The EAUC uses Zoom to manage and host virtual meetings.

What You Need To Get Started

On the morning of your virtual meeting, you will receive an email, containing a link to join the meeting. When it's time to join the meeting, click on the link in the email you have received.

You will need:

- An internet connected computer, laptop, or device
- Your meeting ID number/link to join the meeting
- A headset or ear buds (if you're participating with a laptop)
- A phone (if you're unable to receive audio via your computer, laptop, or device)
- A webcam (optional)

Accessing Zoom as an Attendee

What do I need to do when joining a Zoom meeting?

To join the meeting, click the link in the email received from EAUC.

You will be directed to the Zoom website and from here you will need to click 'Open URL:Zoom Launcher'.
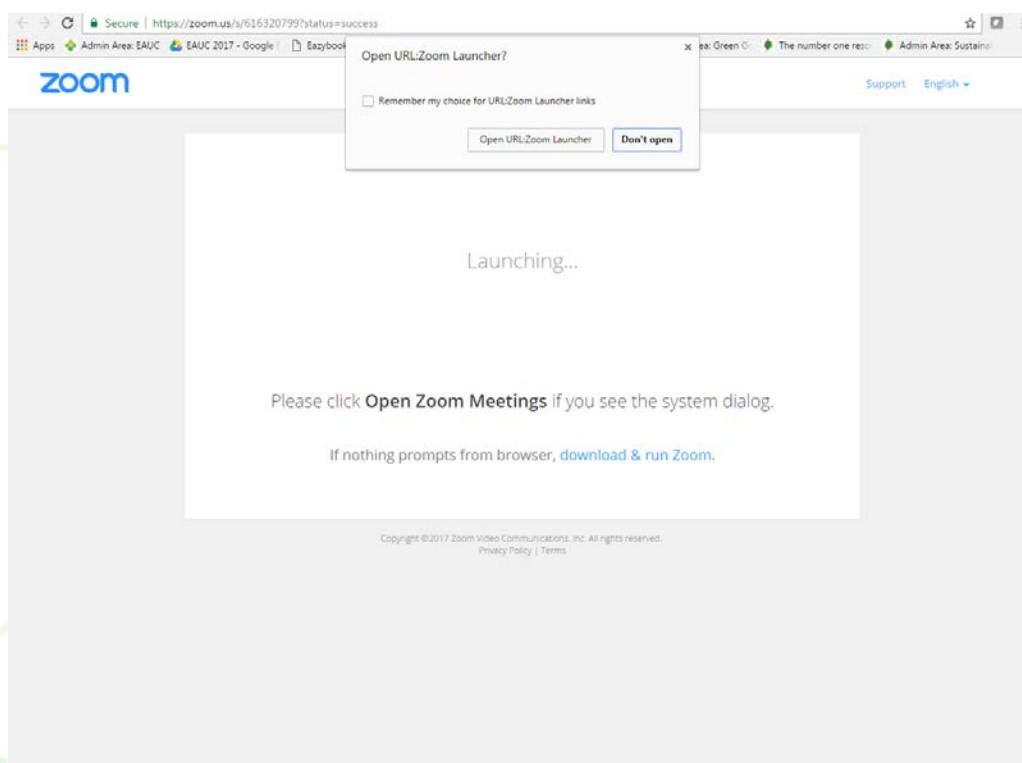
After clicking this, a pop up box will open asking you to complete your registration.

Please enter your details in this box and ensure you use your full name so that the meeting host can identify who has joined the meeting.

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I am having trouble joining a meeting. What can I do?

- If you are invited to the meeting and you already have a Zoom account, you can just sign in to Zoom to join the meeting.
- If the meeting space indicates that the meeting has ended or has not started, verify the meeting time. The meeting may have been scheduled for a different time zone.
- If you are asked to sign in to your existing Zoom account and you have forgotten your password, select the "Forgot?" link and follow the instructions on the screen.
- If the meeting window isn't loading, close your browser and try to join the meeting again. Be sure to accept or approve any alerts requiring your approval to install the Zoom meeting application, and turn off any pop-up blocker that could be preventing the Zoom meeting window from opening.

