HOW TO JOIN A ZOOM MEETING

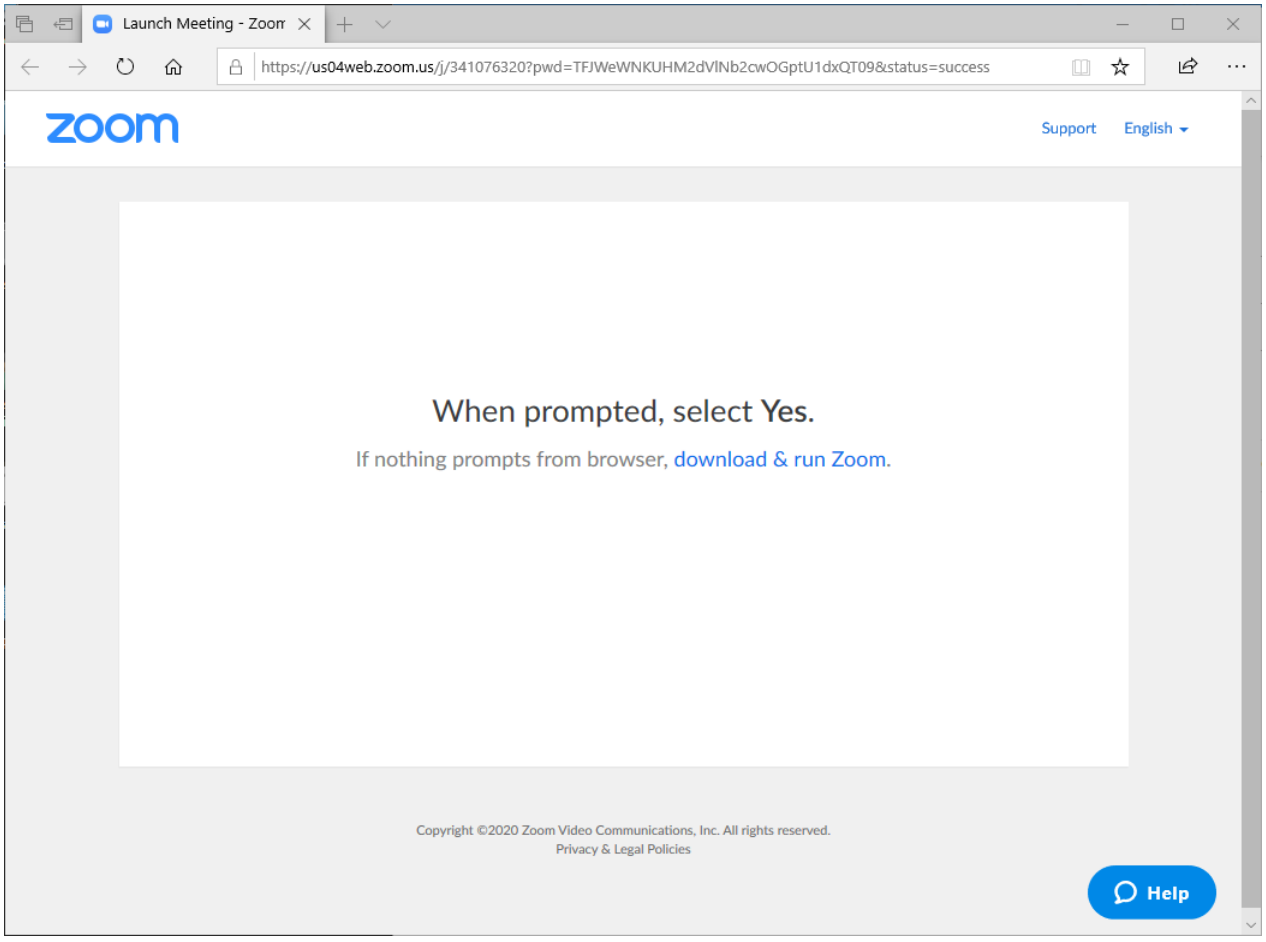
1. If you do not have it already, **download** and **install** the **Zoom** client on your computer.
   If possible, use a PC instead of a mobile phone.

