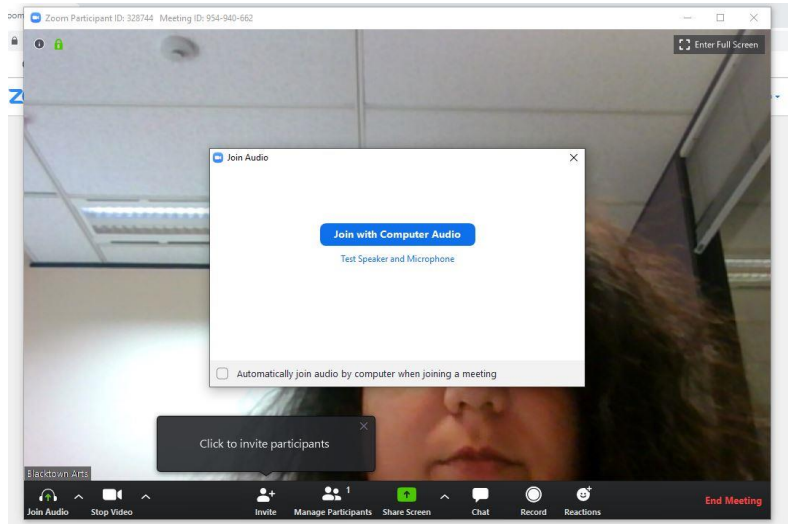
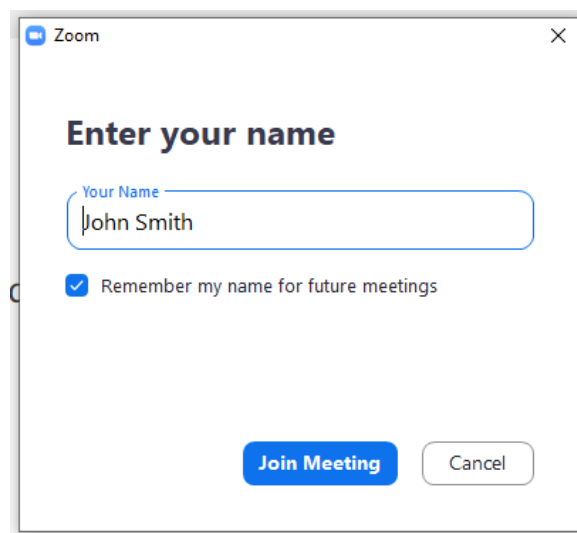


GUIDELINES – Using Zoom as a guest

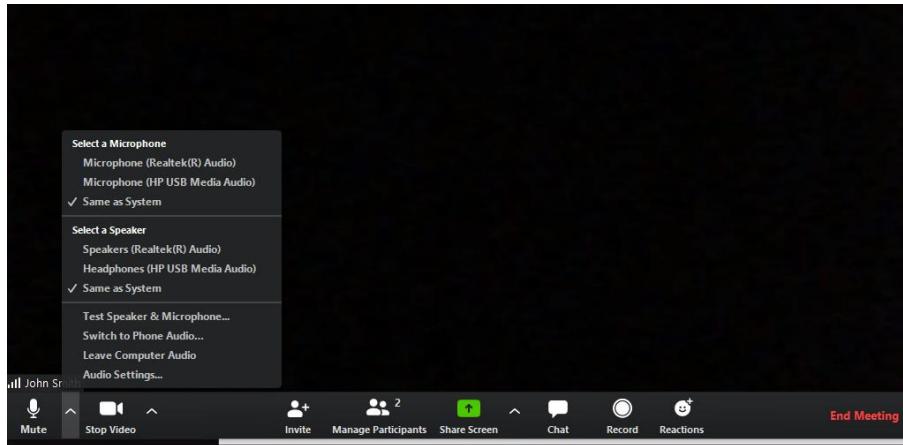
1. Click the Zoom link provided to you either in an email or on Facebook.
2. Once selected, it will take you to the Zoom website where it will open the meeting in your browser. For a better connection, we recommend downloading the Zoom app prior to your meeting, however, it is not required.
3. Before the meeting completely opens in your browser, you will be given the option of how you want to connect visuals and audio.



4. Select 'Join with Computer audio' unless you are using headphones, in which you'll have to select an alternative option.
5. You'll be asked to enter your name, please use your full name as it will make it easier for us to identify you in the meeting.

