ZOOM GUIDELINES

Browser vs app

When you first enter a link of an invited zoom meeting, you are asked whether you want to open or install the zoom app or enter the meeting through your browser. As a participant in a meeting, there is not that much of a difference between the two, so if you prefer not downloading an app or your organisations security measures do not allow it, please feel free to use the browser version. It works best with Chrome or Firefox and less well with Explorer and Safari.

Camera

Your camera is not automatically on when you join a meeting. You get a chance to review your camera settings before joining with camera.

Sound and mute

When you join a meeting your microphone starts as muted. You can unmute in the microphone setting at the bottom left of your screen.

When participating in a meeting we advice you to stay muted unless you are contributing to the discussions. When you are muted you can easily unmute by holding down your space-bar on your keyboard. When you release the space-bar you are automatically muted again.

The host of the meeting can chose to mute you or all participants, if there is too much background noise. You can always unmute yourself, even though the host has muted you.

Participating, chatting and raising your hand

Many hosts of meetings will be using the chat and "raise-hand" function to facilitate questions in an organised manner.

Each host will tell you how they will manage each session at the beginning of the session, so this is just a short introduction to the different functions that will be used.

Raise your hand

If you open the "partcipants" function at the bottom of your zoom window, you get a list of participants either at the righhht side of your window or as a separate window, which you can move around.

At the bottom of your participants list you can see a list of functions, including a "raise hand" function. When you raise your hand you will appear at the top of the participants list with a hand symbol and the host can see you have a question or comment. The host can lower your hand by clicking the hand symbol next to your name. You can also lower your own hand.

Chat

At the bottom of your zoom window you can open the chat function which opens in the same way as the particpants list. You can send chat messages to individual participants or to everyone in the meeting by chosing in the drop-down menu.

Share screen

In order to share your screen, chose the menu item "share screen" at the bottom of your zoom window. You then need to choose which screen to share, if you have multiple windows open, before others can actually see your screen.

You and others can write and point to items on your shared screen. You may need to open "annotate" in your top menu-bar to get access to these features.

Setting up your zoom window

You can chose to see all participants in equally sized pictures on your screen or you can chose to enlargen the speaker and have only smaller pictures of the last few speakers. You chose between the different views in the menu bar at the top of your zoom window.

You can also chose to hide your own picture by clicking the three dots in the right corner of your picture.

Recording

We will be recording all sessions at the RT2 A, unless a host or participant clearly objects to the recording.

Break-out rooms will not be recorded unless specifically said so.

The chat will also be saved and stored.

All recordings and chats will be safely stored as confidential data only accessible by consortium partners unless otherwise clearly addressed in the meeting.

Technical support

Luke and/or Katrine will be present in all sessions and be able to help you if you have any problems or questions regarding the use of zoom. Please send an e-mail to both of us (schafer@plen.ku.dk and katrine.vendelboe@plen.ku.dk) if you have questions outside a session OR write a chat message inside the meeting, if the question or problem appears during a session.

Further ZOOM info

Please visit https://support.zoom.us/hc/en-us for introduction videos and other support for zoom.