

## Introduction to Zoom

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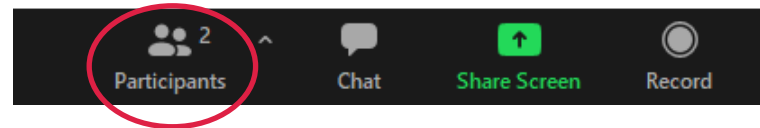
# Generalities

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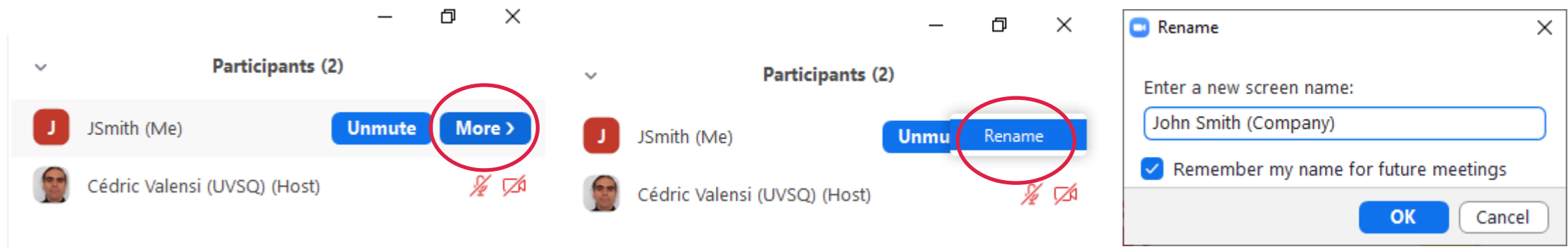
- Connecting to Zoom is possible through the Browser plugin or Desktop app
  - No Zoom registration required in either case
  - If possible, using the latest version of the desktop app is recommended for a smoother call experience (download at <https://zoom.us/download>)
- If possible, use a double screen 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

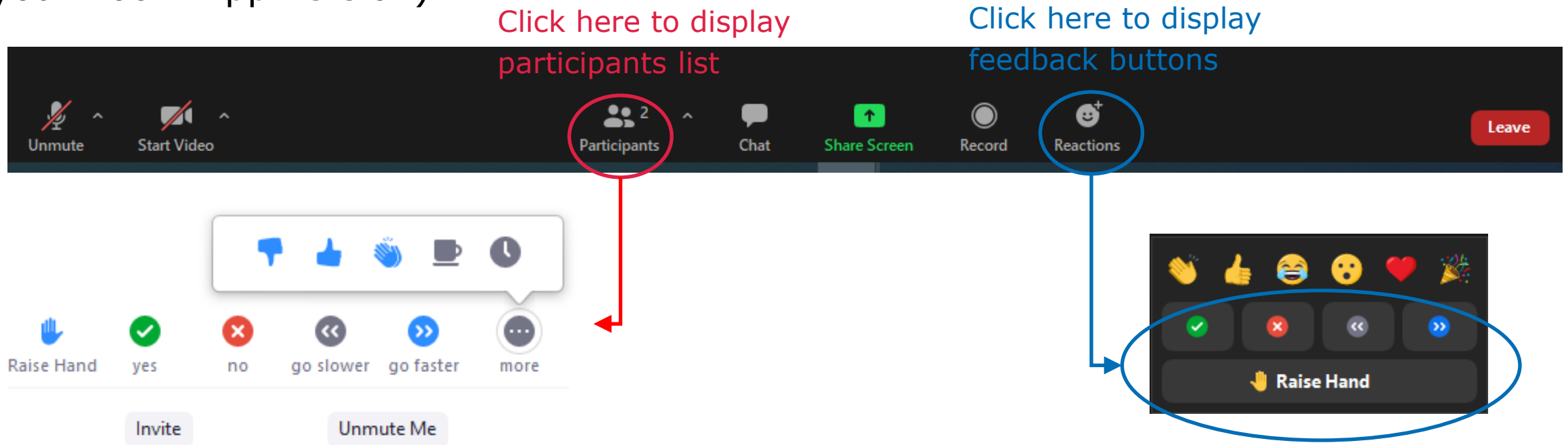


- In the participants list, hover the mouse over your name and select "More", then "Rename", then type your new screen name



