

Zoom Introduction

Technology

To access the sessions we recommend using a PC/laptop/mac. You will need an internet connection. You can take part as a viewer without a camera or microphone, but you won't be able to interact.

Zoom Platform

Zoom will be used for the session. We have taken measures to maximise security for the session. Please do not share your link or password for the event.

The event can be accessed by:

- Clicking the link sent via email at the time of booking
- Logging into your Eventbrite account, selecting 'tickets' and then clicking on the event page

Logging In

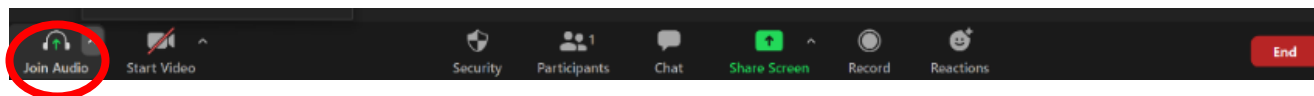
When Zoom launches, you may be prompted to download the app. You can also use the internet browser by selecting '**join from browser**'. Enter the password from the email sent shortly after booking.

Controls

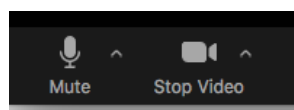
The controls are held in the ribbon along the bottom of the screen. You may need to hover your mouse at the bottom of the screen to show the control panel.

Audio Settings

Select '**join audio**' to enable your sound.



Camera and Microphone



To mute/unmute, click the **microphone button** on the bottom left of the screen. When unmuted, everyone in the session can hear you.

To enable your camera, click the '**start/stop video**' button (next to the microphone button on the bottom left of the screen).

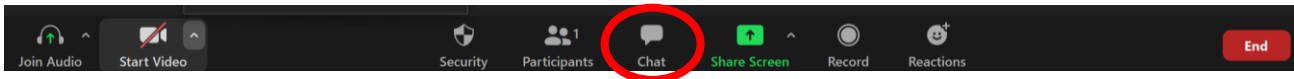
View Options

The view can be changed with the icon in the top right of the screen:

- Select **'gallery view'** to view everyone in the session
- Select **'speaker view'** to only view the person currently speaking

Chat Function

Select the **'chat'** button to open the chat function. Messages are visible to all attendees or you can select to only message the host of the session (Zoë).



End/leave session

To leave the session, select the red **'end'** button in the bottom right corner:

