

## Zoom user guide for TSE meetings

### 1. TSE Zoom Meeting Rules of Engagement

- **MUTE:** Remain on mute unless speaking
- **SCREEN VIEW:** In the upper right corner of the video screen, participants can choose to see everyone in the meeting (Gallery view) or only the person speaking (Speaker view).
- **CHAT:** Participants may send comments to the whole group. To do so, click on Chat in the control panel.
- **RAISE HAND:** Post hand emoji to request to speak
- **FOR PRESENTERS/SPEAKERS:** If you will be presenting during the meeting or have a document to share on the screen, click on Share Screen in the control panel. From the options presented, select only the document you want to share. Do not share a "screen" option as this will also share anything else that pops up on your screen (incoming email, meeting reminders, etc).

### 2. How to change your background

- First, make sure you "**Enable**" Virtual Backgrounds by going to "**Settings**" at zoom.us in a web browser
- Once enabled, open Zoom on your desktop or browser
- Join or create a new meeting
- Once in the meeting, look to the bottom left corner and see an option to "Stop Video." **Don't click it!** To the right is an upward arrow, "^," click the **arrow**
- When clicking the arrow, you will see an option to "**Choose virtual background**," click that option
- That will take you to a new window in "**Settings**" where you can choose from a default background or **upload your own**
- To upload your own, click the "+" on the right of the video screen in the "Settings" window. This will give you the option to upload your own background into Zoom
- Select the event image you have downloaded from our email and click **Open**

### 3. Preparing for a video conference

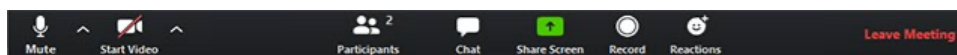
- If this is your first time joining a Zoom videoconference, Zoom will install a client on your device enabling you to join the meeting. Please plan to join the meeting 10-15 minutes early to allow for this automatic process to occur before the meeting begins.
- Depending on the nature of the meeting, you will receive an email from TSE with or without a diary notice attached, inviting you to join the meeting. Please save the notice to your calendar.
- Please note:
  1. The time of the videoconference
  2. The meeting ID
  3. The meeting password
  4. Do not share the meeting ID or password with anyone.

### 4. Joining a meeting

- To join the meeting by videoconference, click on the link received by email or in the diary notice. Enter the meeting password if requested.
- To join the meeting by phone, call the number provided and enter the meeting ID and password.

### 4. Attendee Controls

- The attendee controls appear at the bottom of your screen



- Attendees have access to these features:
- **Mute / Unmute:** Mute and unmute your microphone. Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
- **To Raise Your Hand:** Click on Participants. The raise hand button is in the lower right corner of the box that pops up. Lower your hand when you are done speaking by clicking lower hand in the same location.

- **Start Video / Stop Video:** Turns your camera on or off.  
Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.
- **Participants:** See who is currently in the meeting. You can also access these options:
- **Rename:** Hover over your name and click Rename to change your screen name displayed to other participants. We encourage First and Last Name and Affiliation to be made visible.
- **Non-verbal feedback icons (if enabled by the host):** Places an icon beside your name to quickly notify the host.
- **Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. This feature is made available for the speakers and moderators.
- **Chat:** Access the chat window to chat with the participants individually or send group messages. This is a good place to ask your questions which can be picked by the moderator and directed to the speaker.
- **Record:** Due to GAP meetings being held under Chatham House Rule, attendees do not have access to start a cloud recording.
- **Leave meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.
- **Breakout Rooms** – The host or facilitator will place attendees in breakout rooms. These are managed by the host and you will be redirected to the main event/room.