

## Zoom Guide for Participants

This Zoom guide contains the following sections:

1. Signing into Zoom .....	1
2. Waiting Room(s) .....	2
3. Options within the Meeting/Event.....	4
4. Zoom Chat Feature .....	5
5. Getting started with Zoom .....	6
6. Joining a meeting.....	6
7. My Zoom account.....	7
8. Troubleshooting .....	7

### Welcome

Welcome to the Emerging Researchers' Group meeting for ERC 2020! This guide is set out to help you with accessing Zoom and to make you aware of the features available to you during the session(s). You can open Zoom in both Desktop App & Browser. Note, some of the features will be styled different from the screen shots below, however they can always be located under '**More**'.

### 1. Signing into Zoom

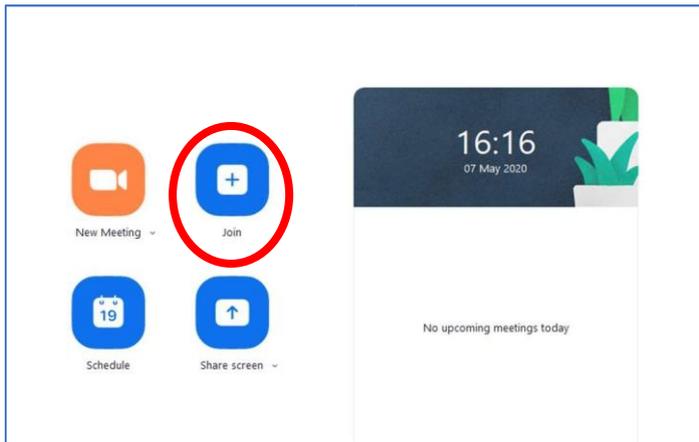
For each session, there will be a Meeting Invite Link, Meeting ID & Meeting Password. This link is the same for all participants and hosts. Eg:

Join Zoom Meeting

<https://liverpool-ac-uk.zoom.us/j/99203170252?pwd=SHp4TytucElZRlCQmRzZkVKa2pPZz09>

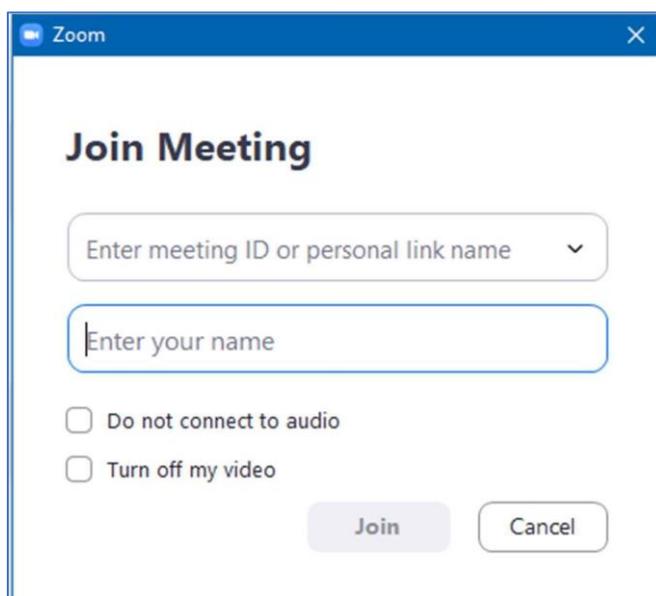
Meeting ID: 992 0317 0252

Passcode: 0Y+g^s.!



From the Desktop App, you have the following options for sign in:

Select **'Join'** and you will be presented with the following:



From here you can insert **the 'Meeting ID'** and the name you wished to be displayed as.

You will then be asked to insert the **'Meeting Password'**.

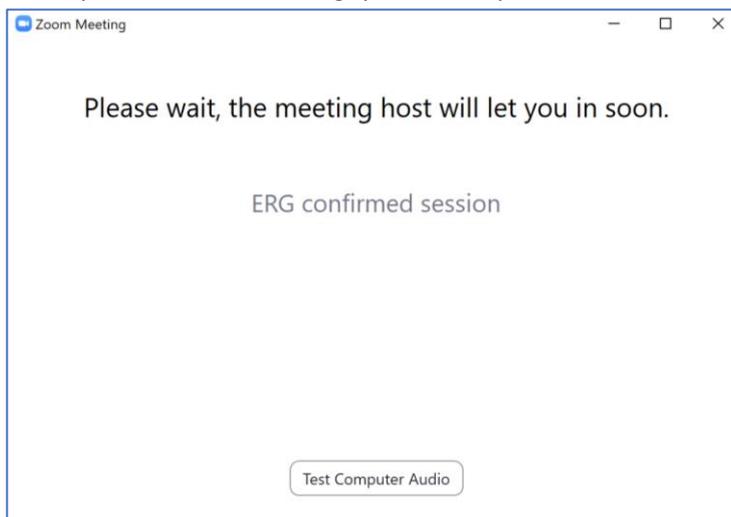
Once this information has been inserted, select **'Join'**.

