**Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand
(SCS SAP Project)**

ZOOM VIRTUAL MEETING GUIDE

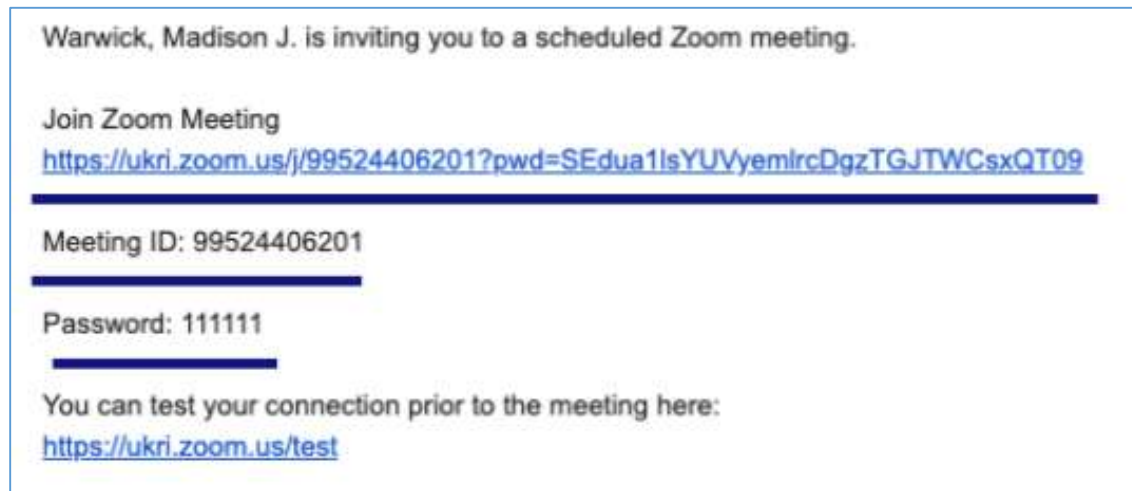**The Project Inception Team, SCS SAP Project**

Contents

ATTENDING A ZOOM MEETING

Joining the meeting

Step 1. When you are invited to a virtual meeting, you will be provided with a link to the meeting as well as the 'Meeting ID'. Sometimes there will also be a password for the meeting as well. Each meeting will have a different link and meeting ID.

Warwick, Madison J. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://ukri.zoom.us/j/99524406201?pwd=SEdua1lsYUVyemlrcDgzTGJTWCsxQT09

Meeting ID: 99524406201

Password: 111111

You can test your connection prior to the meeting here:
https://ukri.zoom.us/test

To join the meeting, click the 'Join Zoom Meeting Link'. A window will pop up in your internet browser to the meeting.