   A. Windows - https://zoom.us/client/latest/ZoomInstaller.exe
   B. Mac - https://us04web.zoom.us/client/latest/Zoom.pkg

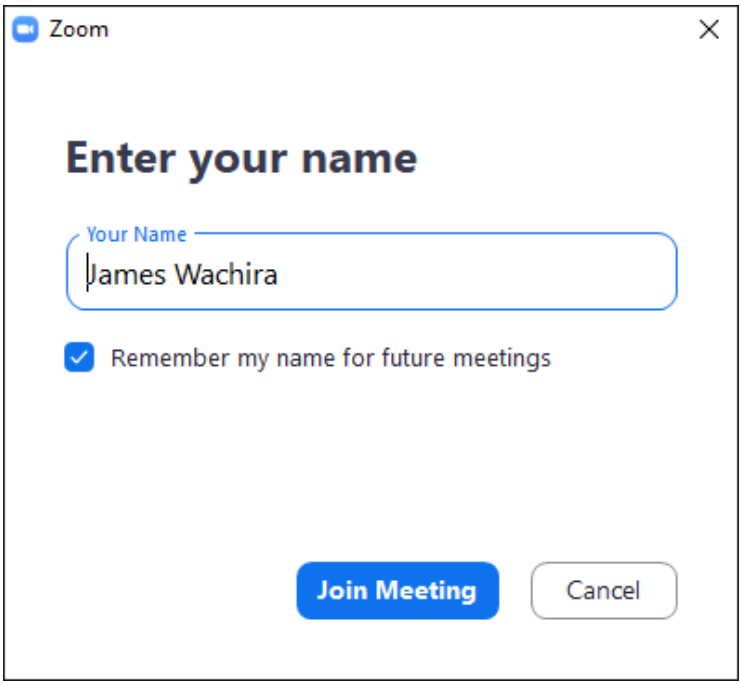
2. Click on the **Zoom Meeting link** sent to your email

> Join Zoom Meeting
> https://us04web.zoom.us/j/341076320?pwd=TFJWeWNKUHM2dVlNb2cwOGptU1dxQT09
>
> Meeting ID: 341 076 320
> Password: 12345

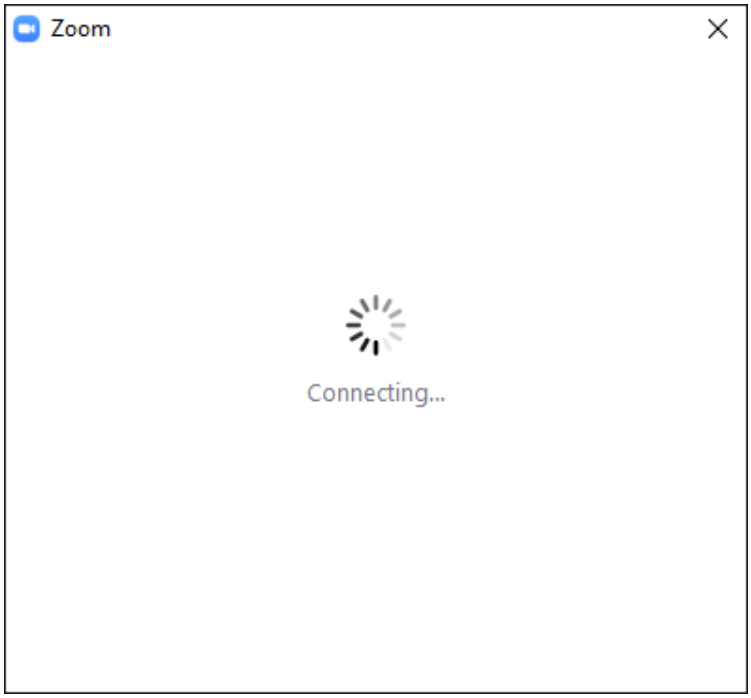
3. On the resulting browser window, when prompted select **Yes**.



