



Zoom instructions

Content

| | |
|---|----------|
| Content | 1 |
| If you are already familiar with Zoom: | 2 |
| If you are new: | 2 |
| App or webversion | 2 |
| Necessities | 2 |
| Create a Zoom profile | 2 |
| Zoom app | 3 |
| Log in to a Zoom meeting | 4 |
| Become known in Zoom - for new users | 4 |
| Mute/unmute | 5 |
| Stop video/start video | 5 |
| Speaker view/Gallery view | 6 |
| Hide Non-video participants/Show non-video participants | 6 |
| Rename | 6 |
| via tegels | 6 |
| via deelnemers | 6 |
| Break-out Rooms | 6 |
| Naar een Room gaan | 7 |
| Een Room verlaten | 7 |
| Leave meeting | 8 |



If you are already familiar with Zoom:

Check for **updates**.

[In the zoom app, right-click on your own icon, check for updates]

If you are new:

Try this well before your zoom meeting.

This way you can still figure out how this works, especially the logging in.

App or webversion

It is possible to participate via the web version, but if we do an exercise in break-out Rooms you may have fewer options.

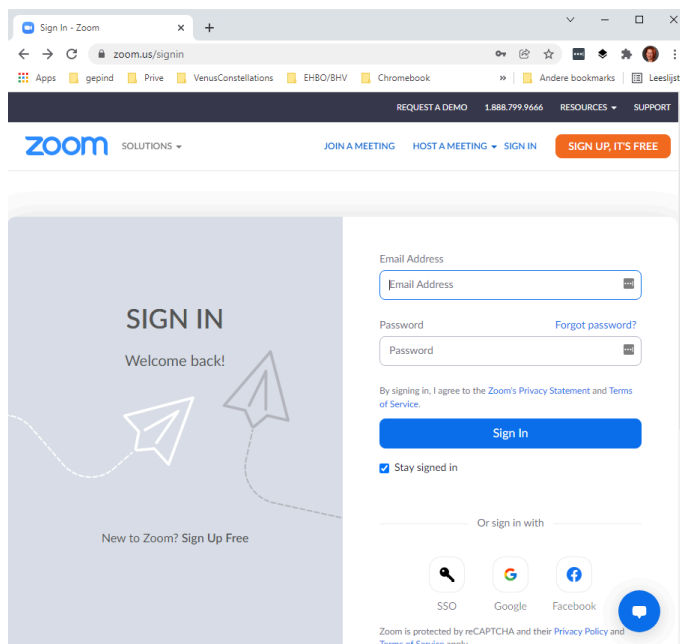
It is therefore advisable to create a (free) Zoom account.

Necessities

- Make sure you have a good internet connection
- Laptop/desktop with camera
- Headphones or earphones
- Enough light
- Latest Zoom version

Create a Zoom profile

Go to <https://zoom.us/signin>.



- If you do not yet have an account with Zoom, create a profile by clicking at the top right: **SIGN UP, IT'S FREE**