If you have downloaded the desktop version of zoom you will need to click 'Launch Zoom' or 'Open zoom.us' to access the Zoom desktop app. You can download zoom for your desktop at: https://zoom.us/download . Please always make sure you only use the most up to date version of zoom.
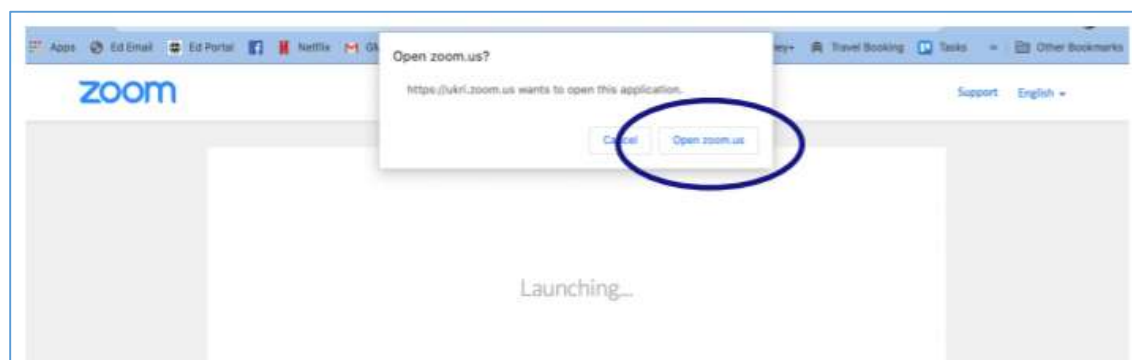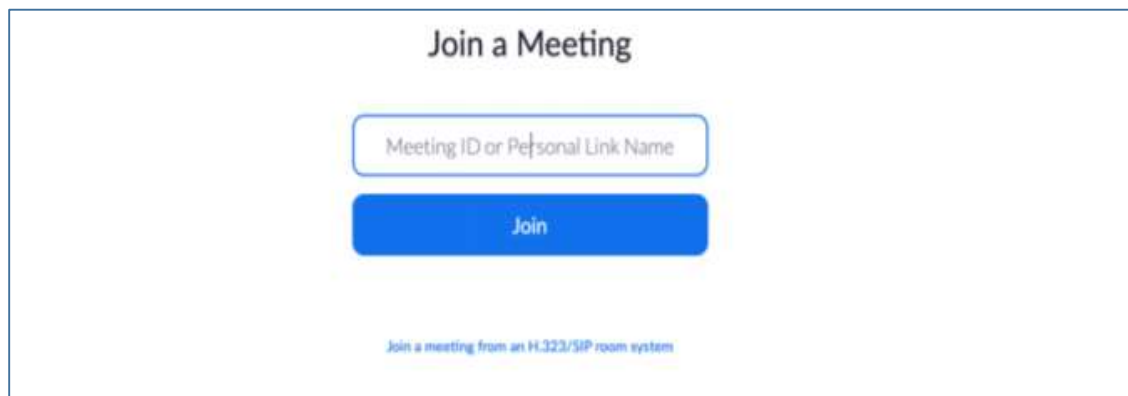
You can also open zoom in your internet browser by clicking 'Join from your browser'.
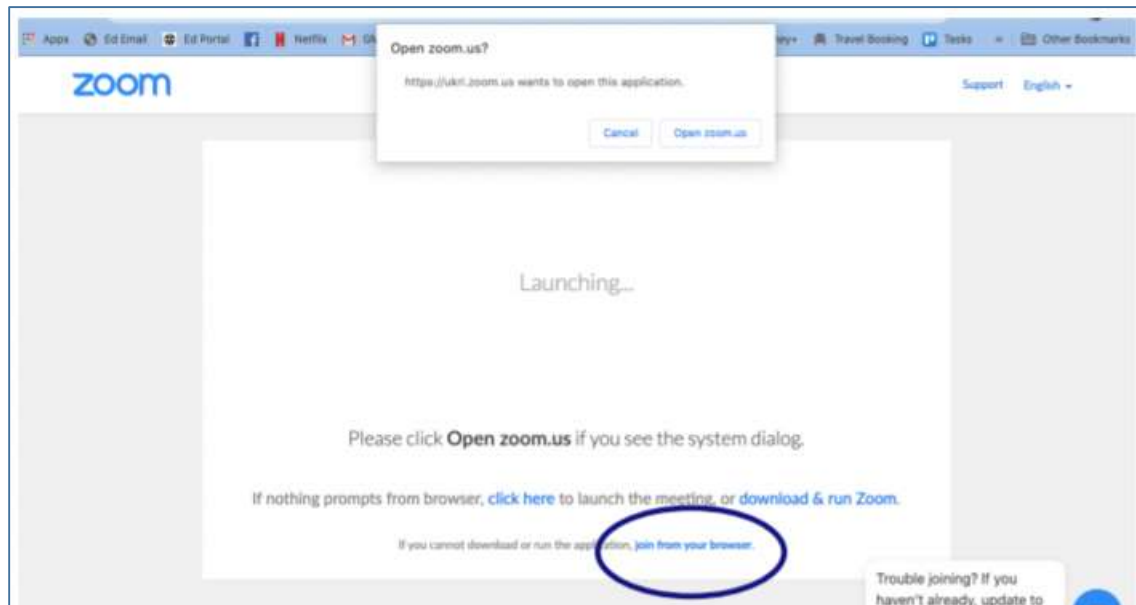
Another way to join a zoom meeting is by googling 'Join Zoom Meeting' or by going to https://zoom.us/meetings. On this website you can then press 'Join a Meeting'.
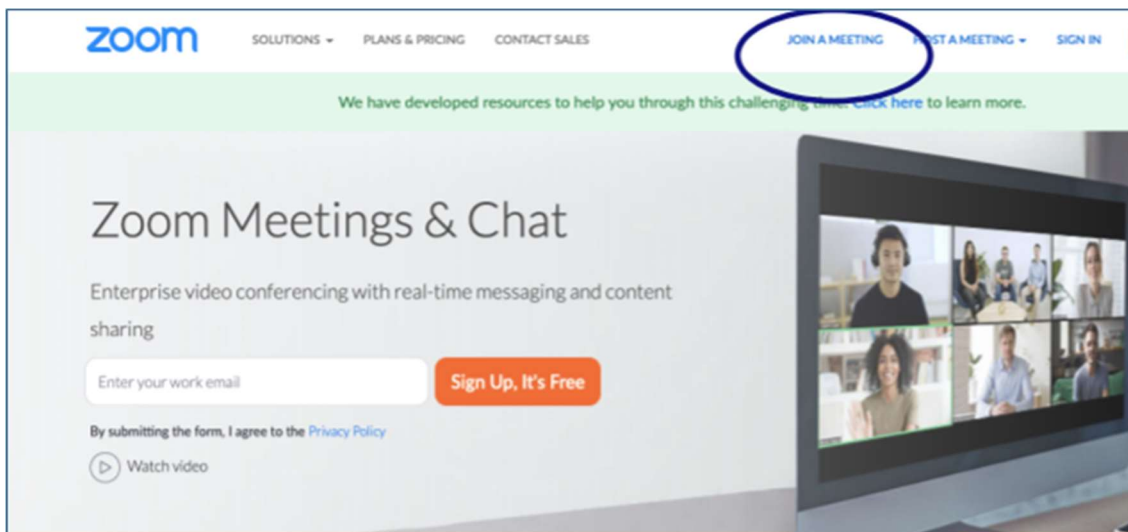

You can then enter the 'Meeting ID' from the original email to access the meeting as well as the 'Password'.