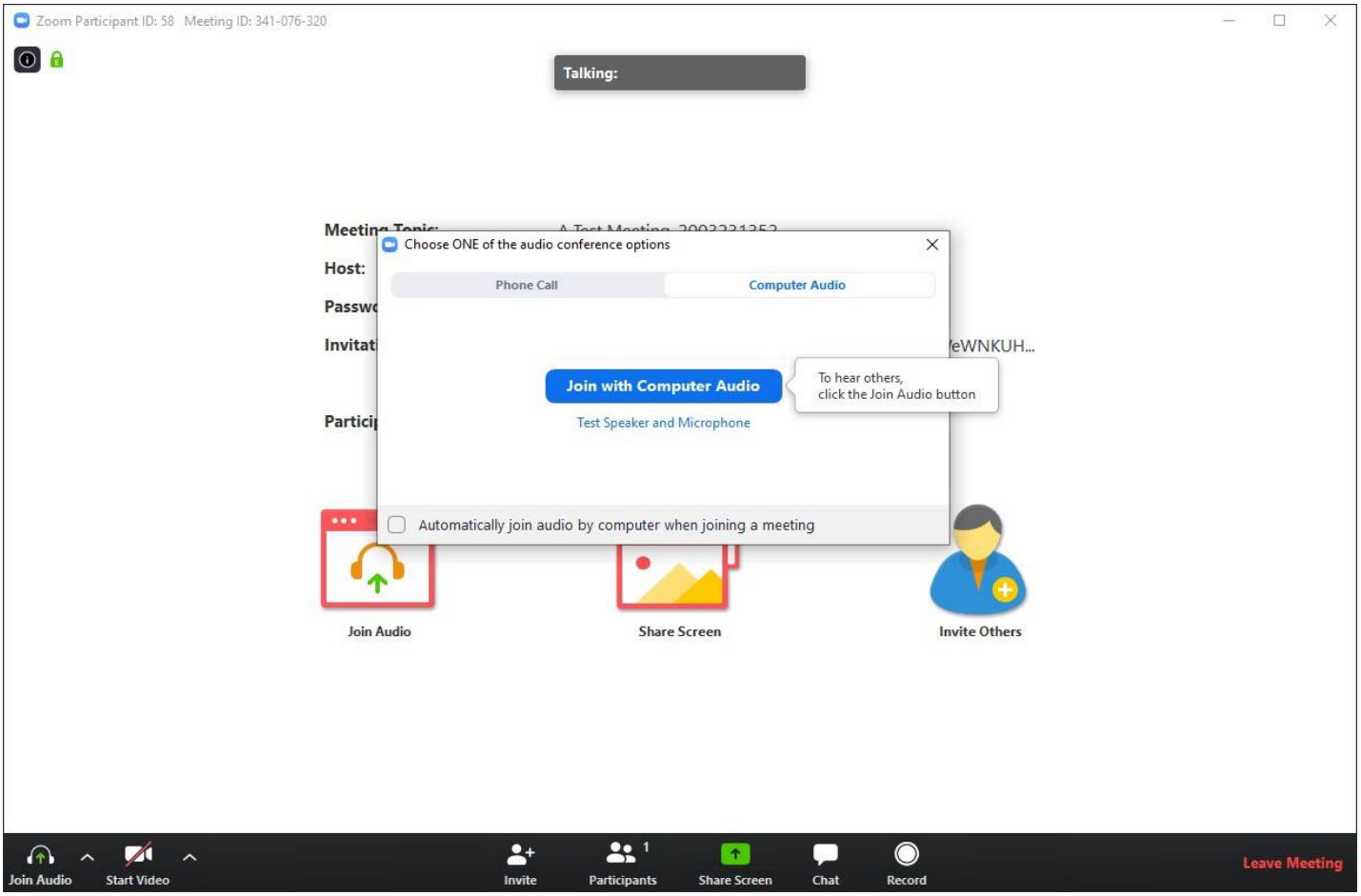
4. Enter your **name** on the Zoom app. You can check the box so the app remembers your name for meetings. Click **Join Meeting**.



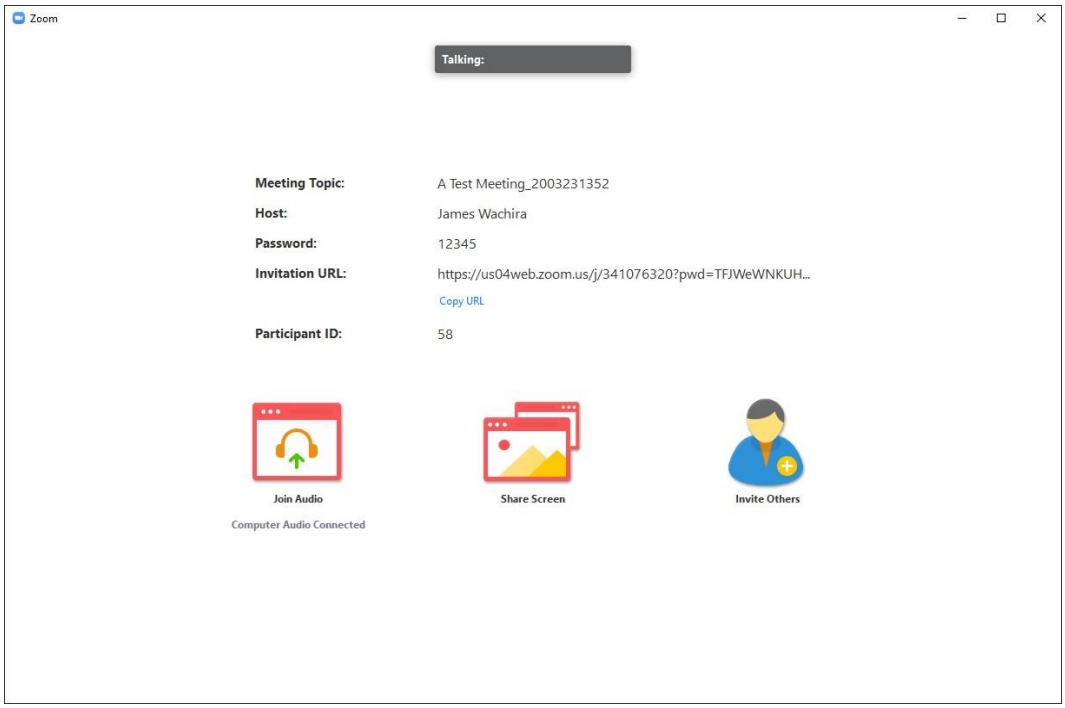
5. The app will connect to the meeting.



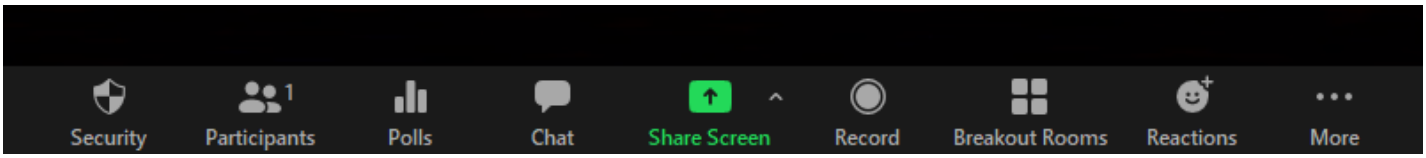
6. Click **Join with Computer Audio**.



7. You are now in the meeting.



8. **Hover your mouse** on the bottom of the application screen in order to see **control buttons**.



USEFUL INSTRUCTIONS:

- Connect your PC/laptop using an Ethernet cable rather than Wifi. A wired connection is much more stable.

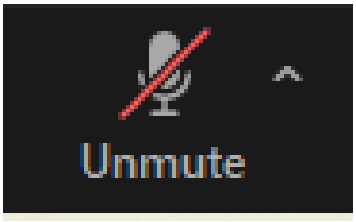
- Restrict use of the internet for streaming and other uses in your office/home while on the call. Shut down other programmes on your computer that may slow it down and play distracting notification sounds.

