



# ZOOM GUIDE



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## Dear all!

We want to wish you a warm welcome on behalf of the organising team of **Vantaa 2021 - 27th National Session of EYP Finland!**

Much like everything else in our lives at the moment, the vast majority of the session will be conducted via **Zoom**, a video conferencing software app which allows you to connect with other people via video and audio. Throughout the session, we will use it for different events - we will let you know which.

This guide is here to help you with your Zoom experience, but if you find you still have any questions, you are **always welcome to ask the organisers about anything** you might need.

# Getting started

## 01

To use **Zoom**, you are required to **download the app** on the device you plan on using during the session.

To use Zoom, you will need:

- A device that is able to connect to the Internet - a computer/laptop/mobile device/tablet
- A stable(ish) Internet connection
- A working microphone
- A working camera on the device (optional)

Creating a Zoom account to join a meeting is **not necessary**.

## 02 Installing Zoom

Installing Zoom on **a computer:**

- Go to <https://zoom.us/download>.
- Click the "*Download*" button under the "*Zoom Client for Meetings*" section.
- Click on the installation software and follow the steps to complete installation.

Installing Zoom on **a mobile device/tablet:**

- Go to your designated app store.
- Search "*Zoom Cloud Meetings*".
- Download the app.

# Joining a Zoom meeting

03

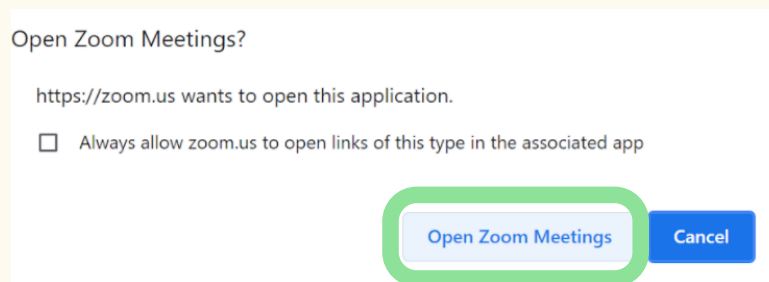
You can join a Zoom meeting in two ways:

- Through a **Zoom link**
- With the **Meeting ID** (sometimes a passcode is required as well)

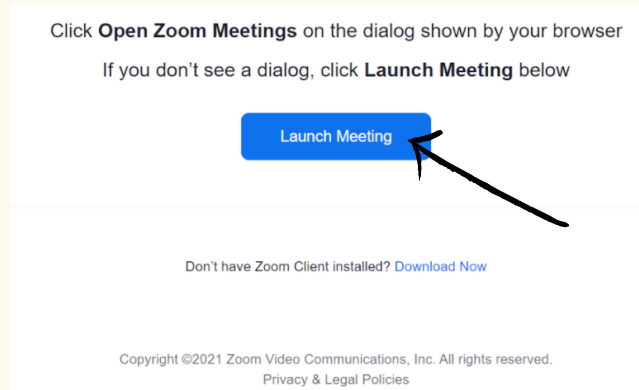
Throughout the session, you will always be provided with all three - the link, meeting ID and password.

Joining a Zoom meeting through a **Zoom link:**

- Click on the link.
- A dialog window is going to open. To connect to the call, click "*Open Zoom Meetings*".



- In case the dialog window does not appear on your screen, you can also click on "*Launch Meeting*".



- If you do not have Zoom account, the software is going to ask you to write your name when joining a meeting. In any case, please **(re)name yourself** using the following pattern:

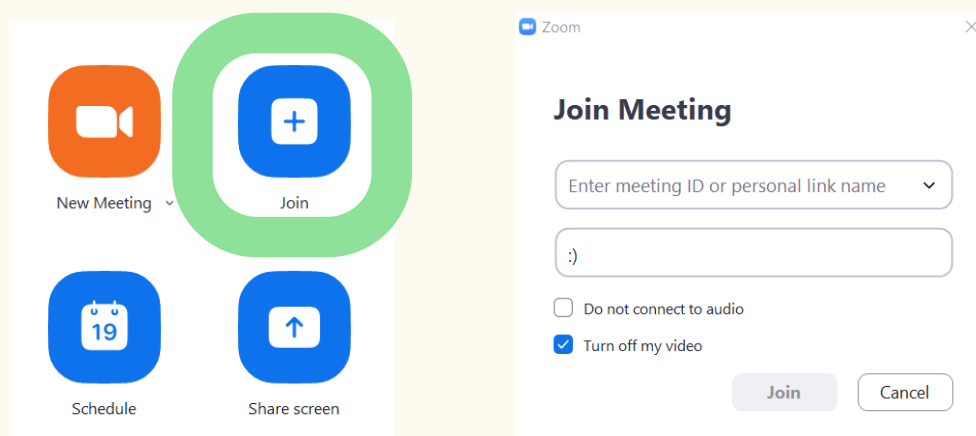
### **Name (country code) Committee (pronouns)**

For example: Ela (SI) LIBE (she/her)

You can always choose not to put your pronouns in your nickname - whatever works best for you, but do respect other people's choice.

## Joining a Zoom meeting with **Meeting ID:**

- Open the Zoom app on your computer/mobile device/tablet.
- Click the "*Join*" icon which will open up a new window.
- Enter the meeting ID (and, if needed, the meeting passcode).
- Enter your name in the box under the meeting ID using the pattern described on the previous page.