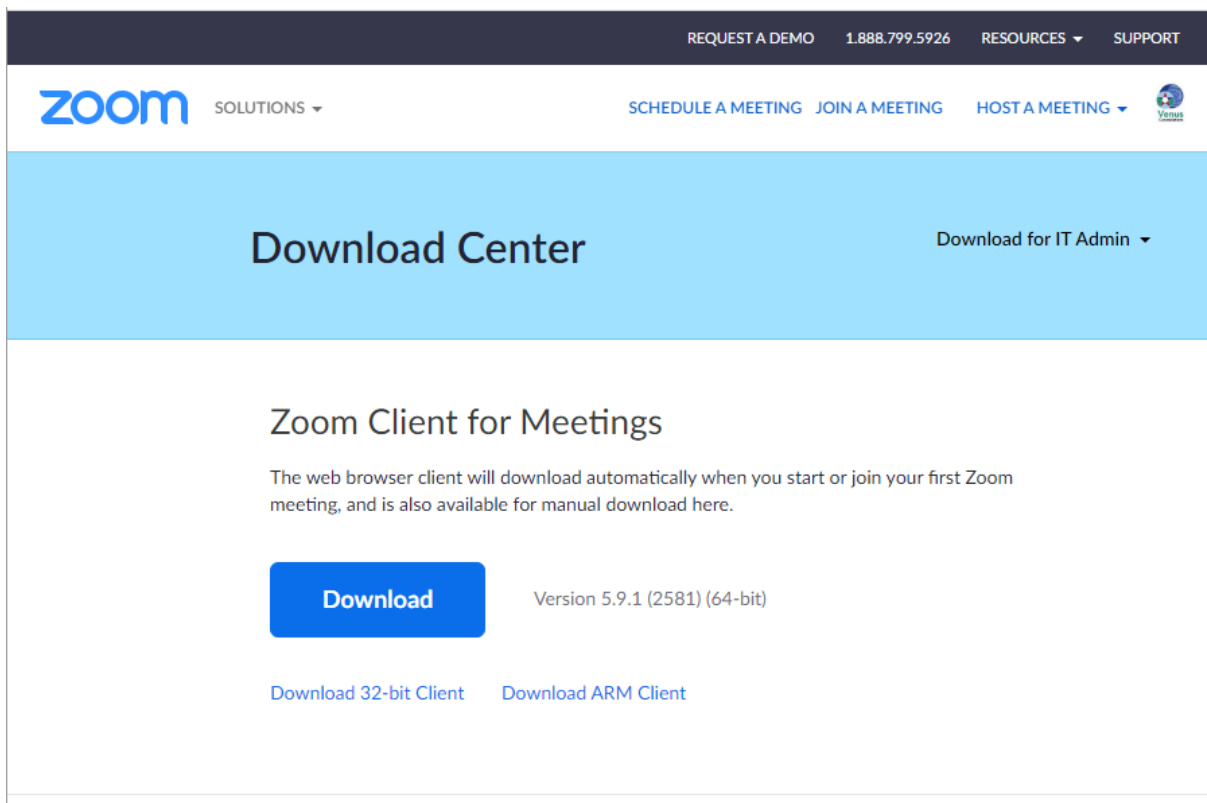
Follow the steps as requested.

- If you do have a Zoom account, you can log in [SIGN IN](#)
- Update your profile by going to <https://zoom.us/profile>.
 - Enter your own first and last name by clicking Edit. This allows us to see who is trying to log in at the start of the session.
- Your profile has now been created and you are logged in.

Zoom app

You need the app for a number of functionalities, which are not available on the web version.

- Download the app by going to <https://zoom.us/download>.



The screenshot shows the Zoom website's Download Center. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo, 'SOLUTIONS', and navigation links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area has a light blue background with the heading 'Download Center' and a link for 'Download for IT Admin'. The primary focus is on the 'Zoom Client for Meetings' section, which includes a description: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' A prominent blue 'Download' button is shown, along with the version information 'Version 5.9.1 (2581) (64-bit)'. Below the main button are two smaller links: 'Download 32-bit Client' and 'Download ARM Client'.

- Follow the steps to download.
- Now you have downloaded the app.



Log in to a Zoom meeting

There is a link in the email you received as an invitation to this meeting (possibly also in your calendar).

- Click on this link
- You will enter a waiting room, after which you will be admitted.

- **If you come in later, please enter**
 - Without sound (join with computer audio = NO)
 - Without video (join with camera = NO)if a process is in progress, you do not disrupt it.

Once you hear/see that it is OK to appear, you can turn on the camera and sound.