- Use a **headset** or **ear sets** to avoid echo and to better listen to the speakers.

- Adjust your **camera** to be properly centered on the screen.
  Make sure the light source is in front of you, and not behind you (do not have a window behind you) and the **camera is facing you directly at eye-level**, rather than sideways or from below.

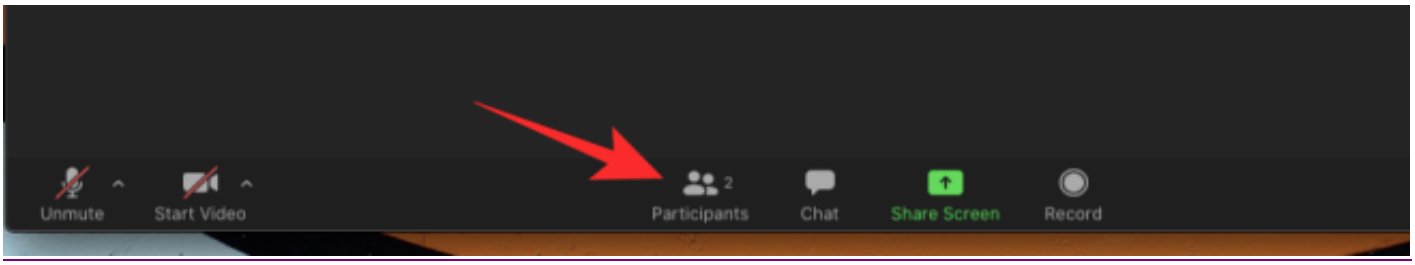
  Deactivate your camera if you are not speaking. This improves the quality of your connection.

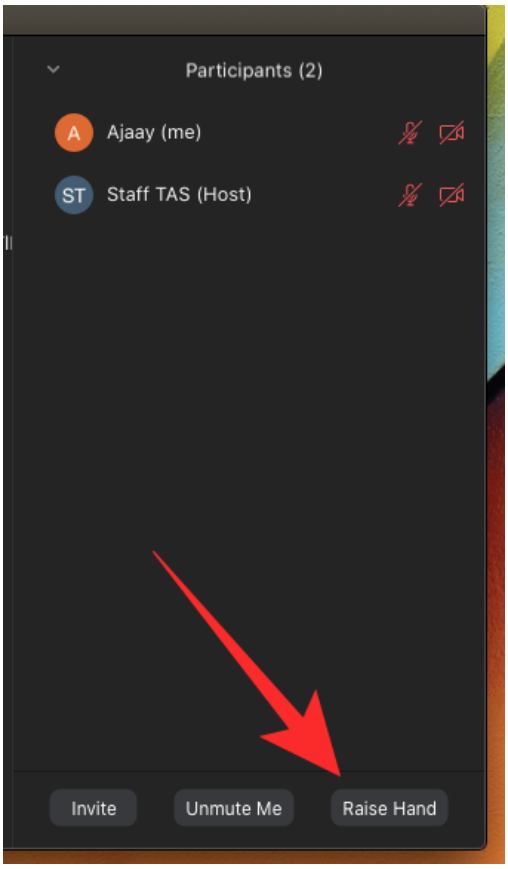
- Please make sure you remain **muted** during the meeting in order to avoid any background noises. Keyboard shortcut to mute/unmute is **ALT+A** or you can find it on the left bottom of the application screen.



- If you want to **speak**, please raise your hand by using either the shortcut **ALT+Y** or **click the 'Participants'** button at the bottom of the screen and find the indication "**Raise hand**".

  When participants take the floor, they are kindly requested to **introduce themselves** and **indicate the language** they will use.


Unmute
Start Video
2
Participants
Chat
Share Screen
Record


Participants (2)
A
Ajaay (me)
ST
Staff TAS (Host)
Invite
Unmute Me
Raise Hand