

Introduction to Zoom

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Generalities

- Connecting to Zoom is possible through the Browser plugin or Desktop app
 - No Zoom registration required in either case
 - Using the desktop app (if possible) is recommended for a smoother call experience
- If possible, use a double screen or connect through an additional computer
 - Easier for following hands-ons
- Please use your full name as your Zoom screen name
 - E.g. use "John Smith", not "SMITH", "Jsmith", "JohnS", ...

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Changing your screen name

Display participants list



 In the participants list, hover the mouse over your name and select "More", then "Rename", then type your new screen name





Interaction

 Feedback buttons available on the Participants List or the Status Bar (depending on your Zoom App version)



Don't hesitate to use them to provide your feedback!

Zoom main window

Changing windows size



Windowed mode

Full screen

Minimised mode

38TH VI-HPS TUNING WORKSHOP (NHR@FAU, GERMANY, 01-03 MARCH 2021) - ONLINE

Breakout Rooms

- Hands-on sessions will take place in breakout rooms
- You will be affected to a breakout room before the first hands-on session of the day
 - Do no switch to the breakout rooms before the hands-on sessions start!
- Organisers will periodically check the breakout rooms and notify the relevant instructors
- Breaks will take place in the main session

Breakout Rooms

- This box signals that you have been affected to a breakout room.
 - Click "Later" to remain in the main session
 - Clicking "Join" will send you to the breakout room immediately

 Once you have been affected to a breakout room, you can access it by clicking "Breakout Rooms", then "Join Breakout Room"

 Connecting to a breakout room usually takes less than 10s





Breakout Rooms

Leaving a breakout room and return to Main Session



• Make sure to select "Leave Breakout Room"

"Leave Meeting" will kick you out of the conference



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For instructors: switching between breakout rooms

Open the breakout rooms menu

Click "Join" to select room to switch to

Participants	P Chat	↑ ↑	Record	Breakout Rooms	e ⁺ Reactions
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+ Breakout Room	m 2		Leave		
Cédric Valensi				Join Breakout Room	m 1?
+ Breakout Room	m 1		Join		No

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Sharing your screen

Click "Share Screen"



 Select the window you want to share (or the whole desktop)

Select a window or an application that you v	vant to share		×
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Sharing your screen



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Granting control to your screen

While sharing your screen: select
"Remote Control"



Select the instructor to give control to



 You can cancel control sharing by clicking "Abort Control"