# Interaction

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

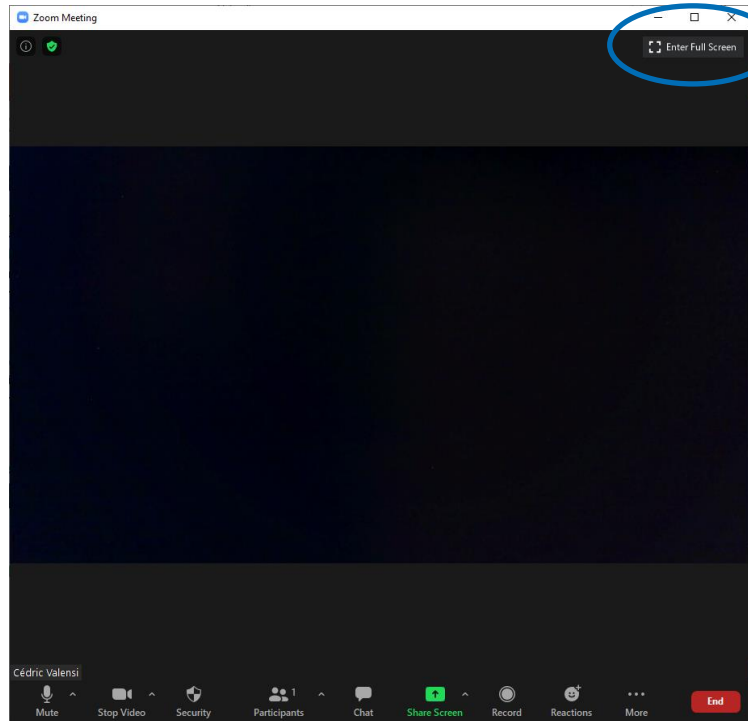


- Don't hesitate to use them to provide your feedback!

