Guide to Zoom for Your SpAce meetups

Technology

To access the meeting, we recommend using a PC/laptop/mac. You will need an internet connection.

You will need a microphone on your device to join the meeting. You are welcome to have your camera on or off, but the meetings work best when we can see each other.

Zoom platform

Zoom will be used for the meeting. Please do not share your link or password for the event. If someone else wishes to attend, please share this link with them to sign up for the meetings: https://bit.ly/3ZqrNf5

The event can be accessed by:

- Clicking the link sent via email at the time of booking (or in one of the reminder emails)
- 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 do not need to download the app. You can use the internet browser by selecting **'join from browser'**.

Enter the password from the email sent shortly after booking (or in a reminder email).

Adding your name

As you're joining, please enter your first name when prompted. If you want to change how your name appears once in the meeting, right click your video and select 'rename'.

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.
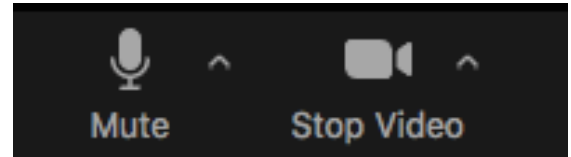
Sound settings

Select **'join audio'**, so that you can hear other people in the meeting.

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.

When unmuted, please try to limit any background noise (e.g. TV, radio).
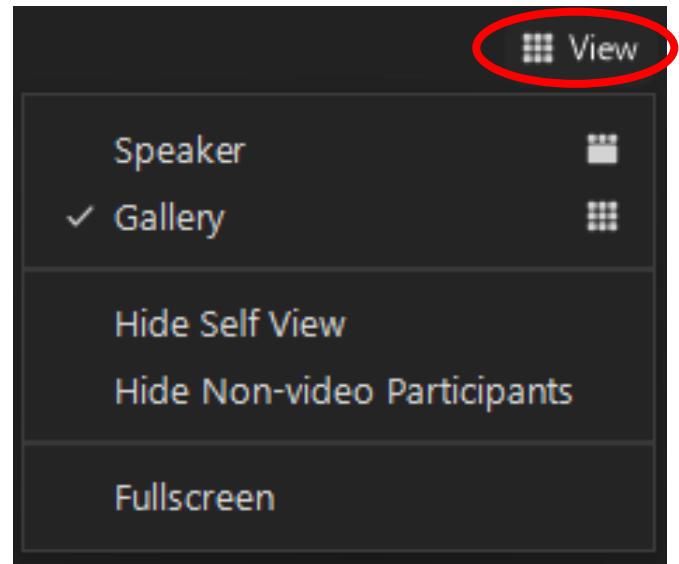
To use your camera, click the **'start/stop video'** button (next to the microphone button on the bottom left of the screen). Everyone in the meeting will be able to see you.

View options

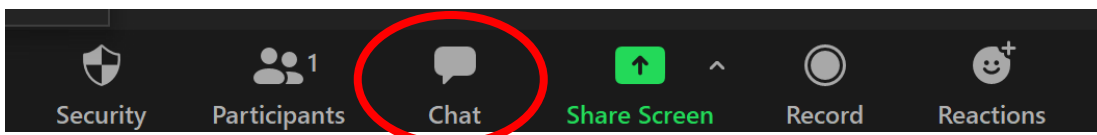The view can be changed with the icon in the top right of the screen.

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 meeting.

Leave meeting

To leave the meeting, select the red **'end'** button in the bottom right corner.

After the meeting

We really appreciate your feedback on the meetings and the support NASS provides, so we can keep improving them. After the meeting, you will have the opportunity to complete a short anonymous feedback survey.