Step 2. Sometimes a 'Waiting Room' is implemented in our meetings for security purposes. If you see this message – **_"Please wait the meeting host will let you in soon"_**, please wait for the host of the meeting to let you into the meeting. If you have waited over 5 minutes to enter a meeting please contact or whoever is hosting the meeting.

Once you have entered the meeting, please click 'Join with computer audio'.
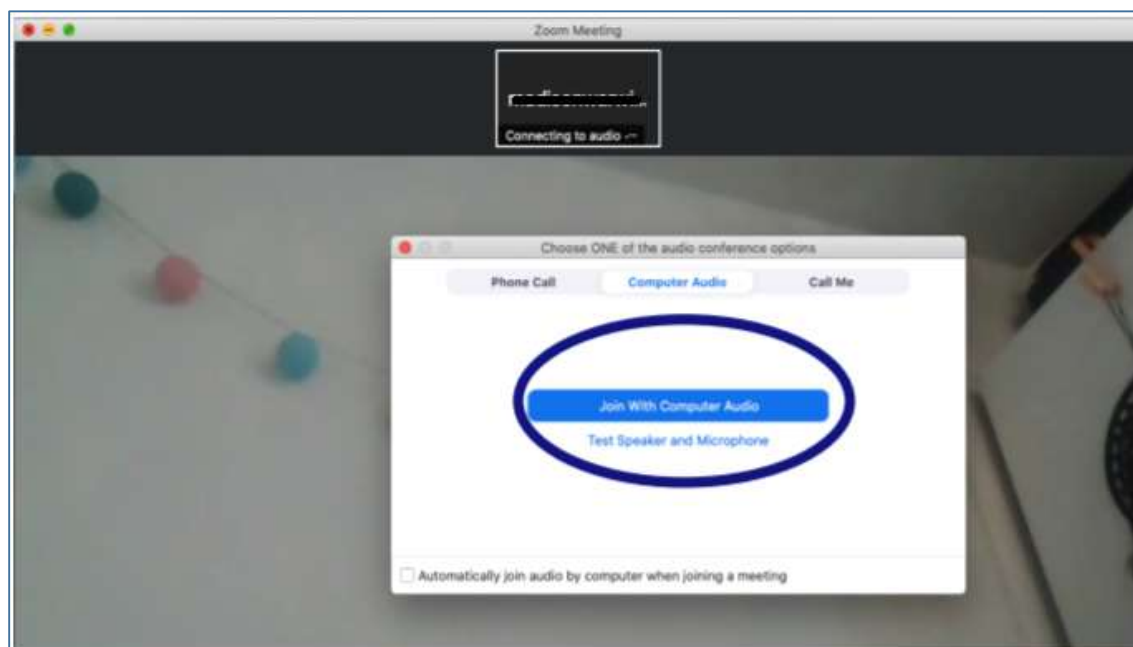
Joining the Meeting by Phone

Sometimes it may not be possible to join a meeting through a computer due to poor internet connection. For some countries, there is the option to join the meeting by phone.

1) Call the Zoom meeting number for your country. You can find the numbers for your country on the following website: https://zoom.us/zoomconference. We recommend only using 'TOLL FREE' numbers as otherwise you will be charged for your call.

2) When prompted enter the 'Meeting ID' followed by #.

3) Enter the meeting 'Password'

4) If the meeting has not yet started you will be asked to enter the host key. Please press # and wait for the meeting to be started.

During the Meeting

Audio. When you are not talking during a meeting, it is best to 'Mute' your audio to reduce the amount of background noise during the call. To 'mute your audio, click the 'Mute' button at the bottom left hand corner of the screen. Click this button again to 'Unmute' when you would like to speak.