Taking Part in a Zoom Meeting

Once you have entered your details and clicked 'Join Meeting' you will enter the meeting and you will see a screen similar to the below. If the host is sharing a presentation, this will show on your screen.
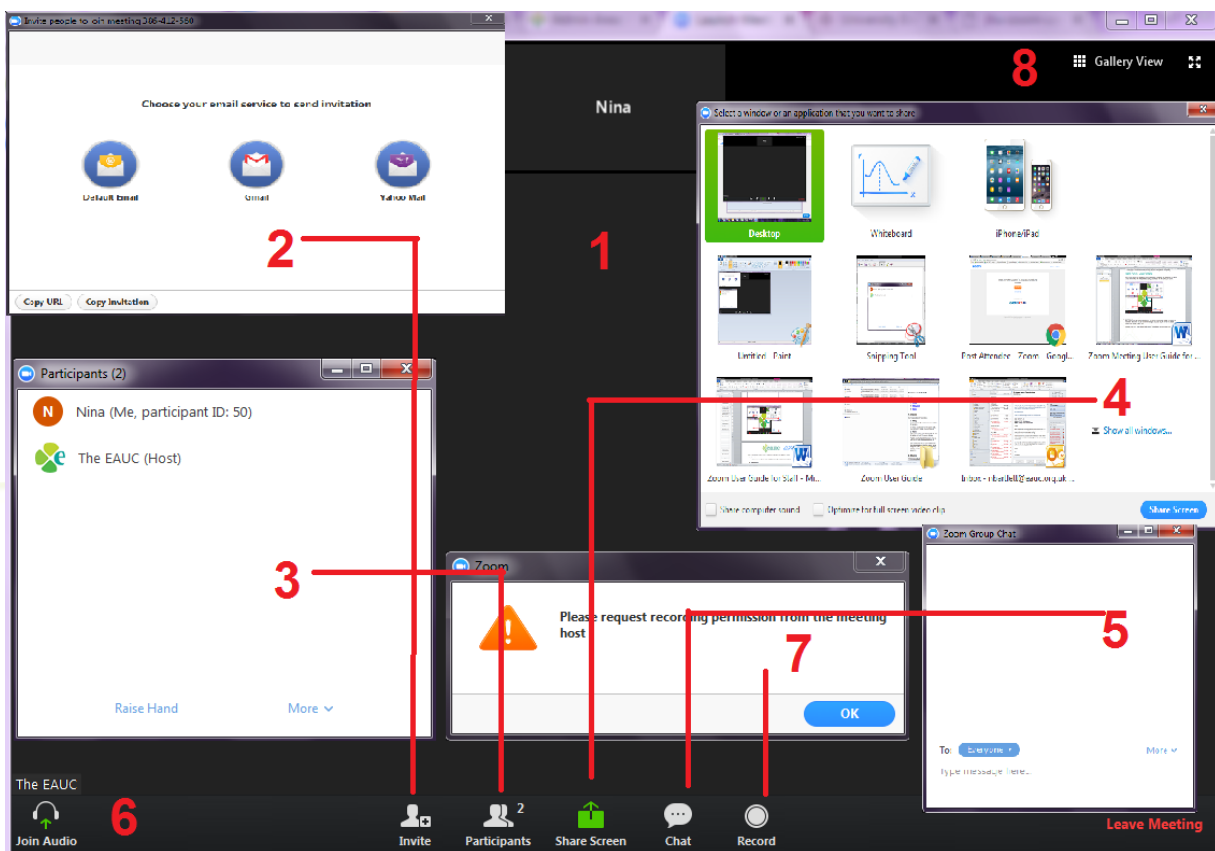
1. Video window

This is where you will see yours and others' videos (if enabled) or screen shares.

2. Invite window

Here, you can send invites via email to others to join the meeting. This will not be accessible of the host has locked the meeting.

3. Participant management window

Here you can raise your hand to tell the host you want to speak.

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4. Screen sharing window

- share your computer screen or a specific window
- set up a virtual white board

You can stop sharing at any time by clicking the red stop share button.

The host has the option to prevent participants from screen sharing so this option may not be available during some meetings.
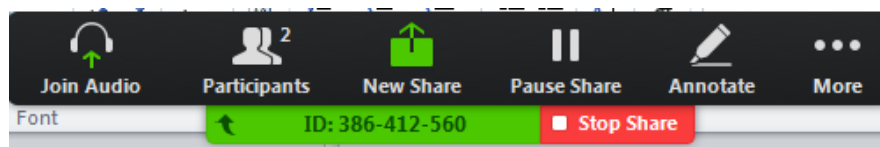
5. Chat window

Communicate to the host and other participants via chat.

6. Start/stop video and audio

- Turn on and off your video and audio for your meeting.
- The start/stop video option will only show if you have a webcam connected.

7. Record meeting

To record the meeting, click on the record button. You will then need to ask the host for permission to record the meeting.

8. View

Here you can change how meeting attendee videos are displayed on your screen.

Allow time to check technical requirements

We recommend that before you sign in to the meeting on the appropriate date and time, **please spend 30 minutes** checking that you have the correct system requirements (see below).

You will waste time if you do not do this in advance of the meeting as they will start promptly at the time advertised.

Technical requirements

Detailed information about the systems required to run Zoom can be found here.

The EAUC will be able to help you if you have any technical requirements whilst using Zoom.