

ZOOM~HOW TO GUIDE

Many activities and social events are happening virtually now and using software that most of us had never even heard of a few months ago. It can be really daunting the first time you are invited to attend something using Zoom, so here is a little guide to get you started!

Borders Buddies is a project started in the Tweeddale area of the Scottish Borders, thanks to funding from Scottish Borders Council's Community Fund. The aim of this project is to reconnect people and groups post-pandemic, especially those who have become isolated and disconnected during recent months. Read more about it here: <https://otbds.org/introducing-borders-buddies>

JOINING A ZOOM VIDEO CALL

- Many people send out the link to the session via an email which will include a meeting ID and a password.
- Sometimes the link is on a social media page, or sent to you as a message
- When it comes to the time to join you can either go to the original invite/email and click on the Join in Zoom meeting link or you can go to zoom.us in your internet browser and put in your meeting ID and password.
- If you don't already have Zoom installed it will either give you a link to download it or it will automatically download it for you. It only takes a few minutes.
- The app will ask you for your name, which will be visible throughout the call. Some people use nicknames but be mindful not to cause offence when choosing your name. You can change it during the session too.
- Once you have done this, you will be taken directly to the session or to a waiting room where you will receive a message saying that the host will let you in soon.

HANDY TIPS FOR DURING THE MEETING

- The best way to see everyone in the meeting is to have gallery view set, otherwise you will only see the person talking. You can set gallery view at the top right hand corner of your screen. This option is not available on mobile phones or tablets.
- To turn your microphone on and off click on the microphone icon.
- To temporarily unmute yourself press and hold the space bar. As soon as you release the space bar your microphone will be muted again.
- To turn your camera on or off click the start/stop video camera icon. Sometimes if the internet connection is not great it can help if people turn off their video for a bit.
- It is also possible to have your camera on so others see you, but you don't see yourself. To do this move the mouse over your picture and three little dots will appear. Click on them to see the option to hide view from self – click on that and your picture will disappear from your screen but others will still see you.
- You can also write messages to each other during a call on Zoom. To write a message click on the little speech bubble. You can choose to write a message to everyone in the call, or choose 1 person and send them a private message. If someone posts a message you will get notification on the chat icon, like you would if you get a new message, just click on it to read it.
- The little people icon on the tool bar will show you all the participants in the video call.
- To leave the session click on end.