You can also check if your microphone and speakers are working by clicking the 'Small upwards arrow' next to the 'Mute' button and click 'Test Speakers and Microphone.
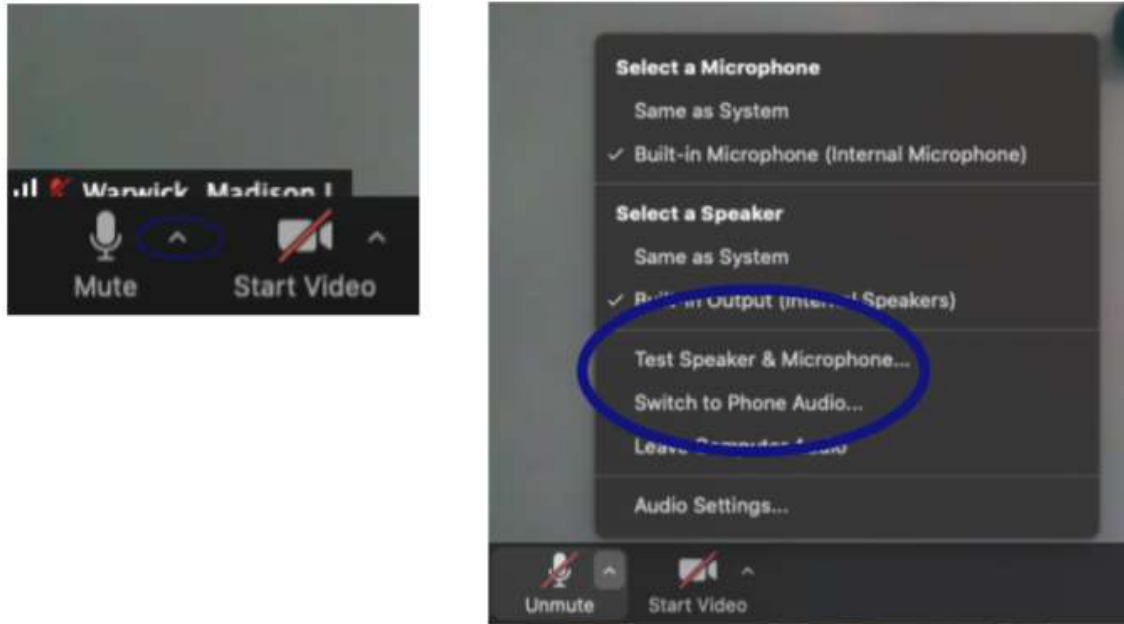

You can also use this window to change your speakers and microphone if you have multiple audio options on your computer.

Video. You can stop or start your video by clicking 'Start Video' in the bottom left hand corner of the screen.
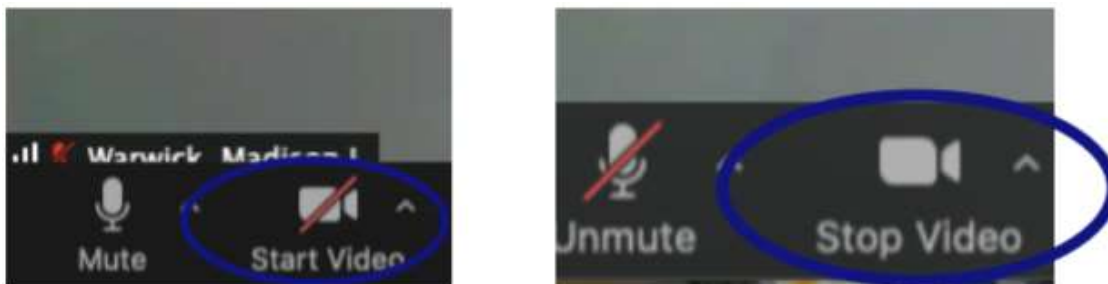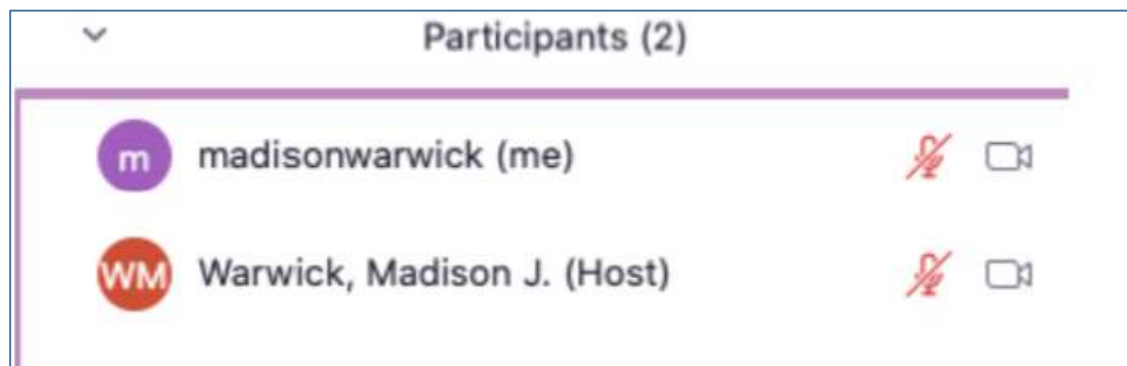
Rename your profile

