

It is best to have Zoom installed before you try to join the meeting. Search for it on your usual browser and install the free version. Once you have installed, you need to “Sign up” which means setting a password etc etc. After that, you will receive an email “Welcome to Zoom” which has lots of helpful information.

Once you have installed zoom, it is worth checking your camera and microphone are both working.

- Open zoom
- Across the top there are four icons: Home, Chat, Meetings, Contacts. Ensure you are on the Home page (Home icon will be blue)
- Top right of the screen there is a little flower sign – this is the setting button. Click on that.
- From the menu displayed you can check your video and audio.

You do not need to have zoom opened to join the meeting, just click on the hyperlink provided in the invitation. (On my PC, the google chrome icon on the bottom goes brown and flashes so I have to select that). Then select “Open Zoom”. It then says Connecting.

Do not click to join before the start time (7.15pm). Even then, you cannot join until the host (Seb) has started the meeting. If you get that message, just wait.

If zoom opens in a very small box, click top right to make it full screen, as for any application.

Seb will put you in a Breakout Room. When you get in the room, you will see yourself as a black box with your name in. Bottom left of your screen, there are two icons – a microphone and a camera. If you cannot see these, or other icons, just move your mouse around and they will appear.

You need to select the camera, which removes the line from it and starts your video – you should now be able to see yourself – as others do!

There are icons along the bottom for things like chat. Avoid hitting Share Screen as that over-rides everyone’s screen. If you do this accidentally, there is a “Stop Share” button at the top in the middle.

When Seb takes everyone back to the plenary session, you will be on mute. If you want to say something, use the chat facility (at the bottom of the screen – again, move your mouse around a bit to reveal), tell Seb you want to say something, and he will unmute you to talk.

Top right there is an icon to switch between Gallery View, when you see everyone, and Speaker View, when whoever is speaking is large on the screen, this is useful for the main warm up and singing sessions as you can see Seb clearly.

If there is a middle breakout session, you need to unmute yourself on entry – click on the microphone bottom left.

“Leave Meeting” is bottom right.