**You can also use the meeting link which will direct you straight to the event (alternative)**

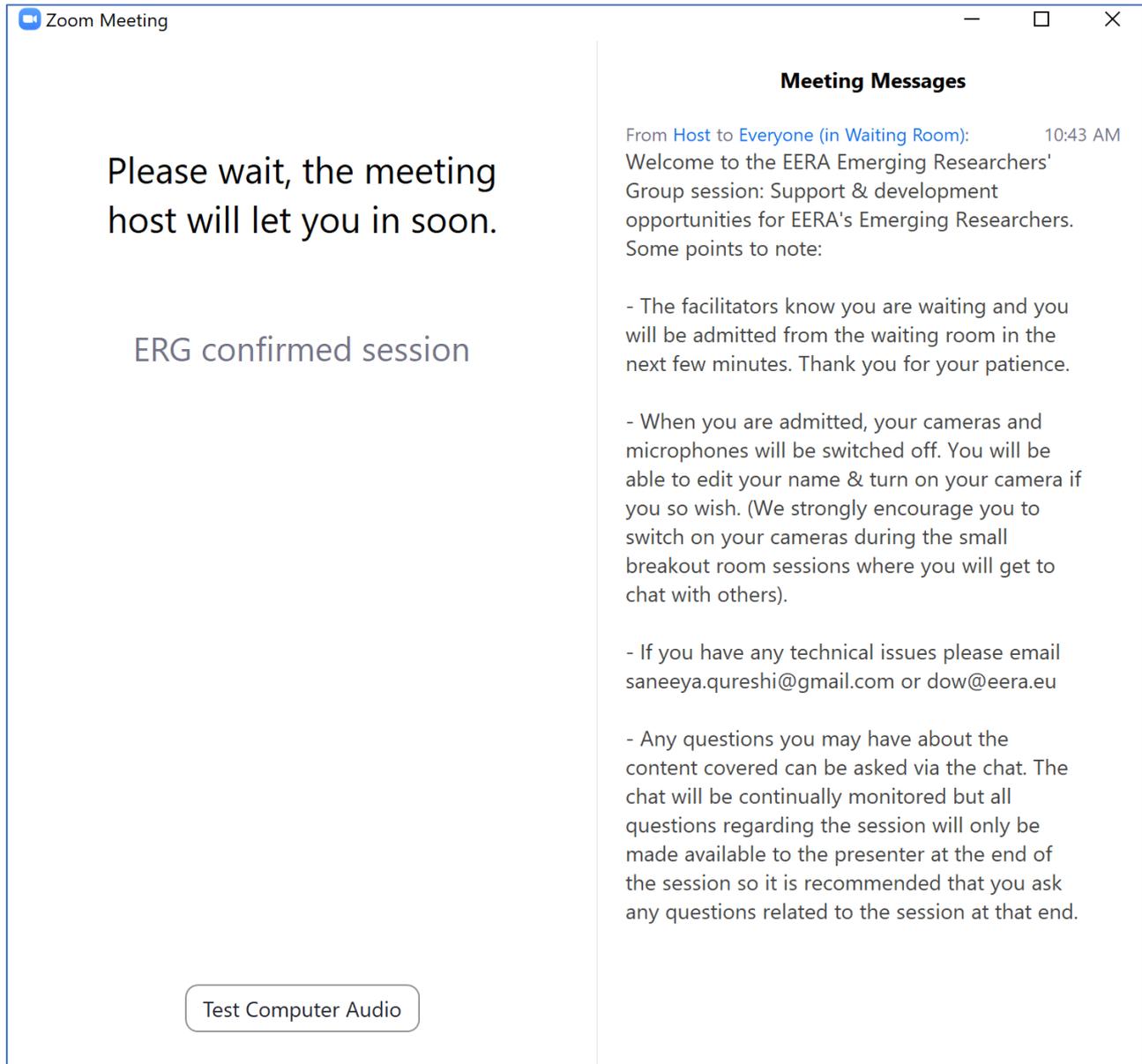
[Back to document index](#)

## 2. Waiting Room(s)

When you enter the meeting, you will be presented with the following screen:



There is a chat feature in which the host will provide brief updates on their progress before admission:



The screenshot shows a Zoom Meeting window with a chat pane on the right. The main area of the meeting displays a message: "Please wait, the meeting host will let you in soon." Below this, it says "ERG confirmed session". At the bottom of the main area is a button labeled "Test Computer Audio". The chat pane is titled "Meeting Messages" and contains a message from the host to everyone in the waiting room, dated 10:43 AM. The message reads: "Welcome to the EERA Emerging Researchers' Group session: Support & development opportunities for EERA's Emerging Researchers. Some points to note:" followed by three bullet points: 1) Facilitators know you are waiting and you will be admitted in the next few minutes. 2) When admitted, cameras and microphones will be switched off, but you can edit your name and turn on your camera if you wish. 3) Technical issues should be emailed to saneeya.queshi@gmail.com or dow@eera.eu. Any questions about the session content should be asked via the chat, which will be monitored but only answered at the end of the session.

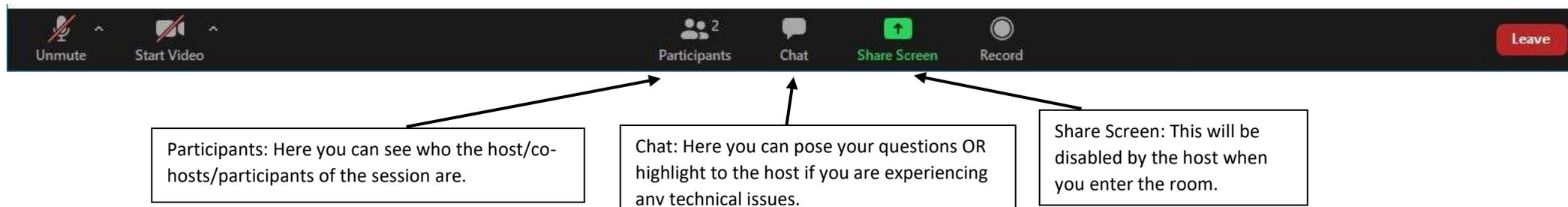
Please do not worry as once the session is ready go live, you will be admitted into the main event by the host.

Please note, you cannot copy text from the chat box, and neither can you share files in the Zoom chat.

[Back to document index](#)

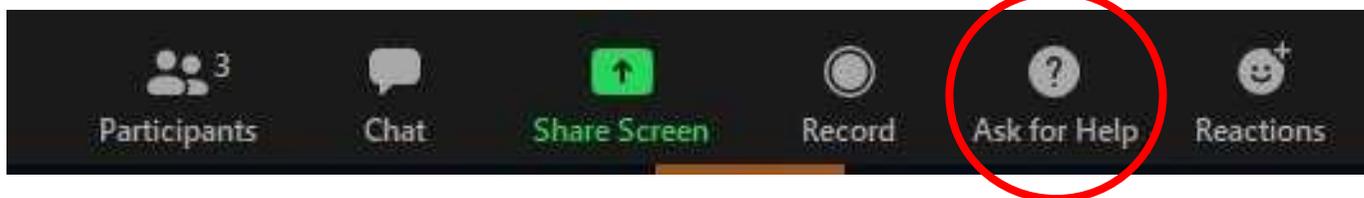
### 3. Options within the Meeting/Event

When you are admitted into the session, you will be presented with the options below. You will automatically be entered into the session with no video and muted.



#### Breakout Room Options

When in a breakout room, you have the options below. Here, you can ask for help and the host of the session will be able to assist you.