Sometimes a host may ask you to change what your profile name is in the meeting to make it easier to identify everyone. You can do this by first clicking 'Participants' at the bottom of the screen.
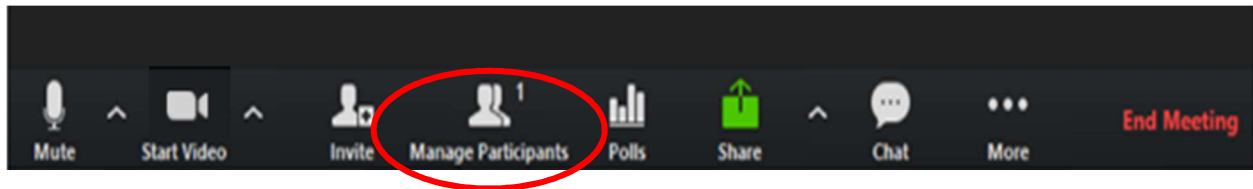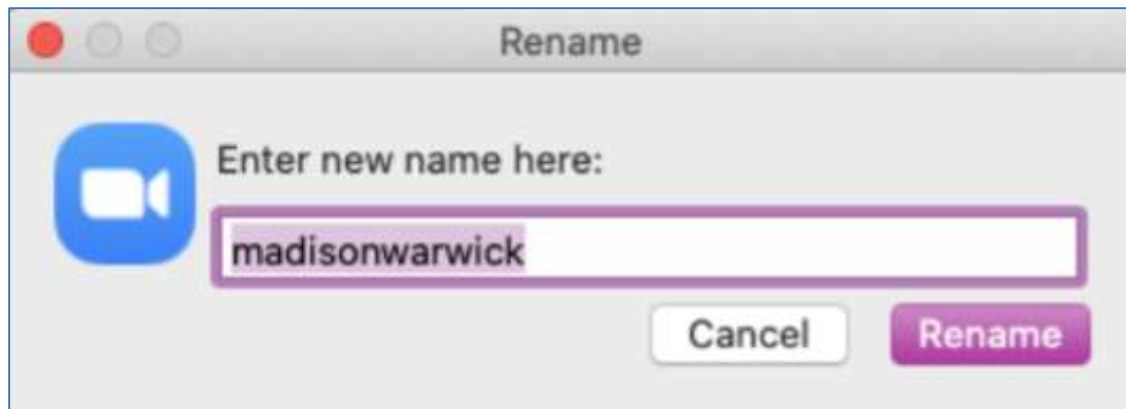

This will bring up the 'Participants Tab' which has a list of everyone who is attending the meeting.

If you hover over your name two bottons will appear. Click 'More' and then 'Rename' to change your profile name.
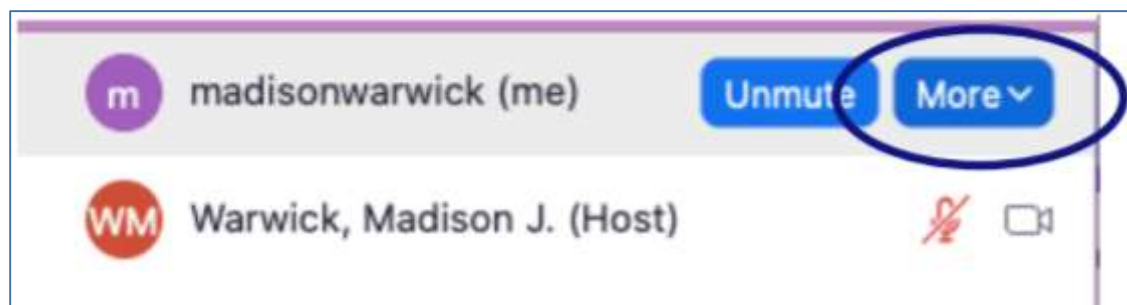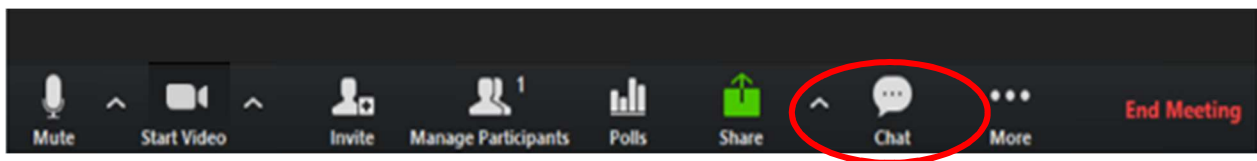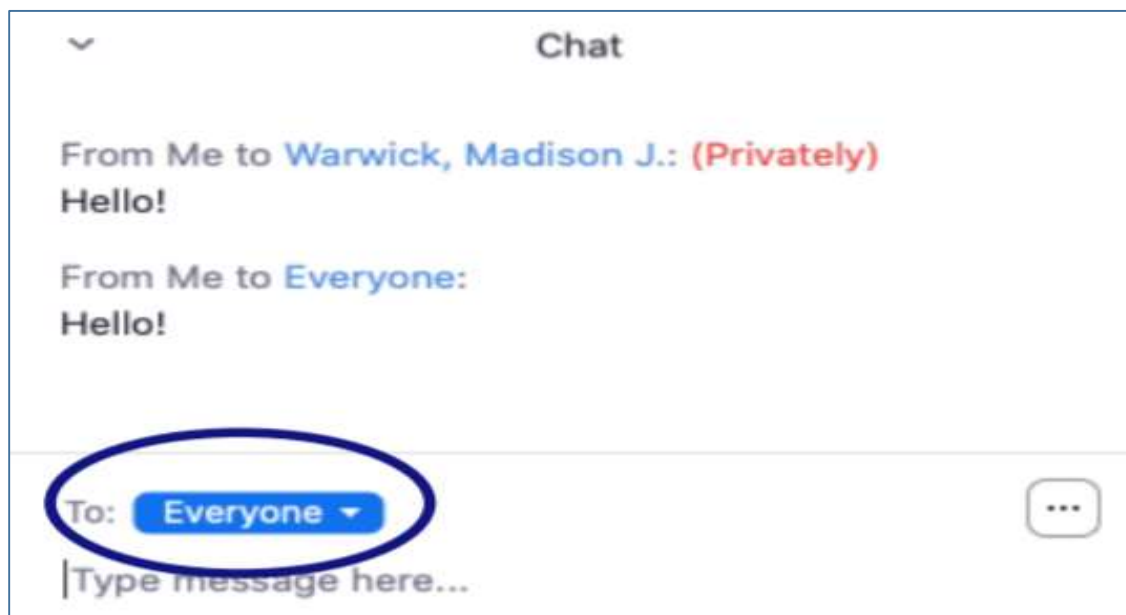
Using the Meeting Chat