# Zoom main window

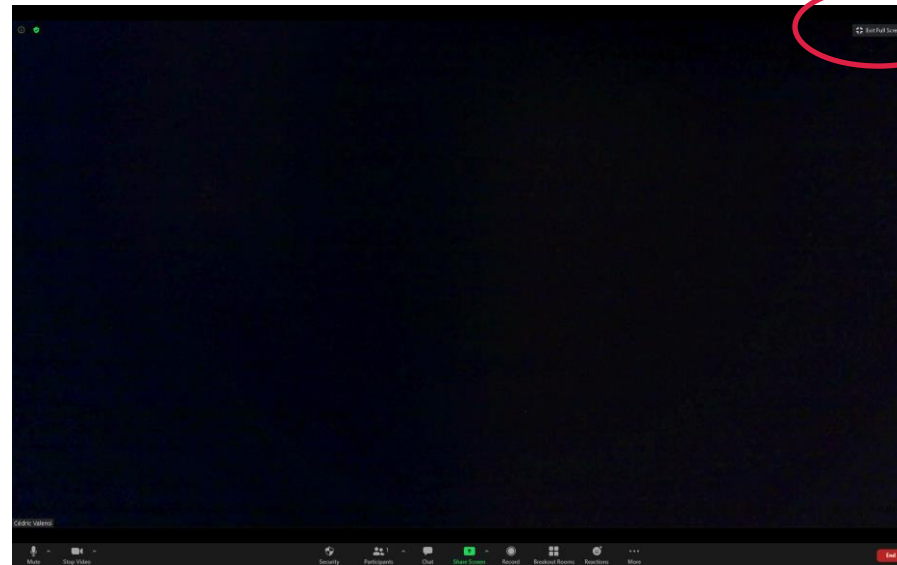
- Changing windows size

Enter full screen

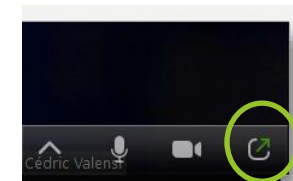


Windowed mode

Return to windowed mode



Full screen



Return to windowed mode

Minimised mode

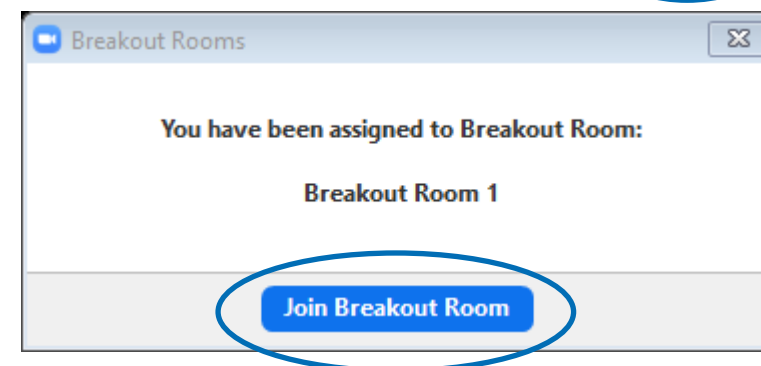
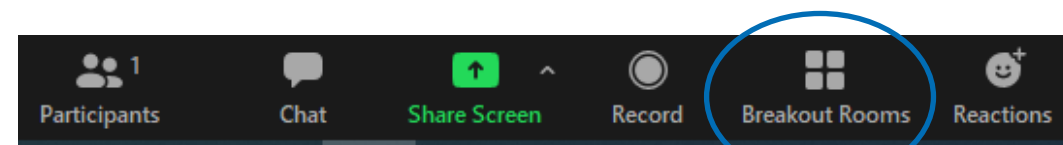
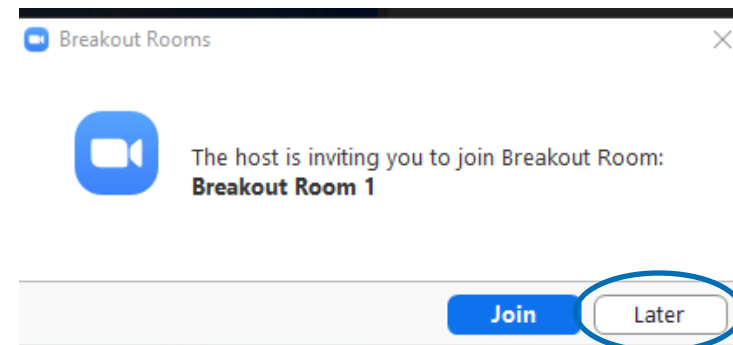
# Breakout Rooms

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- Hands-on sessions will take place in breakout rooms
- You will be invited to a breakout room before the first hands-on session of the day
  - Do not switch to the breakout rooms before the hands-on sessions start!
- Organisers will periodically check the breakout rooms and notify the relevant instructors when their assistance is required
- Breaks will take place in the main plenary session

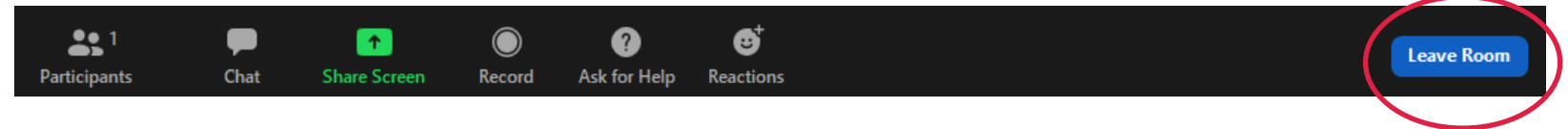
# Breakout Rooms

- This box signals that you have been invited 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 invited 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