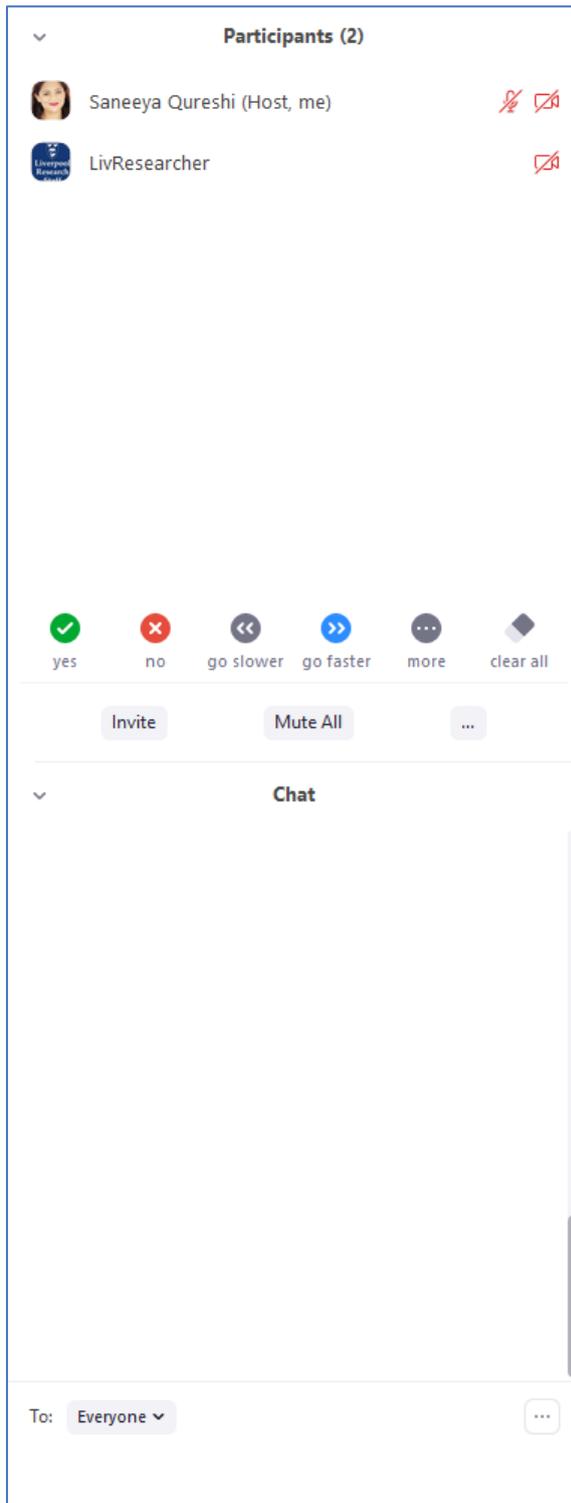


You will also be able to return to the main room, as the host will enable this session.

The host will also broadcast messages to the whole group (which will be visible at the top of your screen for a limited period of time)

[Back to document index](#)

## 4. Zoom Chat Feature



- Here you can pose questions to the host/co-hosts and speakers.

- We are happy to help! There is a brief Zoom FAQ attached to this guide to help with some common issues you may encounter prior/during the session.

- If you have any technical issues please email [saneeya.qureshi@gmail.com](mailto:saneeya.qureshi@gmail.com) or [dow@eera.eu](mailto:dow@eera.eu)

- Any questions you may have about the content covered can be asked via the chat. The chat will be continually monitored but all questions regarding the session will only be made available to the presenter at the end of the session so it is recommended that you ask any questions related to the session at that end.

[Back to document index](#)

## 5. Getting started with Zoom

### Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our [Download Center](#). [Learn more about downloading Zoom](#).

### How do I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom Desktop Client](#).

### Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using [authentication profiles](#), then the participant will need a Zoom account to access the meeting. [Learn more about joining a Zoom meeting](#).

A Zoom account is only required if you need to create your own meetings and send invitations to participants. Having a Zoom account allows you to create your own [Instant Meetings or Schedule Meetings](#). An account also allows you to access your personal settings, where you can [update your profile](#) or [upgrade your plan](#) at any time.

### How do I signup for Zoom?

You can sign up for a free Zoom account at [zoom.us/signup](https://zoom.us/signup).

### How much does Zoom cost?

A basic Zoom license is free. [Learn more about available Zoom plans and pricing](#).

### Weekly live trainings

Join the Zoom corporate team for a [live training](#) to learn the basics of Zoom and ask questions live.

[Back to document index](#)

## 6. Joining a meeting

### How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to [join.zoom.us](https://join.zoom.us) and entering in the meeting ID. [Learn more about joining a meeting](#).

### How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio](#).

### Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

### Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

[Back to document index](#)

## 7. My Zoom account

### How do I reset my password?

You can reset your password at [zoom.us/forgot password](https://zoom.us/forgot_password). [Read step by step instructions and how to fix common password issues.](#)

### Where can I find my account owner?

You can find your account owner on your [Account Profile](#) page of the Zoom web portal. [Learn more about the Account Profile page.](#)

[Back to document index](#)

## 8. Troubleshooting

### My video/camera isn't working.

[Read tips on troubleshooting a camera that won't start or show video.](#)

### There is echo in my meeting.

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

### Audio isn't working on my mobile device.

[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

If you are still having issues, please [submit a request](#) to the Zoom corporate team.

[Back to document index](#)

(Credit for this Zoom guide: Luke Simpson [@LukeJSimpson](#))