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", …

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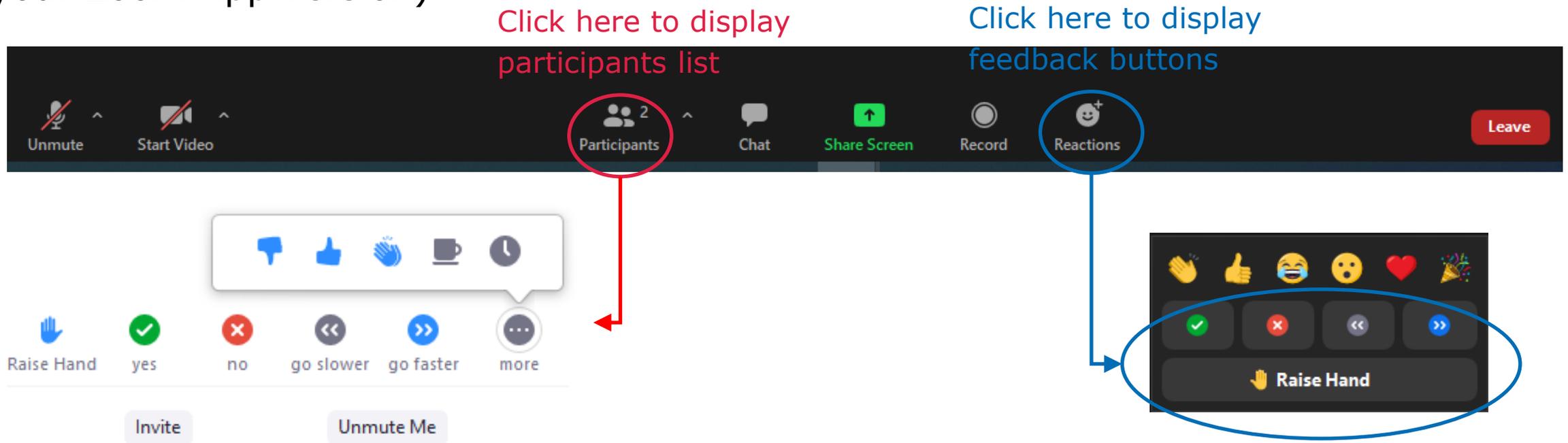
- Display participants list
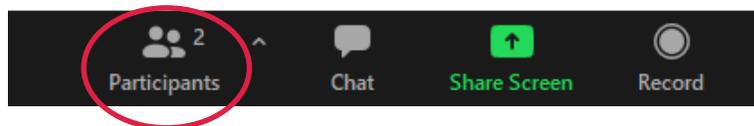
- In the participants list, hover the mouse over your name and select "More", then "Rename", then type your new screen name
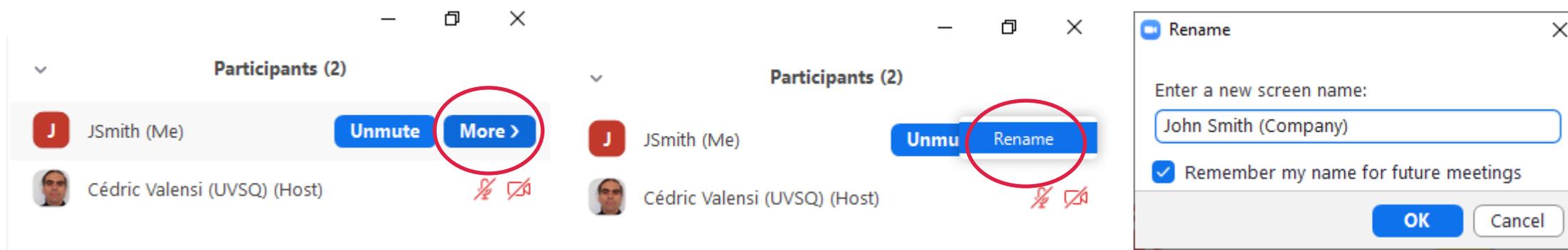
Interaction