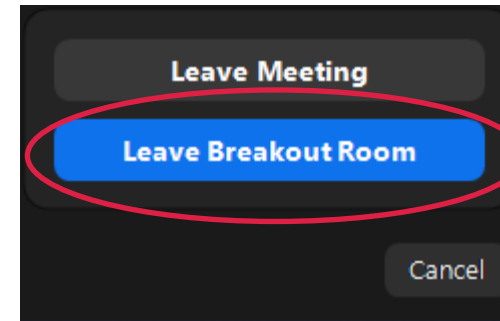


# Breakout Rooms

- Leaving a breakout room and return to Main Session



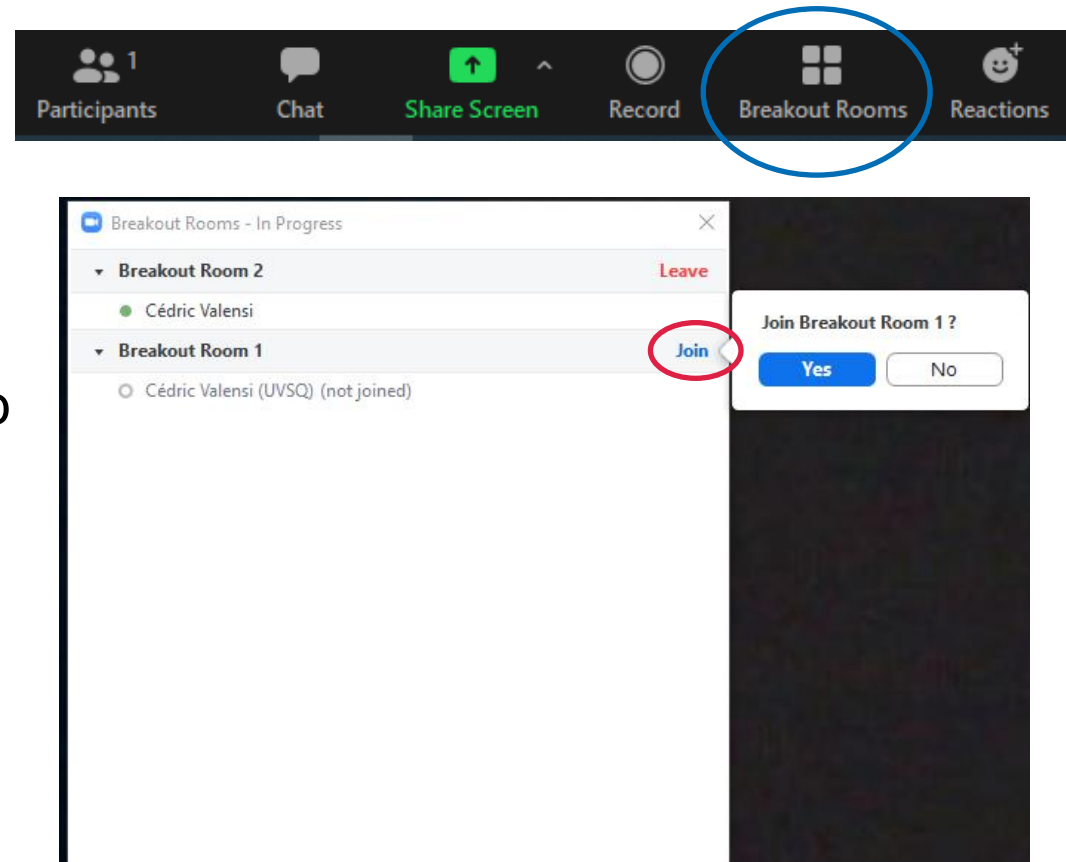
- **Make sure to select "Leave Breakout Room"**
  - "Leave Meeting" will kick you out of the conference





