

Zoom

End-user guidelines 2020



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BEFORE STARTING THE MEETING

BEFORE STARTING THE MEETING

- **Ensure experience.** Our recommendation is to use a PC or a laptop device to be able to chat with the meeting's host.

Don't forget to connect with your **full name!** (Explanations slide 7)

- **Review your webcam.** Mac users can launch the Photo Booth app, and Windows users can click the Start button, then Camera. Here, you can check your picture. Adjust your indoor lighting (be careful with the backlight!) and camera angle to make sure your face is lit properly.

- **Test the microphone.** We strongly recommend to use a headset with a built-in microphone. The easiest way to ensure good sound quality is to do a video call with a friend or a colleague, then adjust accordingly.

- **Check your internet speed.** Visit www.speedtest.net to gauge your internet speed. If your speeds are below 10 megabits per second, there's a high likelihood your video is going to look pixelated and have audio delays.

BEFORE STARTING THE MEETING

Few additional recommendations for panelists:

- ▶ Neutral background: tidy and non-distracting. We recommend to use the forum background attached
- ▶ Preferably not a plain white background
- ▶ Not too busy or messy (avoid bookcases close behind you it will distract the audience)
- ▶ Lighting: choose a room with natural light, choose a well-lit room, with mood lighting
- ▶ Don't sit with a window behind you and don't sit in a room that's too dark.
- ▶ Background noise: find a quiet space or inform everyone nearby to be quiet (including the dog)

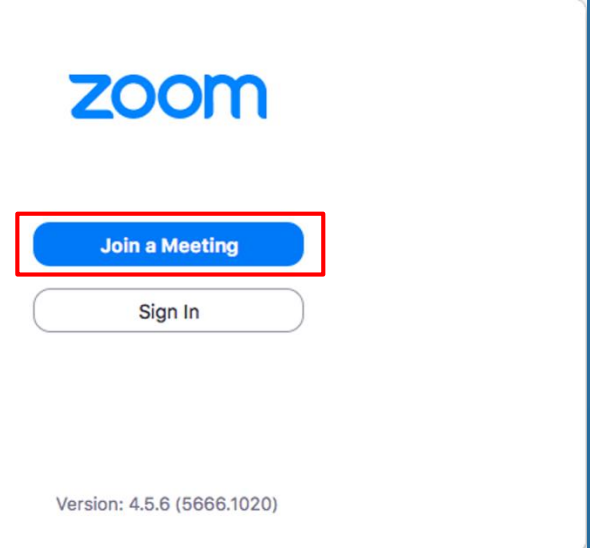
CONNECTION

zoom

CONNECTION

- Don't forget to **install Zoom** on <https://zoom.us/download> ..
- Open the Zoom app on your computer or on your Mac
- Click on **Join a meeting**

Enter the **meeting ID** :847 2196 2252 and your **FULL NAME** :



Join a Meeting

Do not connect to audio

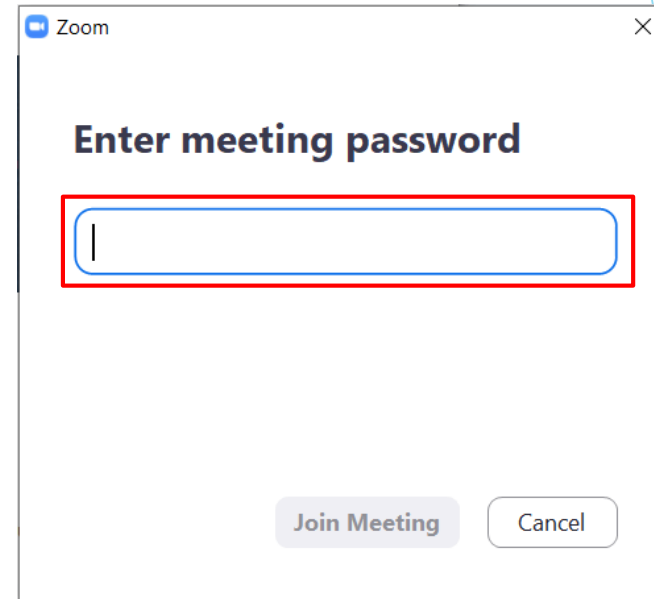
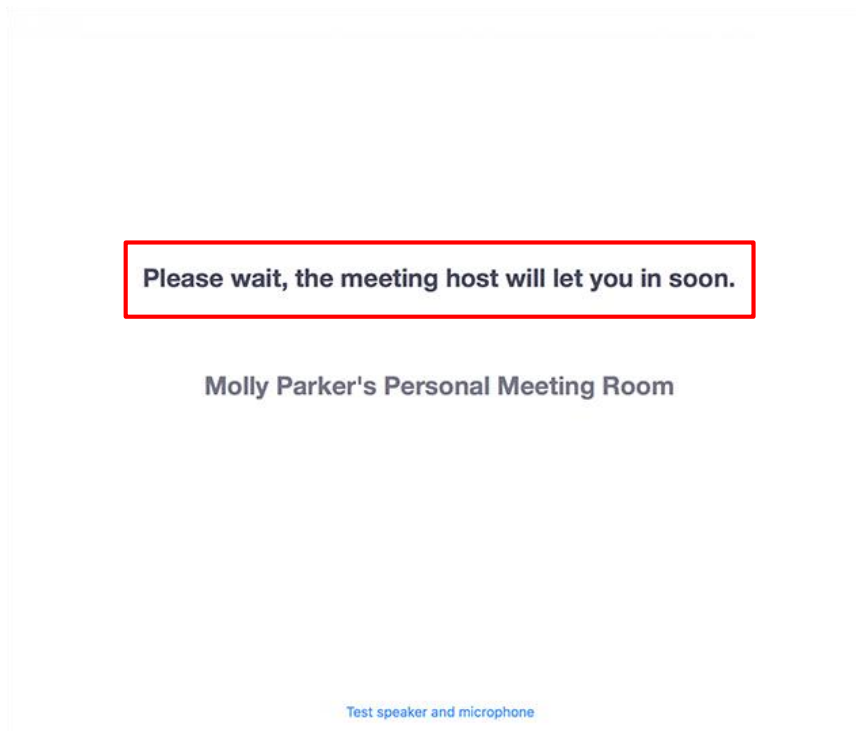
Turn off my video