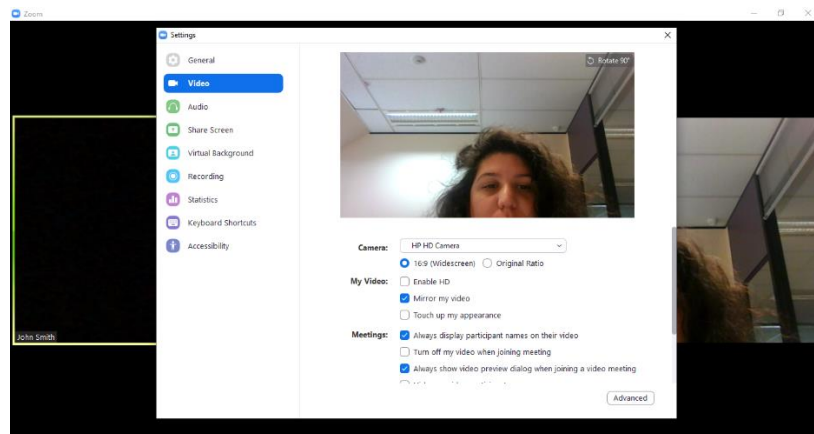
A screenshot of the 'Enter your name' dialog box in Zoom. The dialog has a title 'Enter your name' and a text input field containing 'John Smith'. Below the input field is a checked checkbox labeled 'Remember my name for future meetings'. At the bottom of the dialog are two buttons: 'Join Meeting' (in blue) and 'Cancel'.

6. If you're having issues with your audio or visuals during the meeting, you can check your settings by selecting the upwards arrow next to the 'mute' button along the bottom of the meeting screen:

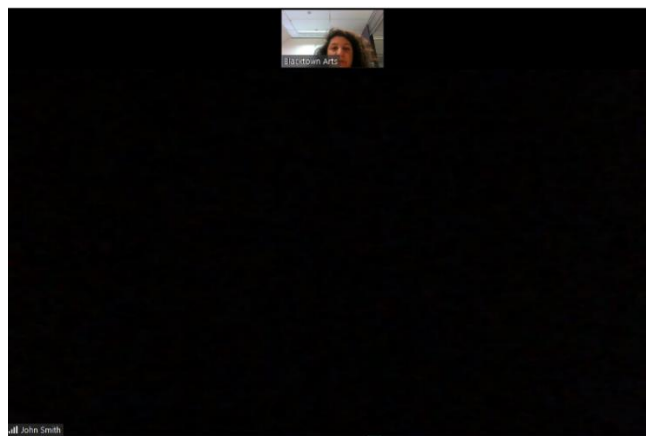


7. Throughout the meeting, the host has the ability to mute your sound, if you want to unmute it wave your hand at the screen and they will do so. Alternatively, you can mute yourself by selecting the 'mute' button along the bottom of the screen.

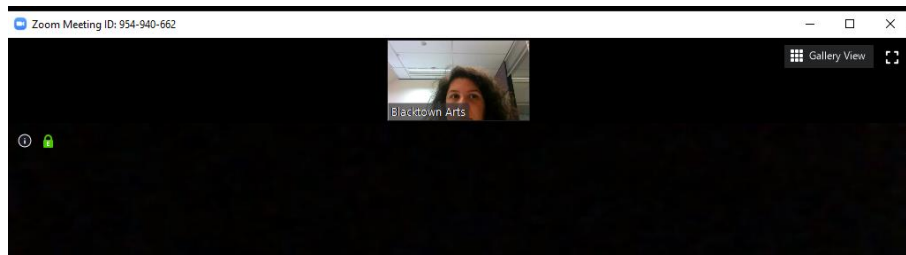
8. For any issues with your video, select the up arrow between 'share screen' and 'chat'. A pop out box will appear where you can manipulate and test different settings until you find what works for you:



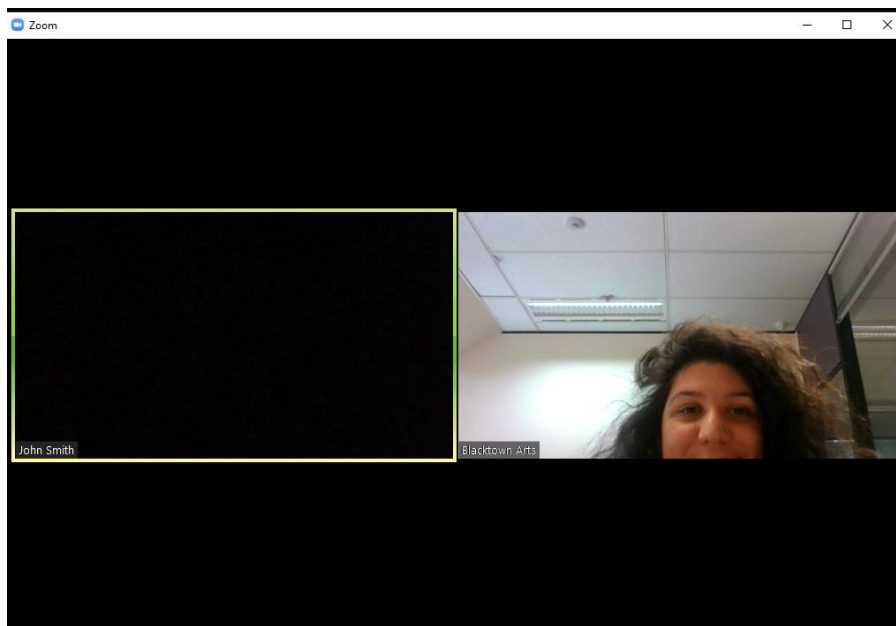
9. The default view for a Zoom screen is the 'Speaker View', which places the speaker's screen in a larger box in the centre of your screen, while everyone else will appear in small boxes along the top.



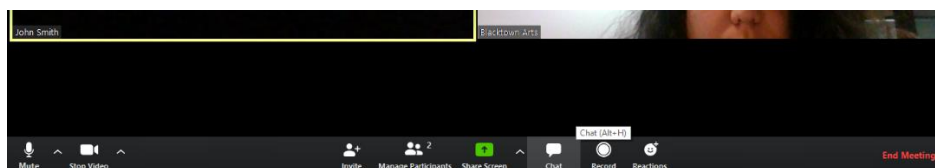
10. To change the view to the 'Brady Bunch' look where everyone appears in the same size boxes, select 'Gallery View' in the top right-hand corner.



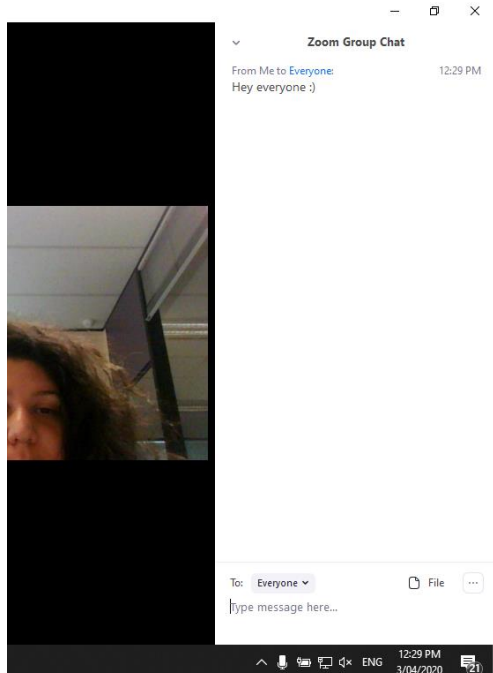
11. This will convert the screen into a gallery view like below (the number of boxes will depend on the number of people in the meeting):



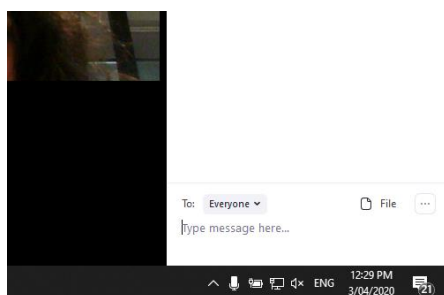
12. Your host may encourage you to ask any questions or partake in conversations via a chat function. This can be found by selecting 'chat' along the bottom of the meeting screen.



13. Once selected, a white pop up screen will appear on the right.



14. There you can type in any questions or comments you have along the bottom where it says 'Type message here...' and select 'enter' for it to appear in the chat box for everyone to see.



15. When the host has ended the meeting or you're ready to leave, simply close your screen.

16. If you're stuck, click here or contact Blacktown Arts >>

https://www.youtube.com/watch?time_continue=26&v=hIkCmbvAHQQ&feature=emb_title

Happy chatting!

Blacktown Arts