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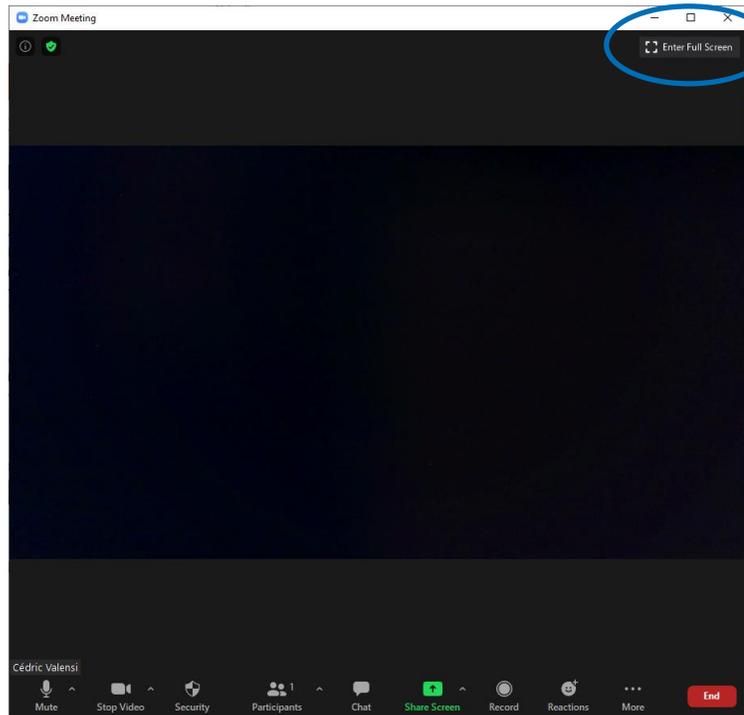

- Don't hesitate to use them to provide your feedback!
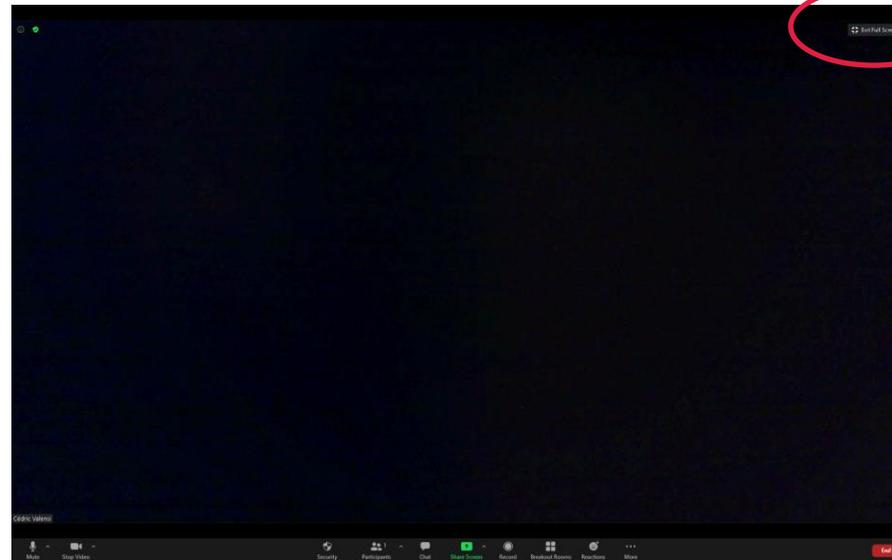
Zoom main window
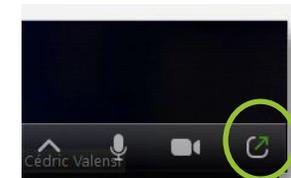
▪ Changing windows size

Enter full screen

Return to
windowed mode

Return to
windowed mode

Windowed mode   Full screen   Minimised mode

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"