Zoom has a 'Chat' function which can be used to talk to other members on the call. The chat can be accessed by clicking the 'Chat' button at the bottom of the screen.


This will bring up the 'Chat Tab' where you can either message the individuals privately or the entire group.

You can write a message by typing at the bottom of the tab where it says 'Type message here'. You can so change who you send the message to by clicking down on the 'To:' button.

Asking Questions and Reactions

Asking questions and providing reactions in large meetings is often done through 'Hand Raising'. You can raise your hand to ask a question by clicking 'Participants' at the bottom of the screen.
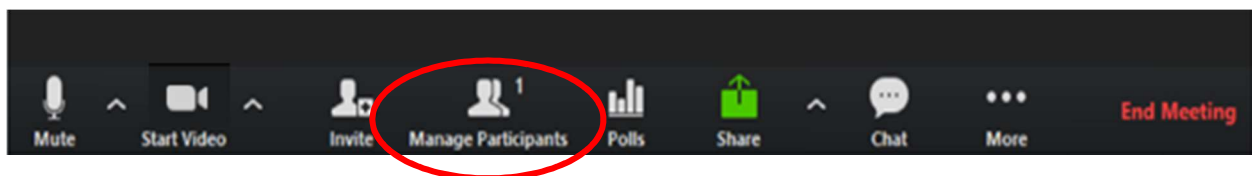
At the bottom of the 'Participants' tab you will be able to see a variety of small icons.
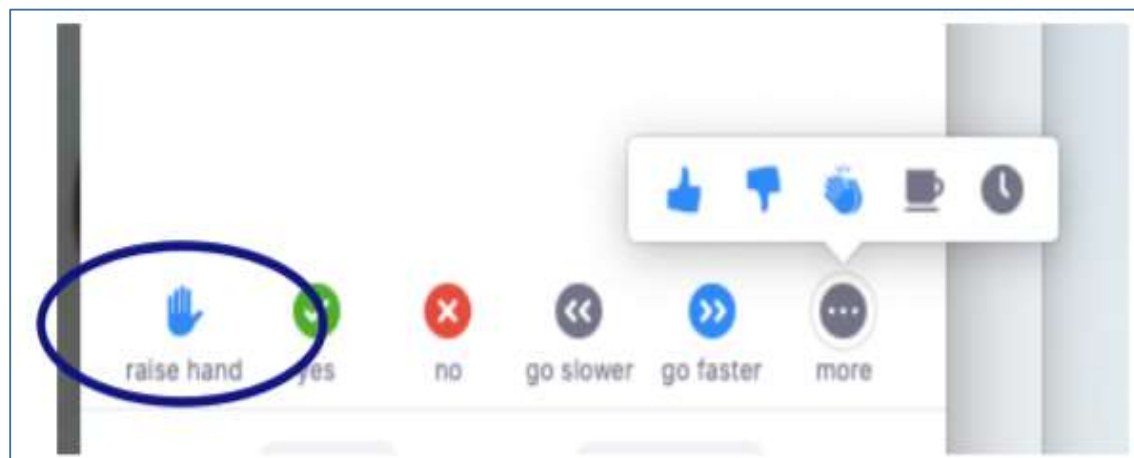
You can click 'Raise Hand' to ask a question as well as use the other icons to react to various things by using the 'yes', 'no', 'like', 'dislike', 'clap' and other icons.

Participating on the Phone

If you have joined the meeting via phone, there are some aspects such as the meeting chat that will be unavailable. However there are still some options which you can use to participate in the meeting.

