Guide on how to use Zoom

Alyth is running all of our activities online via Zoom. You will find all the Zoom links for the various programmes in our Weekly emails.

Download Zoom

Before joining a Zoom meeting on a computer, tablet or mobile phone, you should download the Zoom app by clicking here (https://zoom.us/download). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can join a test meeting to familiarise yourself with Zoom by going to https://zoom.us/test.

Joining a Meeting

Each meeting has a unique number called a meeting ID that will be required to join a Zoom meeting

Please click on the Zoom links included in our communications to take you to the session, service or activity

If you need further help joining a meeting, please go to https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting.

Viewing Zoom

There are two main options for viewing the meeting.
- "Speaker View" has a large window for the person talking and a panel for all the others in the session.
- "Gallery View" gives a grid with everyone on the session

Accessing Resources

If any resources are needed for our activities, they will be made available at least an hour before the session. They can be found at www.alyth.org.uk/alythonline.

So that you are fully able to take part in the activity, please either print them off or use another device to view the resources.

Good Zoom Hygiene and Etiquette Tips

First of all, wash your hands, then:

1) Be sure to mute your mic *(on the lower left corner of your screen)* as soon as you sign on and whenever you are not speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.

2) Consider muting your video *(also on the lower left of screen)* if you are eating, scratching, talking with someone else in the room or anything else that might be distracting to others.
Muting your video will also help if you are having bandwidth issues and the screen keeps freezing. You might also want to consider turning off other household items that eat up your bandwidth.

3) Close unneeded applications on your computer to keep the video optimally functioning.

4) When you are speaking, let others know that you are finished by saying something like, "I'm done" or "thank you" so that everyone knows you have finished.

5) If you want to speak, physically raise your hand or use the "raise hand" feature that is available at the bottom centre of your screen.

6) You can ask questions and make comments by using the "Chat" feature *(also on the bottom and centre of your screen)*.

7) Remember to click "leave meeting" when the session is finished.

8) Don't forget that if your camera is on, you can be seen by everyone so be carful of what you are wearing and doing.