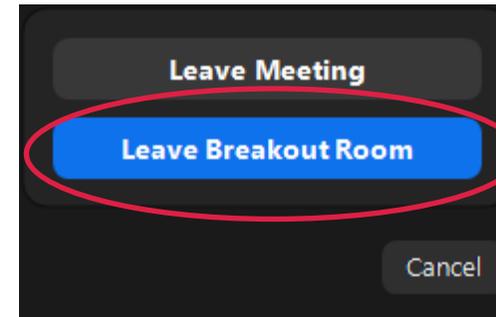- Connecting to a breakout room usually takes less than 10s
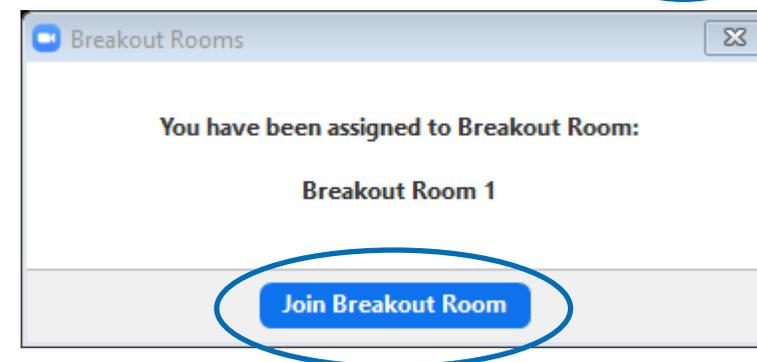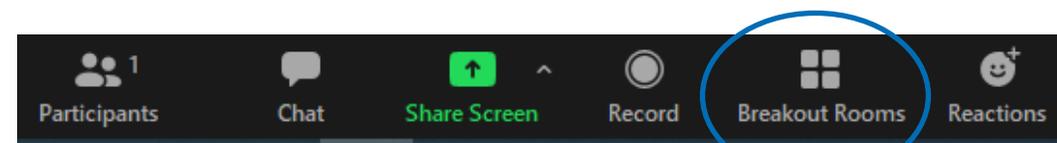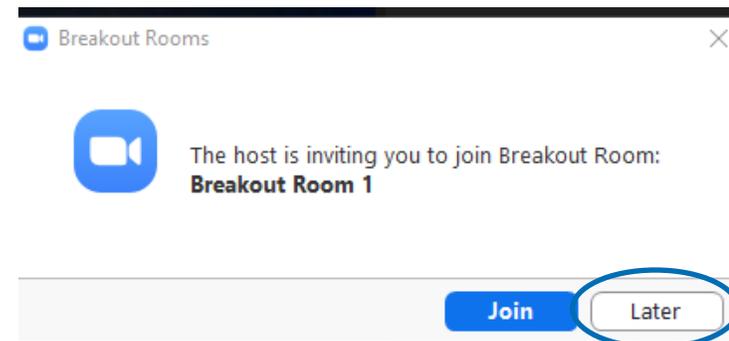
Breakout Rooms