In some cases, there is going to be a **Waiting Room** enabled so you will have to wait for the host to let you in. When that happens, do not worry - the host will let you in, just wait patiently.

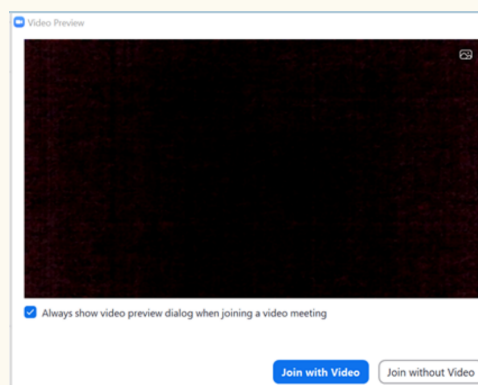


# 04

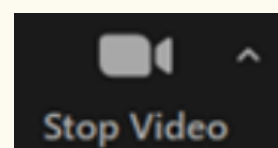
## Audio and video settings

### VIDEO SETTINGS

After the host lets you into the Zoom meeting, you will be asked whether you **wish to join with or without video**. You will be able to see a preview of your video in the black box as seen below, but until you click "*Join with Video*", other participants will not be able to see you. You can also choose to join without video at first and turn your camera on later if you feel like it.

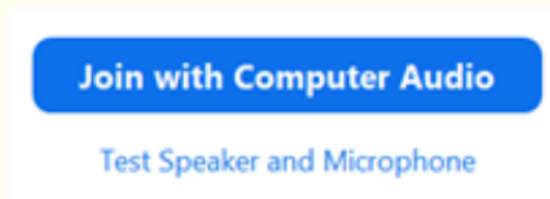


You can **start and stop your video** by clicking on the video icon shown on the right, which is found in the bottom left corner.

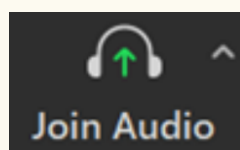


## AUDIO SETTINGS

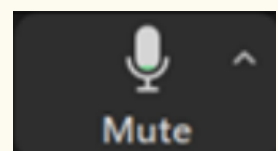
After joining the meeting, you will be asked to **join the meeting with audio**. Clicking this button does not mean you are going to join the meeting unmuted, it means you are going to be able to hear other participants. If you do not join the meeting with audio, you will not be able to hear anything.



In case this window does not show up, you can also always find the icon for joining audio (shown in the photo below) at the bottom left corner of the app.



You can **mute or unmute yourself** by clicking on the microphone icon shown on the right, which is found in the bottom left corner.



# Other Zoom features

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You can find Zoom features in the **bar at the bottom of the Zoom app**. Besides starting/stopping your video and unmuting/muting yourself, you will also find features there such as:

- **Participants**
- **Raise hand**
- **Chat**
- **Share Screen**
- **Reactions**
- **Virtual background/video filter**
- **Leaving the meeting**

## "PARTICIPANTS" FEATURE

You can click on the "*Participants*" icon to view the **list of participants** and search for a specific participant. At the bottom of your list, there is also an icon with three dots which shows you the **Raise hand** option.

## "CHAT" FEATURE

By clicking the "*Chat*" icon, you can **view the chat and send messages** to everyone or directly to a specific participant. When using the direct message option, only you and the person you are messaging will be able to see the messages.

## "SHARE SCREEN" FEATURE

You can **share your screen** by clicking on the green "*Share Screen*" icon. When you do that, a menu will appear and you can choose which screen/tab you wish to share by clicking on it. You can also share your device's audio by ticking the "*Share sound*" box in the bottom left corner.

Zoom also gives you the option of only **sharing your device's audio**. To access this feature, click the "*Share Screen*" icon and choose "*Advanced*" at the top of the menu, then click "*Music or Computer Sound Only*".

## "REACTIONS" FEATURE

During meetings, you can **react** to what you and others do or say by clicking on the "*Reactions*" icon. It will offer you different emojis/reactions and when you click on one, it will appear at the top left corner of your video/icon for a few moments.

## "VIRTUAL BACKGROUND / VIDEO FILTER" FEATURE

If you wish to choose a **virtual background** to hide your real background, you can click on the little arrow next to the video icon, then click "*Choose Virtual Background*". You will be able to set a virtual background by clicking on one of the photos provided by Zoom or by uploading your own by clicking on the + icon. Next to virtual backgrounds there is also a **video filters** option you can play around with.

## LEAVING THE MEETING

If you wish to leave the meeting, click the red "*Leave*" icon in the bottom right corner.

# 06

## Support during the session

For extra support and help before and during the session, we have created two **support channels** - a text and voice one.

### ▼ FOR EVERYONE

# check-in

# welcome-and-rules

# role-menu

# announcements

# support

# well-being

# future-sessions

🔊 support

\*description of how they're gonna work\*

**That's all!**

Congrats on making it to the end of this guide. We hope it was helpful and will aid you in navigating this session the best you can.

If you have any questions left, do not hesitate to contact \*whoever they should contact\*



# VNS21

**VANTAA 2021 -**  
27<sup>TH</sup> NATIONAL SESSION OF EYP FINLAND