*6 to mute/unmute
*9 to raise your hand

Presentations and Screen Sharing

Sometimes you may need to share a presentation, video or document during a call. In order to do this you will need to share your screen with the group. You can do this by clicking the green 'Share Screen' button at the bottom of your screen.
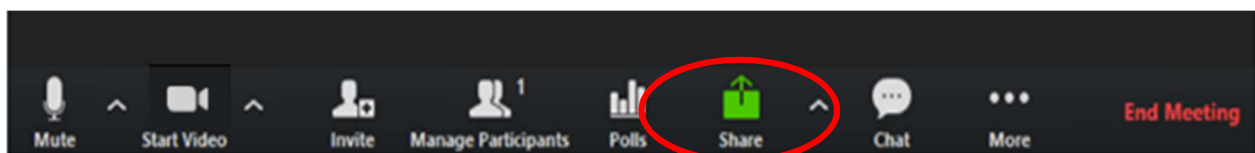
Once you click this button you will then need to select which 'Screen' or 'Window' you would like to share and then click 'Share' at the bottom right hand corner of the tab. You can share either your 'Full Screen' or the specific window which has the powerpoint/document/video you would like to share.

Please kindly note that if you select 'full screen' the other members on the call will be able to see everything that happens on your screen. However, if you select a specific window such as a 'Powerpoint window' they will only be able to see that window and you will need to change which window you are sharing if you want to share something else.

Shares full screen
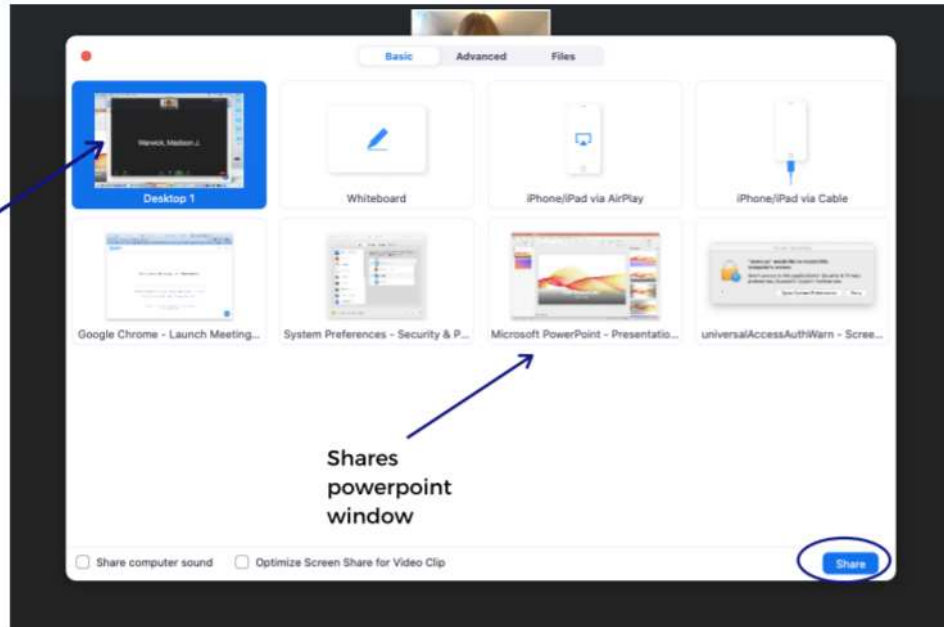
Shares powerpoint window