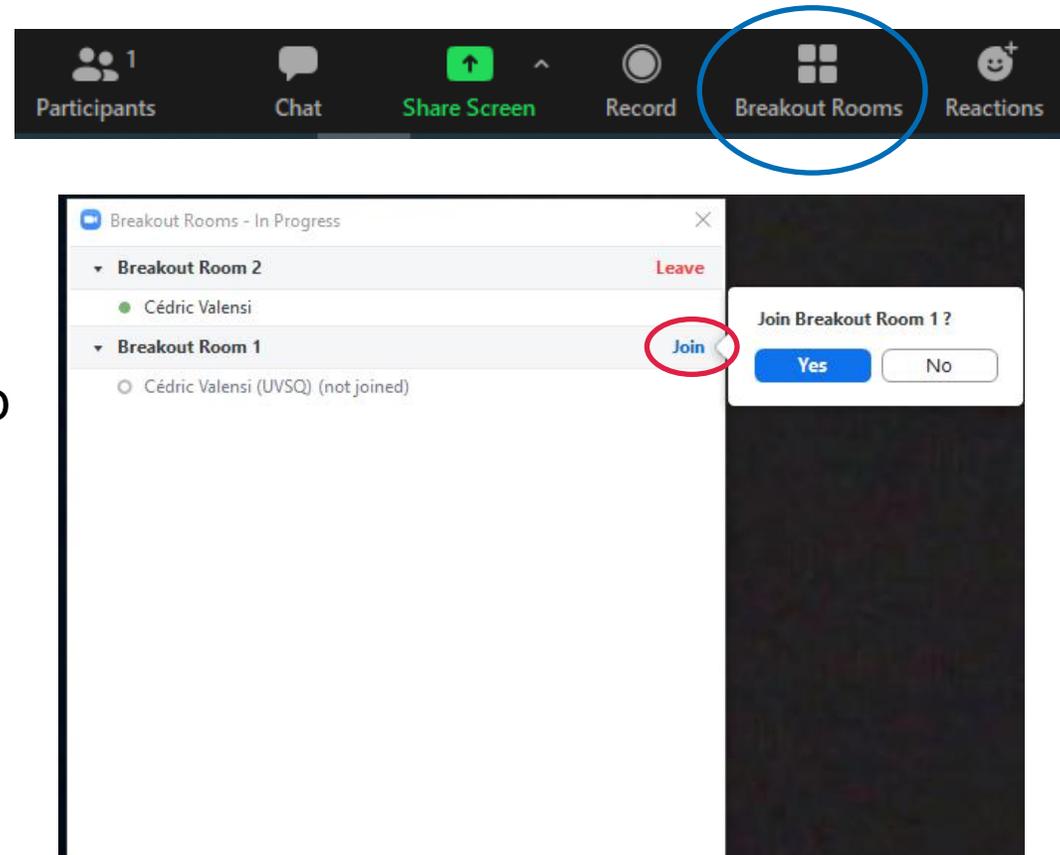▪ Leaving a breakout room and return to Main Session
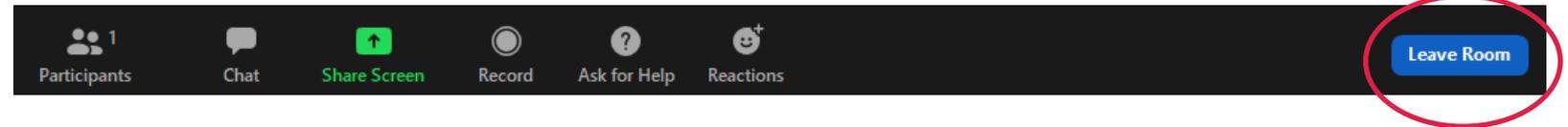
▪ **Make sure to select "Leave Breakout Room"**
