

# ZOOM

## Participant Guide



**Bedford  
Modern  
School.**

### Joining instructions:

- So that you are able to use Breakout Room functionality you must download the latest version of the Zoom app.
- To download the app for PC or MacOS visit <https://zoom.us/download>. Alternatively, download the mobile app from the Apple or Android app store.
- To join the virtual zoom event, click the link provided in your email confirmation and then enter the code and password, if required.
- This should automatically open or you may see a pop-up box asking you to open the zoom application. In order to use the Breakout Rooms you must join via the App.
- On entry to the meeting you will then need to enter one of the subject Breakout Rooms.

### Self Selecting a Breakout Room:

In order to join one of the subject breakout rooms, please ensure you have joined the meeting via the desktop or mobile app and have downloaded the latest version. If you join via the web browser you will be unable to use this facility. To join one of the breakout rooms you should:

- Click the **Breakout Rooms** option in your meeting controls.

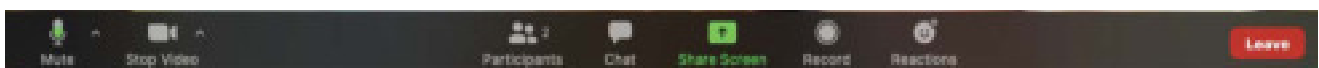


This will display the list of open Breakout Rooms created by the host.

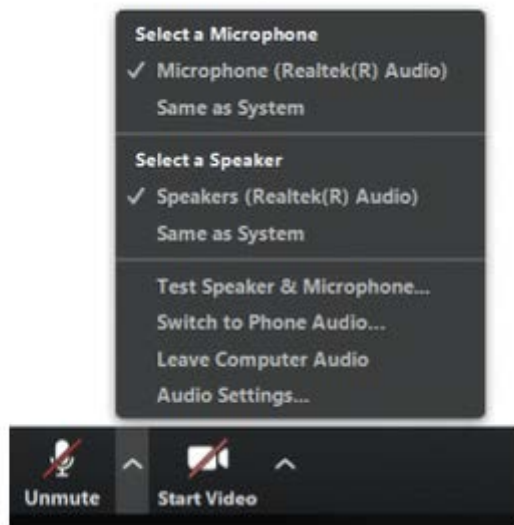
- Click **Join** next to the Breakout Room you wish to participate in, then join by clicking **Join** again.
- Repeat as necessary to join other Breakout Rooms, or click **Leave Room** to return to the lobby.

### How to use Zoom:

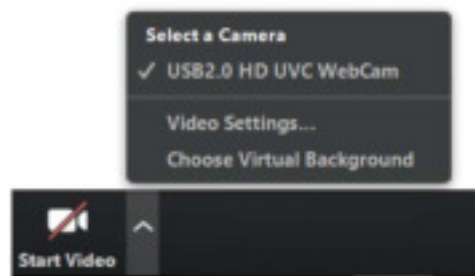
- Once you have joined the meeting, you will see a toolbar at the bottom of your screen.



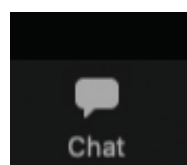
**Audio** - You will enter the event muted. In the bottom, left corner you can mute/unmute yourself, if the host has allowed you to (in the majority of events, you will be muted until a Q&A session begins or general conversation is allowed). If you click on the arrow next to this button, you can adjust your audio settings, including changing your microphone and speaker and switching to phone audio.



**Camera** - In the bottom left corner, you can also turn your camera on and off. The arrow to the right of the video button will allow you to change your camera settings and see what the video will look like before you turn it on.



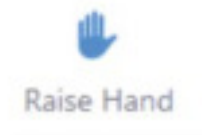
**Chat** - The in-meeting chat function allows you to send chat messages to other users within a meeting. You can send a private message or to the entire group. This is also another way to ask questions when you are muted.



**Other participants** - To see who the other participants in the meeting are, you can click the participants button on the toolbar at the bottom. This will open a sidebar in zoom with the names of attendees.



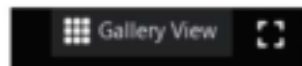
**Raise your hand** - After opening the participants box, at the bottom of the participants sidebar is an option for you to raise your hand. This will allow the host to see that you would like to speak or have a question.



### Viewing options:

- You have two viewing options, which you can change in the top right of the video sharing screen.

**Gallery view** - Lets you see thumbnail displays of all participants.



**Speaker View** - Displays a large view of the person currently speaking, with a small thumbnail of the previous speaker. We recommend this option for this event.