It is recommended that you only put your presentation into 'Presentation Mode' or 'Full screen' once you have started sharing your screen. You can do this by clicking 'Slide show' on and then 'Play from start' in powerpoint.
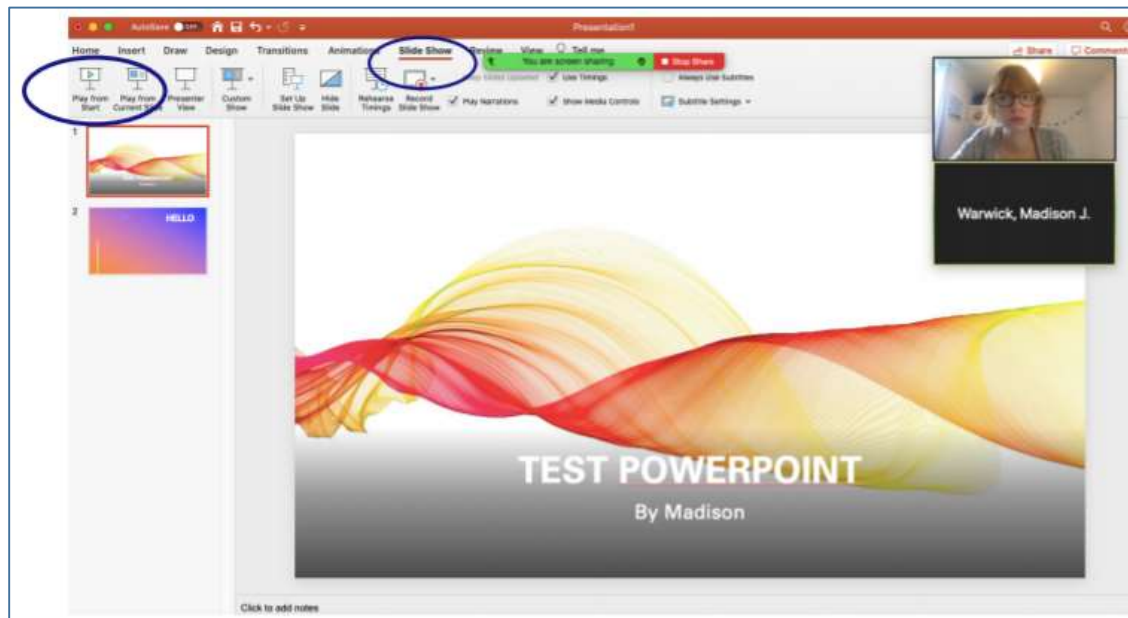
If you would like to change which window your are sharing such as changing from a powerpoint to a video, click the green 'New Share' button at the top of the screen and select the new window which you would like to share. Once you have finished your presentation and would like to stop sharing your screen click the red 'Stop Share' button at the top of the screen.
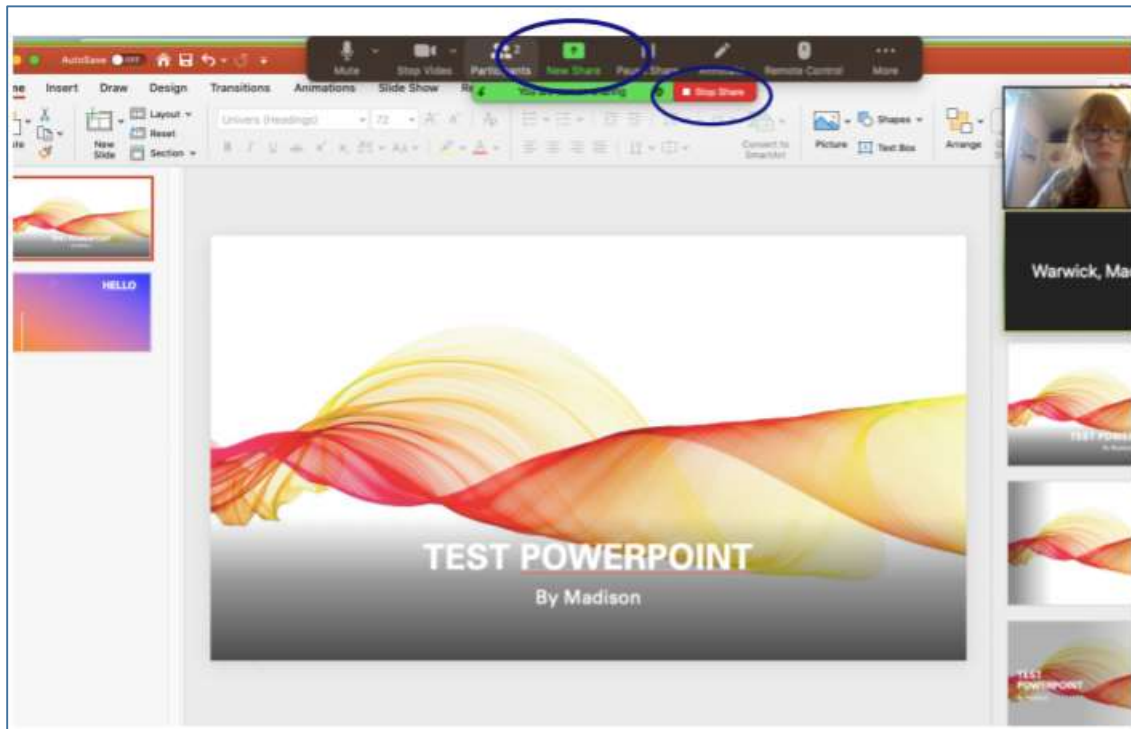
Leaving a Meeting

Once a meeting is over or you would like to leave you can leave the meeting by clicking the red 'End Meeting' button at the bottom right hand side of the screen.
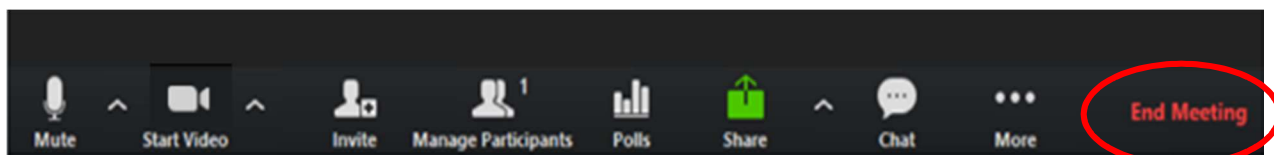
If you have any issues or problems accessing or participating in a Zoom meeting, it is always good to email the meeting organiser to notify them of the problem.

Source: Copied with modification from "Using Zoom: Your Guide to IMNS Virtual Meetings, International Nitrogen Management System"