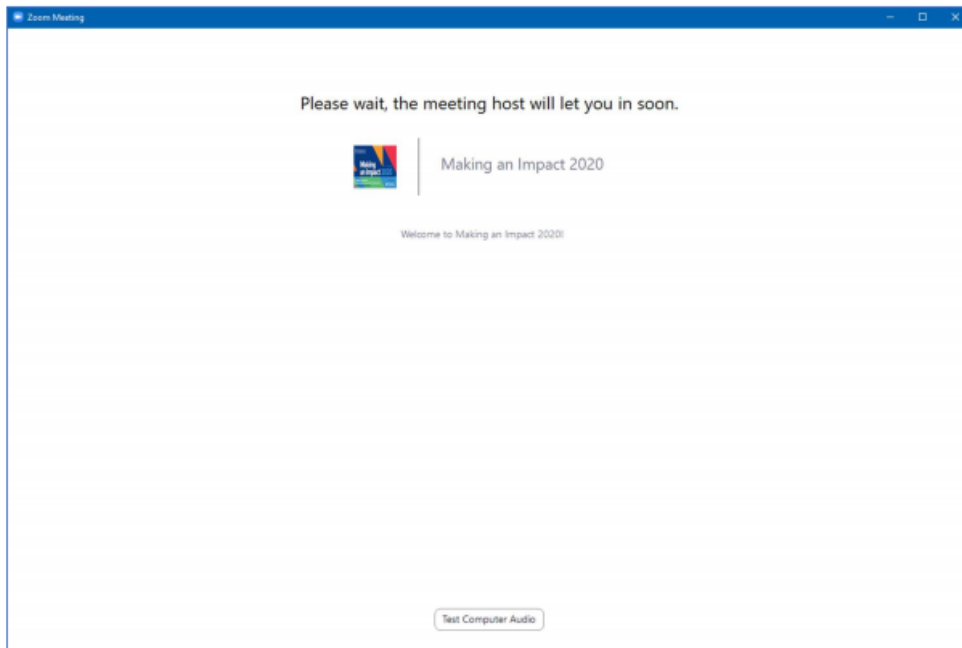
You will then be asked to insert the '**Meeting Password**'.

Once this information has been inserted, select '**Join**'.

You can also use the meeting link which will direct you straight to the event (alternative).

2. Waiting Room(s)

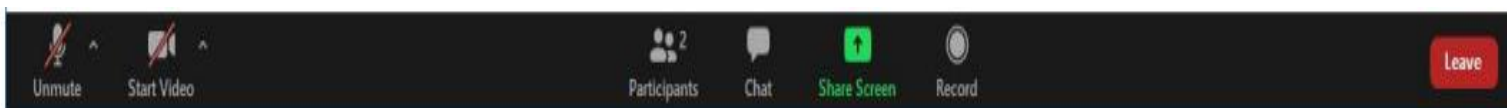
When you enter the meeting, you will be presented with the following screen:



There is a chat feature in which the host will provide brief updates on their progress before admission. Please do not worry as once the session is ready go live, you will be admitted into the main event by the host.

3. Options within the Meeting/Event

When you are admitted into the session, you will be presented with the options below. You will automatically be entered into the session with no video and muted.



Participants: Here you can see who the host/co-hosts/participants of the session are.

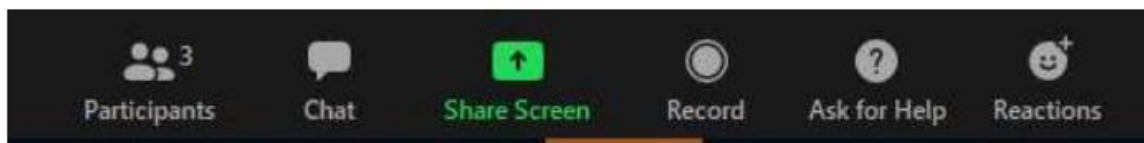
Chat: Here you can pose your questions OR highlight to the host if you are experiencing any technical issues.

Share Screen: This will be disabled by the host when entering the room.

4. Breakout Room Options

Breakout rooms allow you to split your Zoom meeting into separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host can switch between sessions at any time.

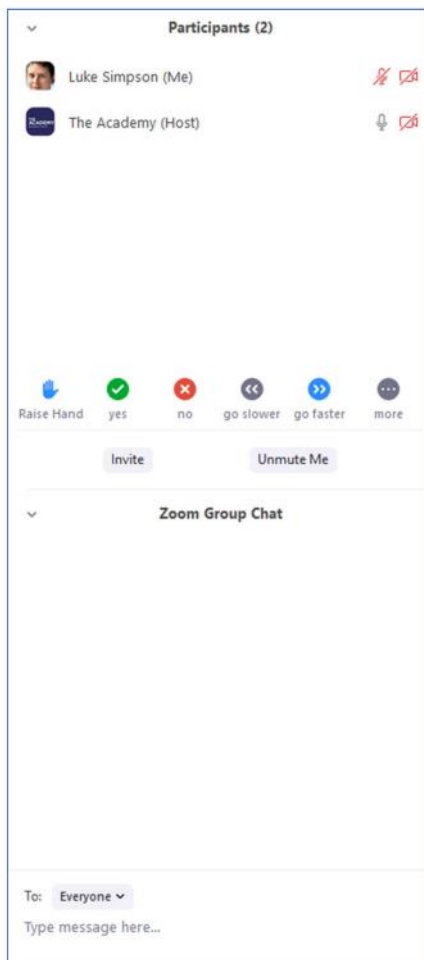
When in a breakout room, you have the options below. Here, you can ask for help and the host of the session will be able to assist you.



The host can broadcast a message to all breakout rooms to share information with all participants.

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

5. Zoom Chat Feature



Here you can pose questions to the host/co-host and let us know if you are encountering any technical issues. Or add a comment that can be seen by everyone in the room.

We are happy to help!

There is a brief Zoom FAQ attached to this guide to help with some common issues you may encounter prior/during the session.

6. Frequently asked questions

Getting started with Zoom

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our [Download Center](#). [Learn more about downloading Zoom](#).

How do I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom Desktop Client](#).

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using [authentication profiles](#), then the participant will need a Zoom account to access the meeting. [Learn more about joining a Zoom meeting](#).

A Zoom account is only required if you need to create your own meetings and send invitations to participants. Having a Zoom account allows you to create your own [Instant Meetings or Schedule Meetings](#). An account also allows you to access your personal settings, where you can [update your profile](#) or [upgrade your plan](#) at any time.

How do I sign up for Zoom?

You can sign up for a free Zoom account at zoom.us/signup.

How much does Zoom cost?

A basic Zoom license is free. [Learn more about available Zoom plans and pricing](#).

Weekly live trainings

Join us for a [live training](#) to learn the basics of Zoom and ask questions live.

Joining a meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting](#).

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio](#).

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

My Zoom account

How do I reset my password?

You can reset your password at zoom.us/forgot_password. [Read step by step instructions and how to fix common password issues.](#)

What role do I have on my Zoom account?

You can find your role on your [Account Profile](#) page of the Zoom web portal. [Learn more about the Account Profile page.](#)

Where can I find my account owner?

You can find your account owner on your [Account Profile](#) page of the Zoom web portal. [Learn more about the Account Profile page.](#)

Troubleshooting

My video/camera isn't working.

[Read tips on troubleshooting a camera that won't start or show video.](#)

There is echo in my meeting.

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

Audio isn't working on my mobile device.

[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

If you are still having issues, please [submit a request](#).

For more information contact:

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