Join

Cancel

CONNECTION

- Enter the **password** of the event: 505090
- **Wait** that the host let you in



THE PLATFORM

zoom

MAIN FEATURES

Zoom Meeting ID: 468-366-425


Talking:


Meeting Topic: Guillaume Martin's Zoom Meeting


Host: Guillaume Martin

Invitation URL: <https://zoom.us/j/468366425>
[Copy URL](#)

Participant ID: 39

 Join Audio
Computer Audio Connected

 Share Screen

 Invite Others

1 2 3 4 5

Unmute Start Video Invite Participants Share Screen Chat Record Leave Meeting

3/18/2020

MAIN FEATURES

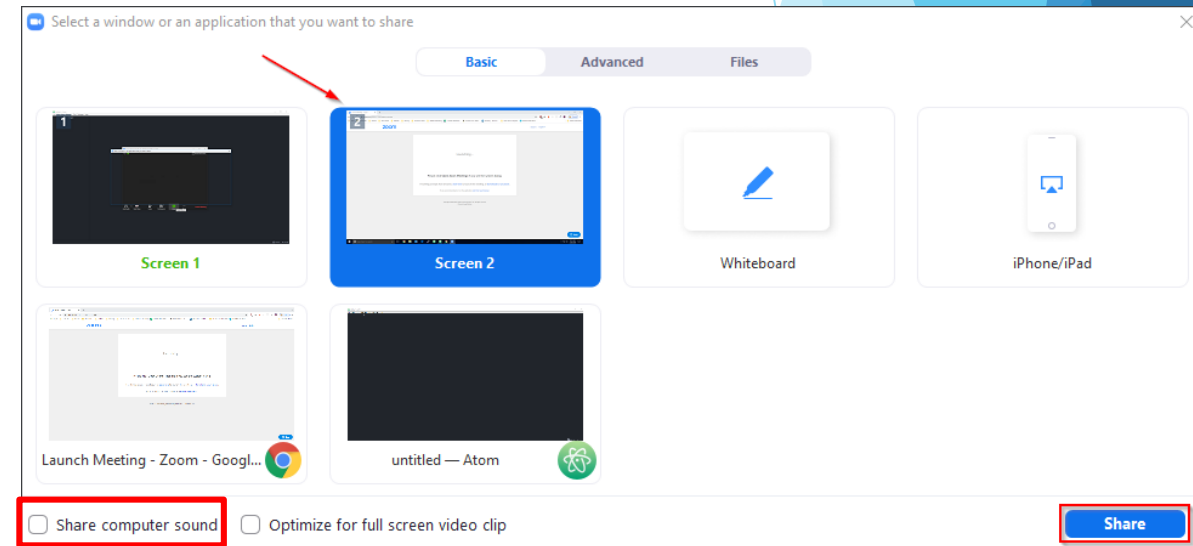
• **1 MUTE.** If you click on the microphone logo, you can **mute or unmute** you microphone. If you click on the small arrow next to the mic logo, you can choose the input for your microphone and the output for your speakers. If you have an external device for the sound, be sure that this device is chosen.

2 STOP VIDEO. Same principle than the mute icon. If you click on the webcam logo, you can **show or unshow** your webcam output. And you also have a tab menu after clicking on the small arrow.

3 PARTICIPANTS. If you click on this icon, you can open the participants tab and see all the person connected at this meeting.

4 SHARE SCREEN. If you click on this icon, you can share your screen and choose the window you want to share. If you want to share a video with sound, be sure we have clicked on the **Share computer sound** box in bottom of the window

5 CHAT. If you click on the icon, you open the chat Box and you can talk with the other participants.



SUPPORT

SUPPORT

If you face any difficulties logging in to the meeting please call the technician **in charge of the project** to receive immediate support :

- **Sebastien Kuhn** **+32 470 90 91 27** 
sebastien@audiovisualsupport.be
- **Lionel Bolain** **+32 493 18 46 50** 
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