



## How to use Zoom – a quick guide from SIOS

### For participants

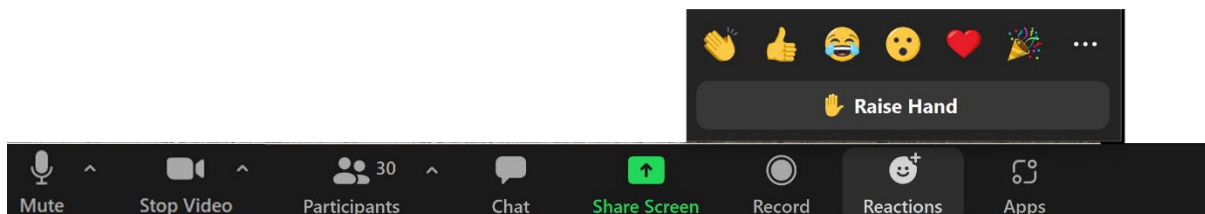
#### 1. Microphone and camera

- Always be muted, only unmute yourself when it is your turn to speak
- Keep your video switched on – it makes the event livelier

#### 2. Ask a question/comment

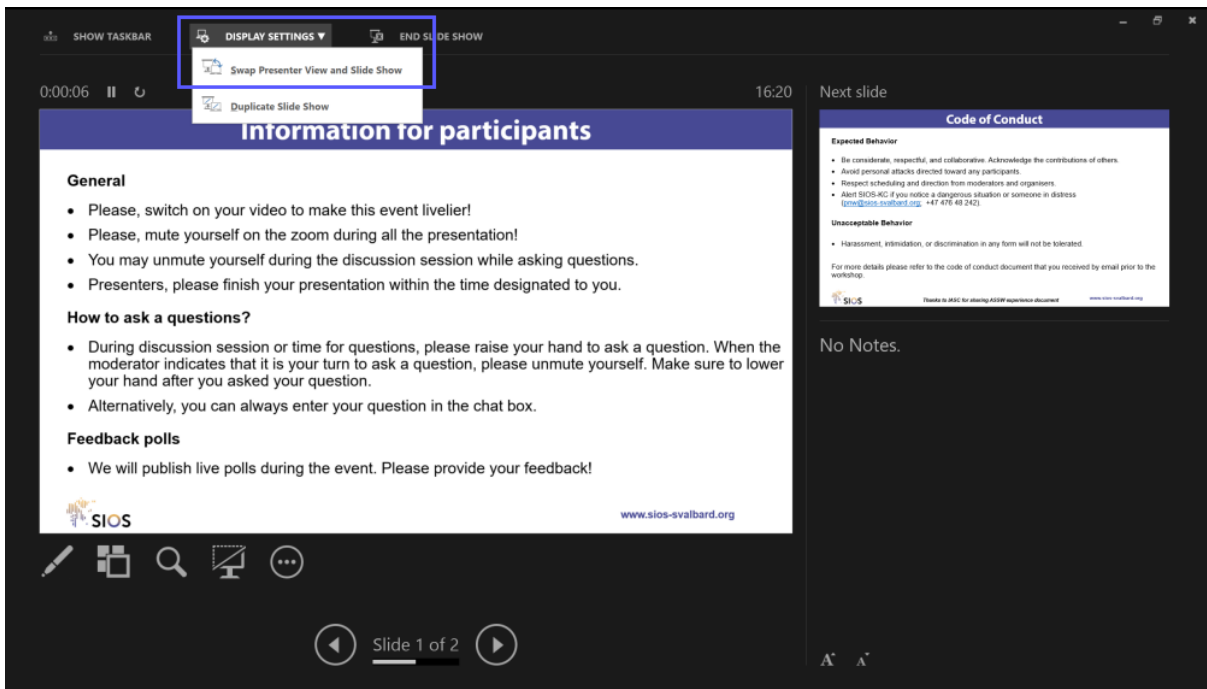
There are two options to ask a question or to comment:

- a) Click on 'Reactions': Raise your hand
  - Remember to lower your hand afterwards
  - Note: Hosts and co-hosts cannot raise their hands
- b) Click on 'Chat': Write your question/comment in the chat box