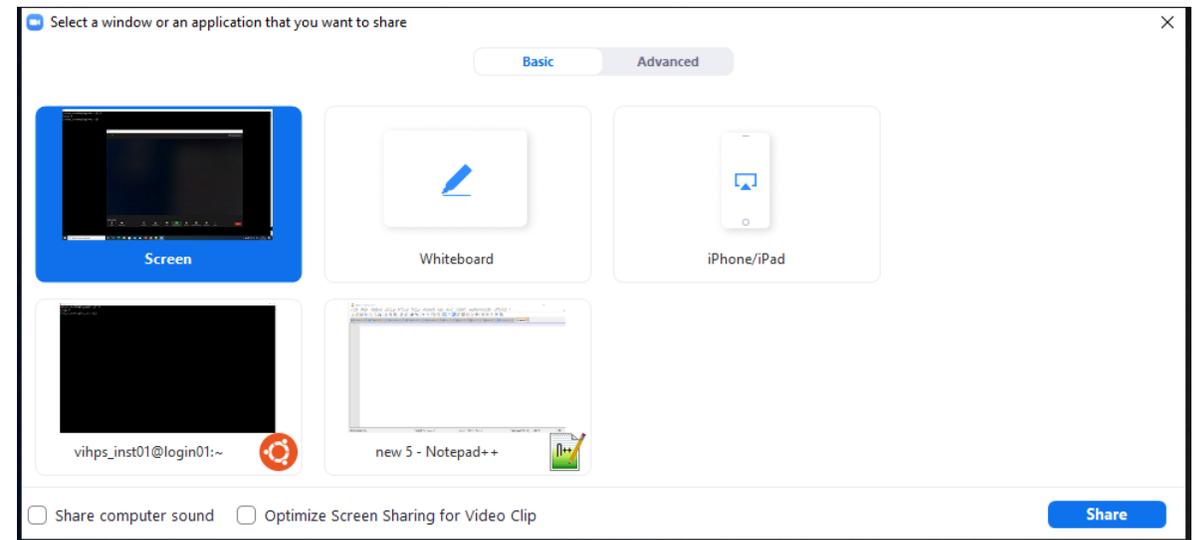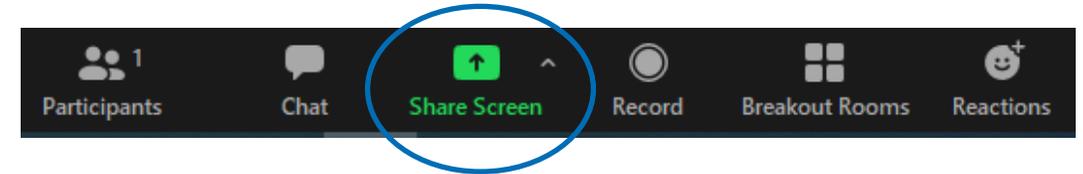 ▪ "Leave Meeting" will kick you out of the conference

