

How to take part in a HAC Zoom meeting

General:

If you are not used to Zoom meetings, here are a few basic hints to get you started.

On the other hand, the HAC committee are just starting to try out Zoom meetings, so if you are an expert and have any hints for us, do get in touch!

Zoom varies a little bit depending on the device you are using. The examples below are from iPad or PC.

Before the meeting:

Make sure you have Zoom on your device – phone, tablet, laptop, PC. (It will work on your phone but a bigger screen would be better to watch art demos.)



A few days before, we will send you an email with the HAC meeting link on it, which will look a bit like this:

Join Zoom Meeting

<https://us02web.zoom.us/j/1234567891?pwd=cEF1T0JNdjQybFd0TjFiMU9VellxZz09>

Meeting ID: 123 456 7891

Passcode: n9DK8u

At the meeting start time (or up to 15 mins earlier):

Click on the link in our email. It will start the process to join the HAC Zoom meeting.

If you see a message like this, click on Call using internet Audio, to switch on your microphone and hear others.



We will usually set up a ‘waiting room’ so we can check who is joining. You might need to wait a short time before you are admitted to the meeting, especially if lots of people arrive at once: you will see this message.

Please wait, the meeting host will let you in soon.

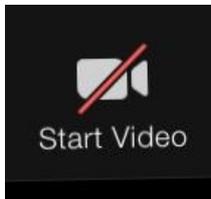
We’ll try to start the meeting **15 minutes early** to allow everyone time to join the meeting and get their Zoom settings sorted out.

During the meeting:

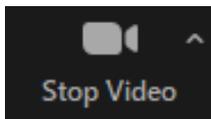
Video:

Start your video so that everyone can see you if you speak, or if they are using Gallery view.

(The video and microphone icons are top left on iPad – touch screen to see the options - and bottom right on PC – hover to see the icons.)



This means video is OFF: click to turn it on.



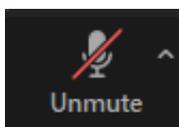
This means video is ON: click to turn it off.

Microphone:

Hint: It’s always better to mute your microphone until you need to speak.



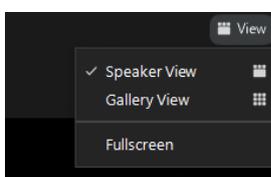
Means the microphone is ON: click to mute e.g. during a demo.



Means the microphone is OFF: click to unmute.

(Note: The Zoom meeting host can mute everyone’s microphones, for example, during a presentation.)

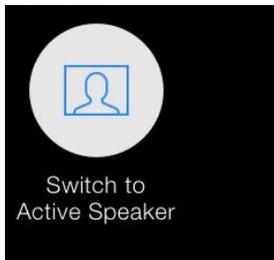
Screen view:



(PC top right)

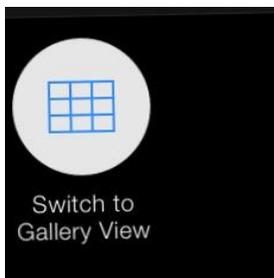
If it's a meeting with one main speaker, set your screen view to '**Active Speaker** / Speaker View'. This will show the person who is speaking, e.g. the demonstrator, on full screen.

Hint: Active Speaker is the best screen view for a HAC demonstration (not Gallery View).



(**Active Speaker** iPad top left – touch screen to see the options)

If it's a part of the meeting where you want to see everyone (or as many as will fit on your screen), for example, during the break, you can try '**Gallery View**'.

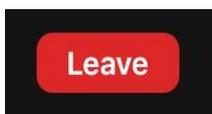


(**Gallery View** iPad top left – touch screen to see the options).

'Gallery View' shows several attendees at a time in a grid arrangement. The number you can see depends on your screen size, so on your phone, maybe only 4 meeting attendees, on iPad maybe 9, more on laptop or PC. This view may not be so useful for HAC meetings of 30 or more.

At the end of the meeting:

At the end, or whenever you want to come out of the meeting, just click on the Leave button.



Asking questions during the HAC Zoom meeting:

We want everyone to be able to ask questions as usual, but we think it might be difficult to manage several people talking during a presentation, so we'll have a Q&A session afterwards.

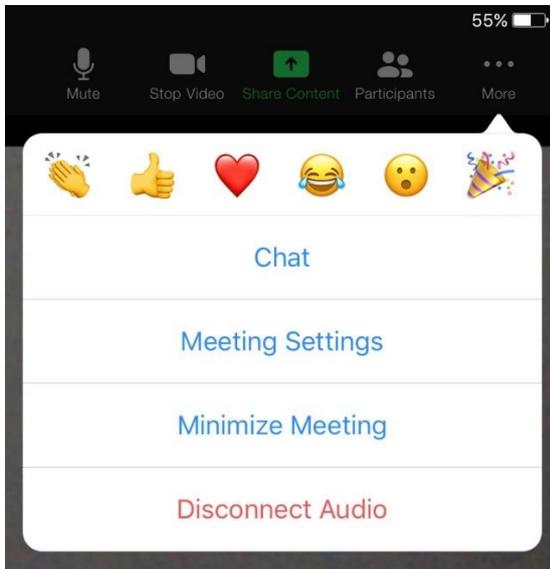
If you think of a question during a presentation or demo, use **Chat** to type in and send your question, and the speaker will answer it at a convenient moment.

Hint: Use Chat if you want to ask a question.

We'll use Chat for the Q&A sessions as well, if there are a lot of attendees.

You can choose to send your message to Everyone (so the whole meeting will see it) or just to the speaker.

You can find Chat in the **More...** section.



Click on Chat to open it.

Type your question, choose who to send it to ('Everyone' is fine).



Click on to Send your question.

Close the Chat box.

Practice Zoom in advance

If you're new to Zoom and unsure about it, you could hold a meeting by yourself, look around, and try a few things out.

You can do this by opening Zoom, and clicking on



New Meeting then 'Start a Meeting'.

You can try out some of the settings and features mentioned in this guide (but not Screen View if there's only one person in the meeting!)

End the meeting when you've finished.