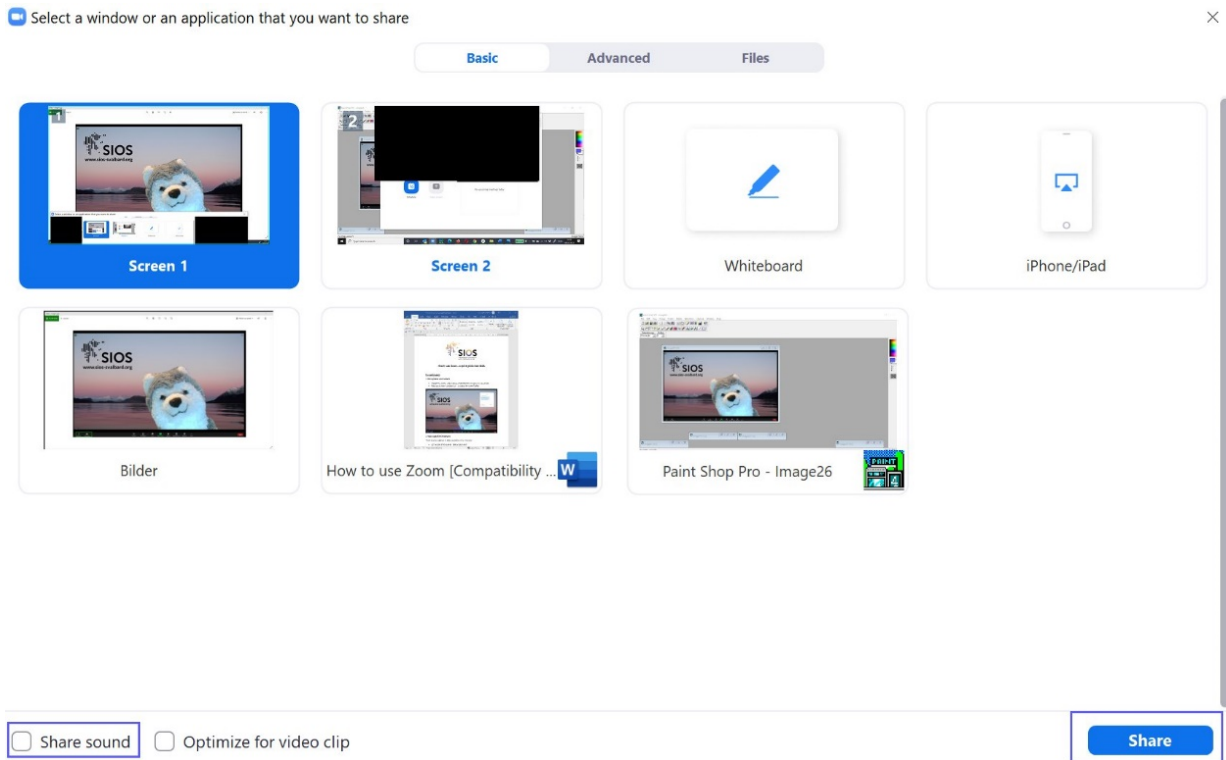
#### 3. Sharing your screen

- Click on share screen and select a window or an application you want to share. Remember to click 'share'
- If you plan to share multiple files, select the screen to share
- In case you have multiple screens and you share by accident the presenter view of your power point presentation:
  - In power point, go to display settings and choose 'Swap Presenter View and Slide Show'
- Shortcuts for full view option
  - Power point: F5 (or Fn + F5)
  - PDF: Ctrl + L



#### 4. Sharing sound (e.g. for videos)

- Click on share screen, and tick off 'Share sound' on the lower left corner in addition to choosing the application. Remember to click 'Share'.



## **For hosts:**

### **5. Remote control**

- You can give another participant control of your screen (e.g. when you sharing the presentation of another speaker): click 'Remote Control' and select the participant you want to give control to
- To regain control, click anywhere on your screen (the other user can restart remote control by clicking on the screen) or stop share (the other user cannot restart remote control)

### **6. Panel discussions**

- If you want to show all panellists first in the participation list, make them to co-hosts and ask them to start the camera.

### **7. Breakout rooms**

- You can use up to 50 breakout rooms
- Three options.
  - Assign automatically
  - Assign manually
  - Let participants choose room (Note: participants arriving late have to click on breakout rooms to see the options.
- We recommend to always have a moderator in the main room during breakout sessions in order to help participants to find their breakout room
- Recording in break-out rooms: moderators of the break-out rooms can start the recording if they are co-hosts (we recommend that the moderator in the main room visits each break-out room to remind the moderators to start recording).

### **8. Polls**

- Hosts can create polls on the website of zoom
- Hosts and co-hosts can launch polls
- You cannot relaunch a poll
- Note: Hosts and co-hosts cannot vote