For instructors: switching between breakout rooms

- Open the breakout rooms menu
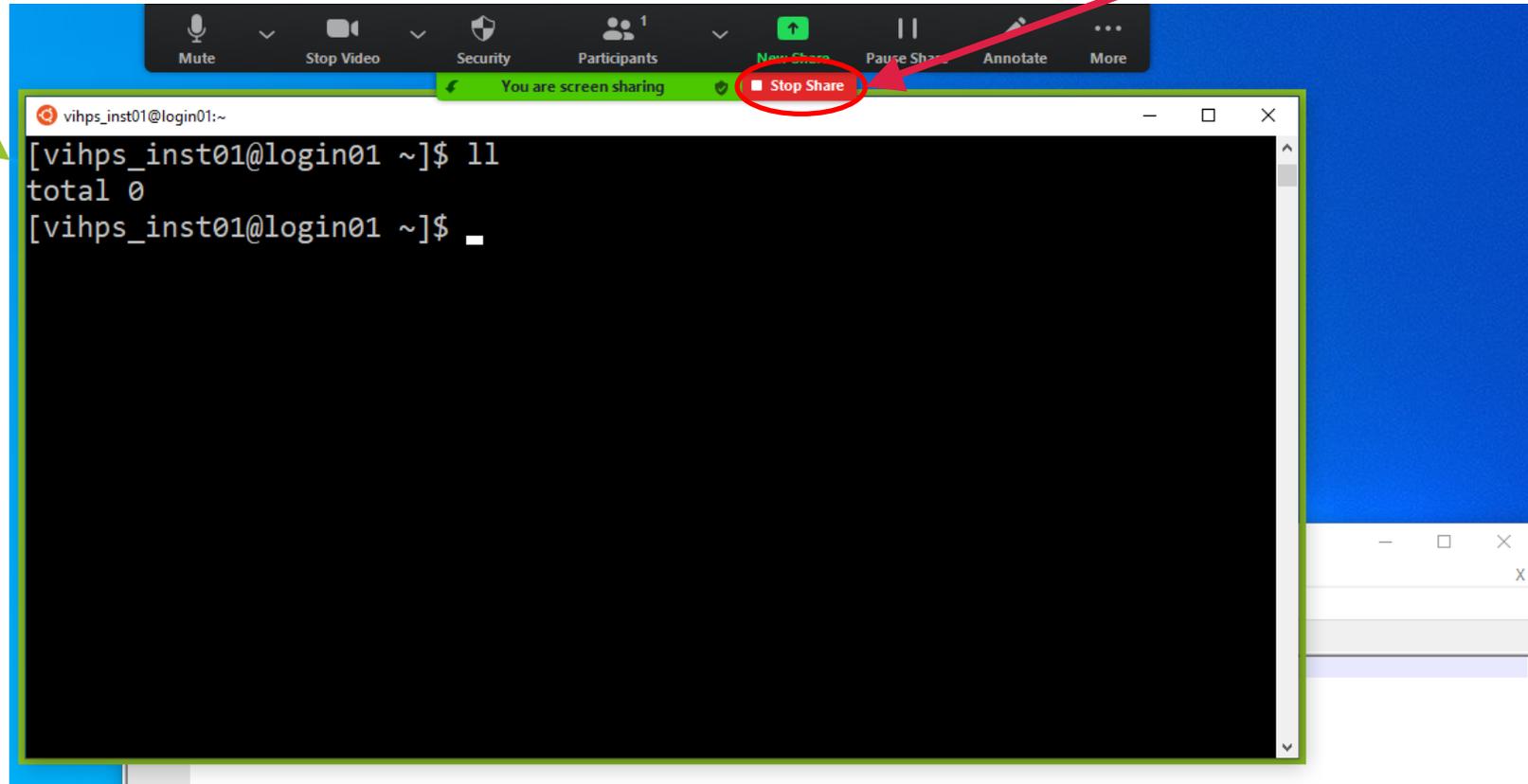

- Click "Join" to select room to switch to

Sharing your screen

- Click "Share Screen"

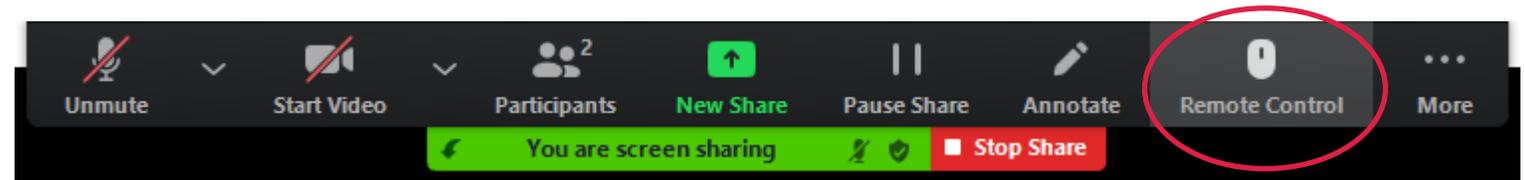- Select the window you want to share (or the whole desktop)

Sharing your screen
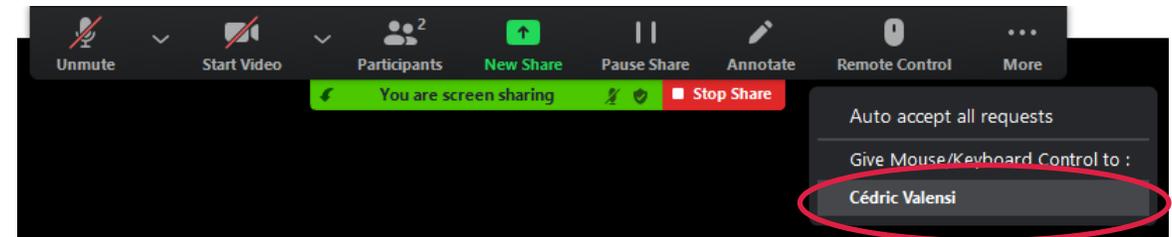
Shared window
is highlighted

Click "Stop Share"
to interrupt sharing

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"