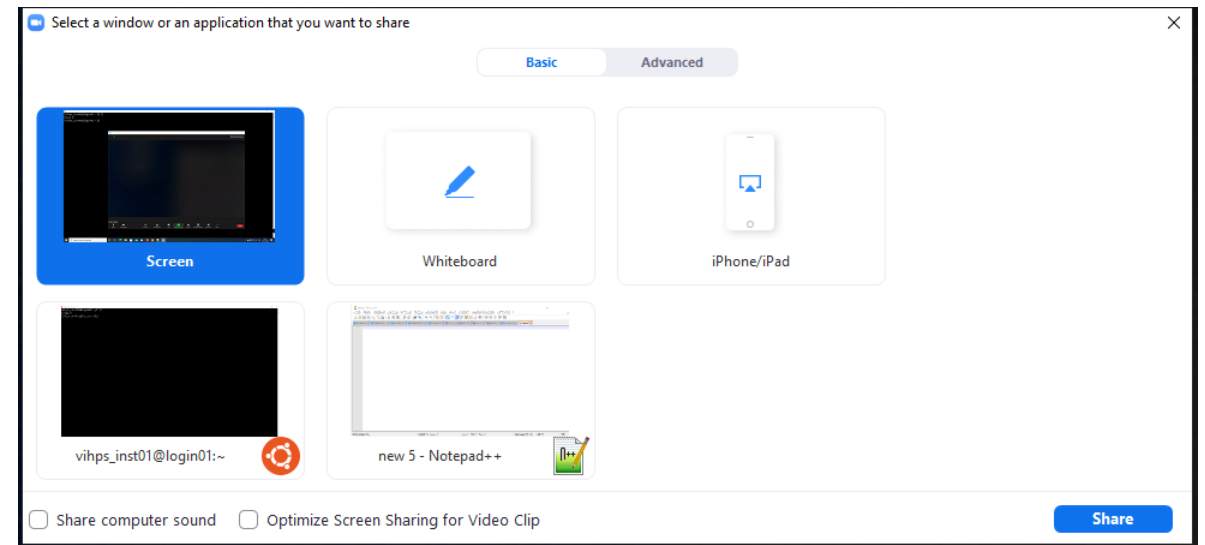
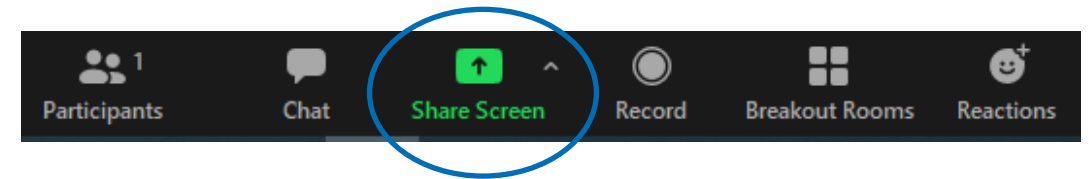
# For instructors: switching between breakout rooms