Become known in Zoom - for new users

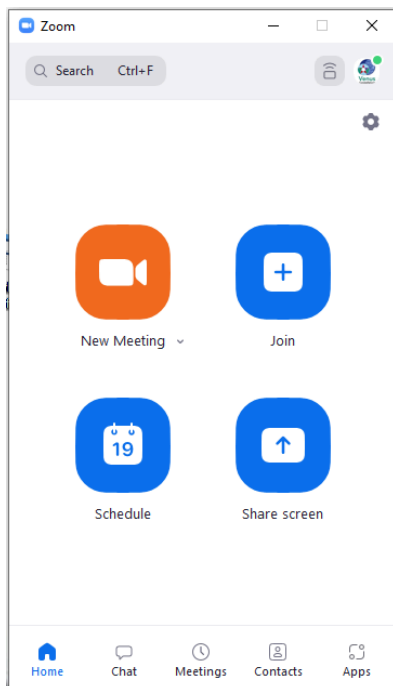
If you are unfamiliar with Zoom, you should familiarize yourself with a number of standard buttons.

You can check this out in advance - below you can read how.

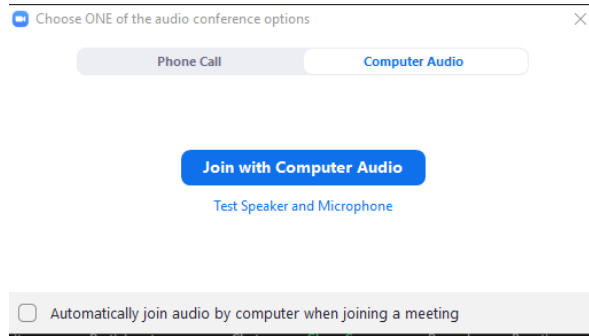
- Click on the Zoom icon that appeared on your screen after downloading



- You will see the following:



- Click on New Meeting
 - A screen opens



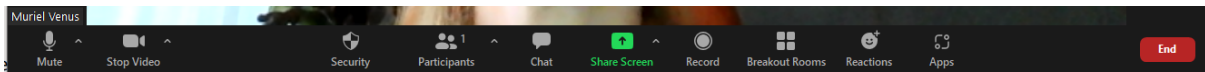
Here you can test your sound and microphone.

- Then you are in

Testing or in a meeting

When you test alone, you only see yourself. The **bar at the bottom** is comparable to a live session with more people. The difference is that you see one person or more people. It is nice to first poke around yourself, so that you know in a group what is possible and where you can find the buttons.

Not all buttons may be visible, depending on the settings set by the organizer.



Mute/unmute



By clicking on this button you can turn off your microphone. It's custom to do this when you're not speaking or not in a process.

- As a result, we do not hear your ambient sounds, or that you are clicking a pen or pouring tea.

By pressing the space bar you can make yourself audible for a short time.

At the ^ next to the microphone you may see other sound options.

Stop video/start video

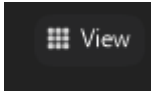


By clicking this button you are visible or invisible.



During processes we will ask everyone who is not part of the process at that moment to turn off the camera. You will see others, they will not see you.

Speaker view/Gallery view



Somewhere on your screen - on a Windows laptop at the top left - you will see this icon. If you click on this you will get at least the following choices

- Speaker view: You then see the person speaking large, the others small. The image keeps switching to the person speaking.
- Gallery view: You see everyone on 1 screen - or if there are many people on more screens. There are more tiles next to and below each other. We usually work with this setting.

If you click on your own tile, you will see 3 dots appear at the top right.

You will also see the 'Rename' option.

If you click on this you can change your name.

This is the name that can be seen at the bottom left of your tile.

Hide Non-video participants/Show non-video participants

You will also see the next option under the View icon above

- Hide non-video participants. This only shows the people who have their video on. It is desirable to set this setting to 'hide'.
 - Otherwise you will see a still picture or logo or initials, this can be distracting.

Rename

We use this option during the processes.

through tiles

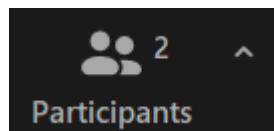
If you click on your own tile, you will see 3 dots appear at the top right.