- Open the breakout rooms menu
- Click “Join” to select room to switch to



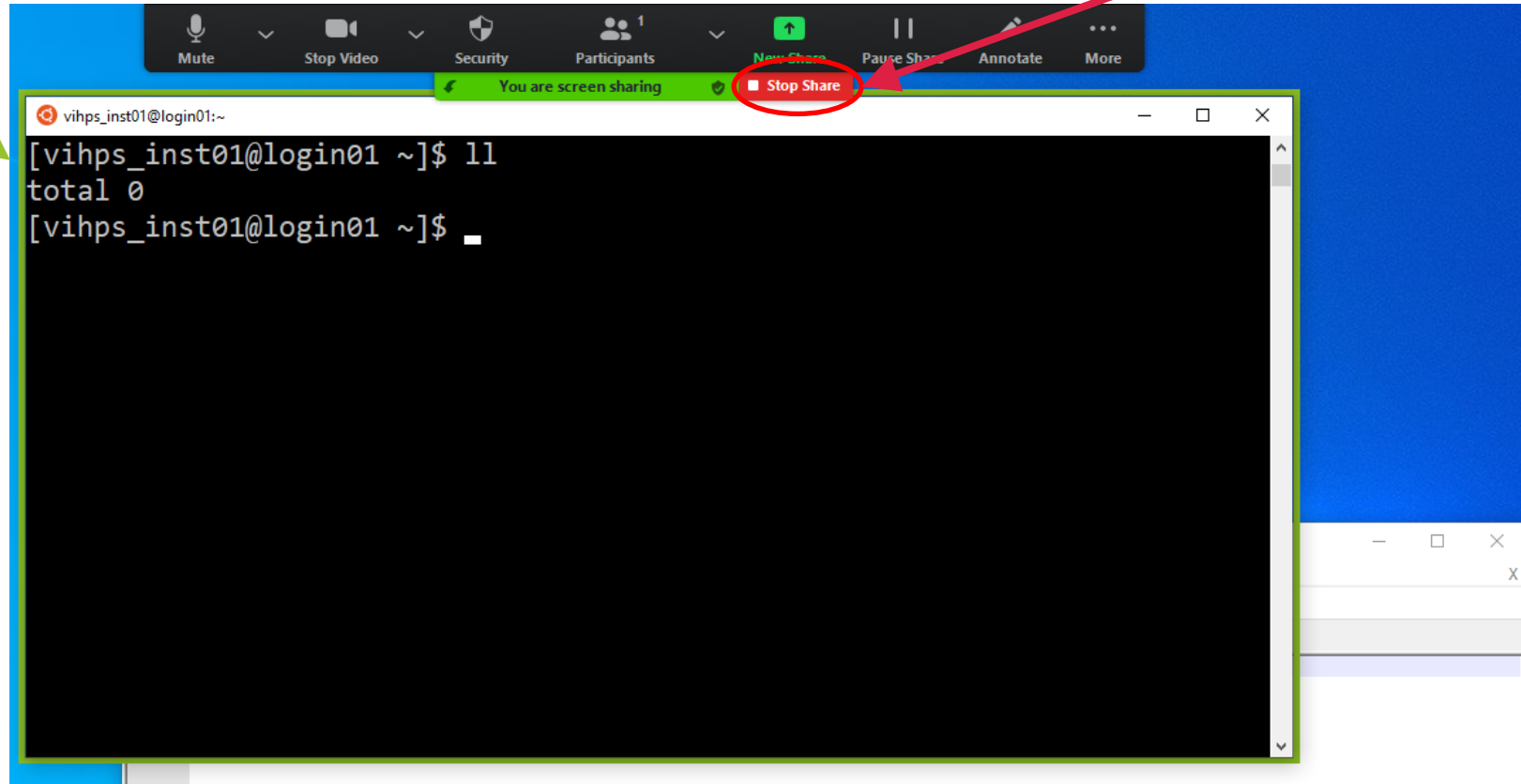
# Sharing your screen

- Click “Share Screen”
- Select the window you want to share (or the whole desktop)



# Sharing your screen

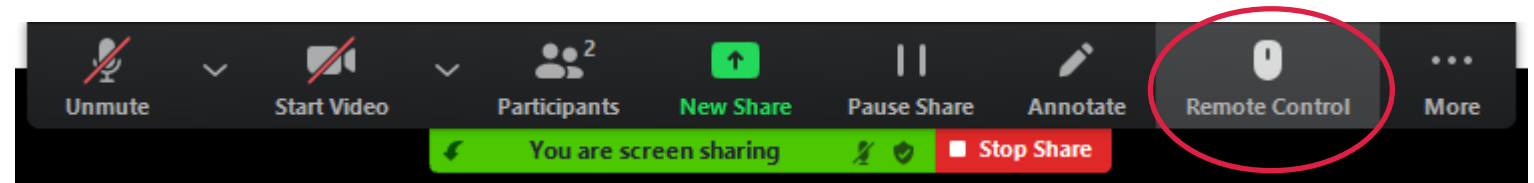
Shared window  
is highlighted



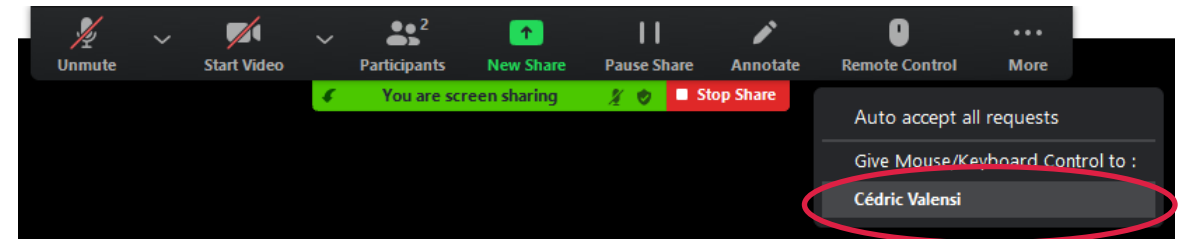
Click "Stop Share"  
to interrupt sharing

## 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”