You will also see the 'Rename' option.

If you click on this you can change your name.

This is the name that can be seen at the bottom left of your tile.

through participants



There is a participants icon in the bottom bar

If you then click on your own name you can rename yourself.

If you are unable to do this, the session owner can also help you with this.



Break-out Rooms

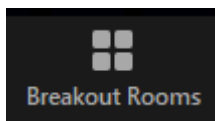
Breakout rooms can be created in 3 ways:

- automatically assigned
- manually assigned
- the participants choose their own room

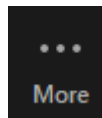
Going to a Room

With the first 2, as a participant you will receive the question on your screen. You can click on 'join',

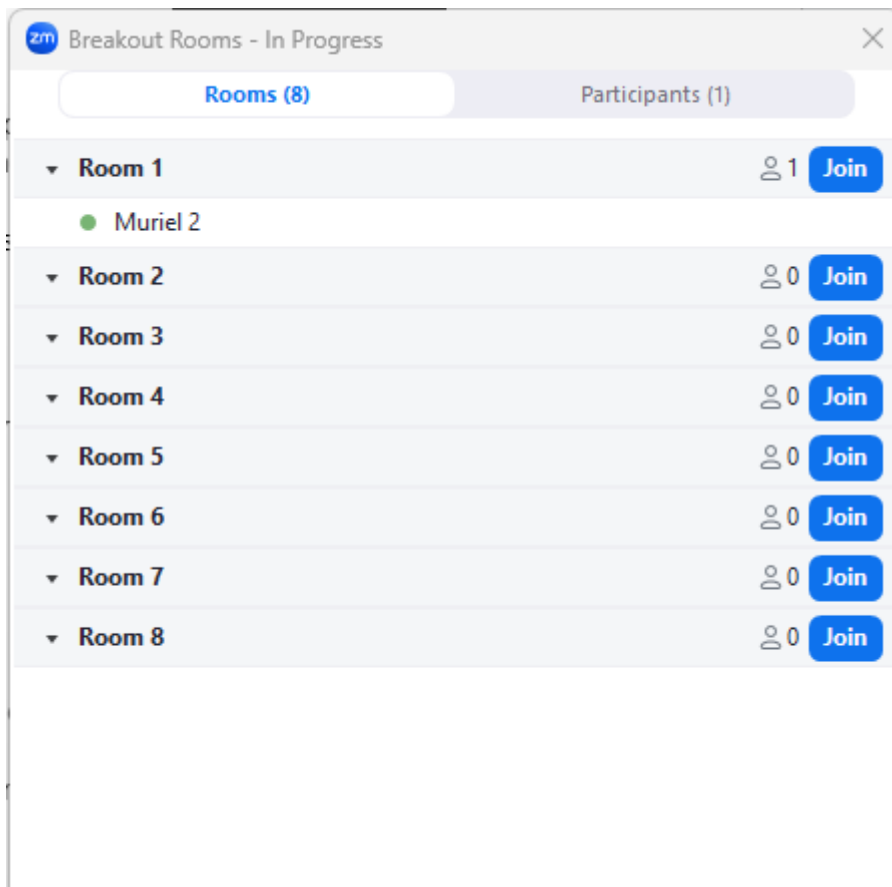
With the option to choose where you want to participate, you can click on the icon:



in the bottom bar in Zoom.



Sometimes it is hidden in the **More** icon.

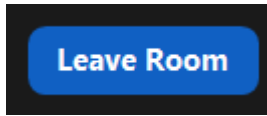


You can see who is in which Room.

You can then click **Join** to participate in this Break out session.



Leaving a Room



Then pay attention to whether you choose:

- Leave meeting - then you entirely left Zoom
- Leave **breakout** Room - then you will return to the central room.

Leave meeting

If you want to leave the meeting, you can use the red button at the bottom right:

- Leave Meeting or
- End.