



# VIDEO CONFERENCING

# zoom

## Online etiquette

### Mute



Ensure your microphone is muted when you aren't speaking in the call. This allows the current speaker to be heard by everyone in the chat and prevent background noise.

### Raise your hand



As these group chats will have plenty of people with flowing conversations, please be respectful by raising your hand. This will make sure everyone isn't speaking at once.

### Set up your camera



Everybody in the group wants to see your face, so make sure your phone is propped up against something stable or put your laptop in a position where your whole face is seen.

### Confidentiality



No recordings may be taken at any time and please recognise your surroundings before joining a video call. Confidentiality will be taken very seriously.

Be kind to one another and respect boundaries

# Suggested code of conduct

Be respectful and non-judgmental of everyone's right to participate equally, or not to participate at all.

Confidentiality: what you say in here, stays in here- except if you are being hurt by another, you are hurting yourself, or you are hurting another.

Time limits should be considered out of respect for other participants.

You **HAVE** the right to take a break from the session.

Appropriate or threatening behaviours is not acceptable and may result in being asked to leave the meeting politely.

Active Listening should always be adhered to when someone is sharing. Meaning no interrupting, not passing judgment, and listening attentively.

The host/facilitator of the meeting is entitled to interrupt and move the conversation along, or ask someone to 'take a moment' and seek support from another member of the group.

**By joining the meeting you acknowledge that you have read and understood the group meeting code of conduct in order to participate and contribute to the safe environment of the Support Group.**



# HOW TO USE ZOOM

## Creating a Zoom account

1. Go to the website '[zoom.us](https://zoom.us)' and click 'SIGN UP, IT'S FREE.'

**SIGN UP, IT'S FREE**

2. Enter your relevant details and click 'Sign Up.'

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

**Sign Up**

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

 Sign in with Google

 Sign in with Facebook

3. Activate your Zoom account via your email.

4. Enter the details below and click 'Continue.'

Welcome to Zoom

First Name

Last Name

Password

Confirm Password

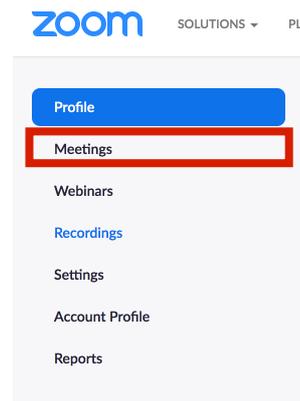
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

**Continue**

5. You can now invite your Colleagues or 'Skip this step.'

## Inviting members to your Zoom - Computer

1. Sign into Zoom and go into the meetings tab.



2. The meetings tab will be located on the left side bar of your page.

**Schedule a New Meeting**

3. Within the meetings tab click 'Schedule a New Meeting.'

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

Recurring meeting

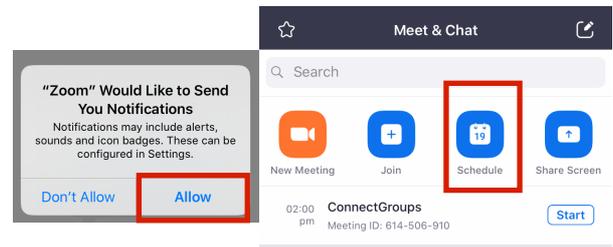
4. Enter in the relevant meeting information (time, description, date etc) and click 'save.'

**Save**

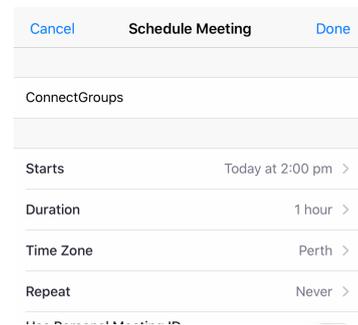


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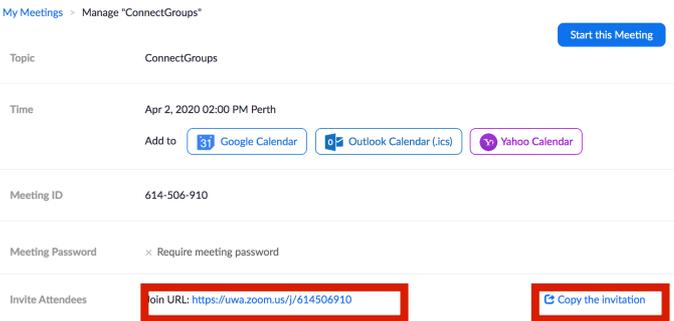
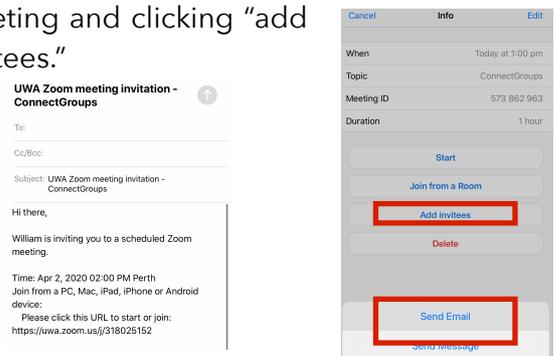
2. Accept the option for push notifications and you are now on the Apps home screen.



3. Click on the tab that says 'Schedule.' Enter in the relevant meeting information (time, description, date etc) and click 'Done.'



4. An auto-generated email with all the relevant information will appear, email this to ALL participants. If an email isn't auto-generated, this can be found in the schedule tab by clicking the relevant meeting and clicking "add invitees."



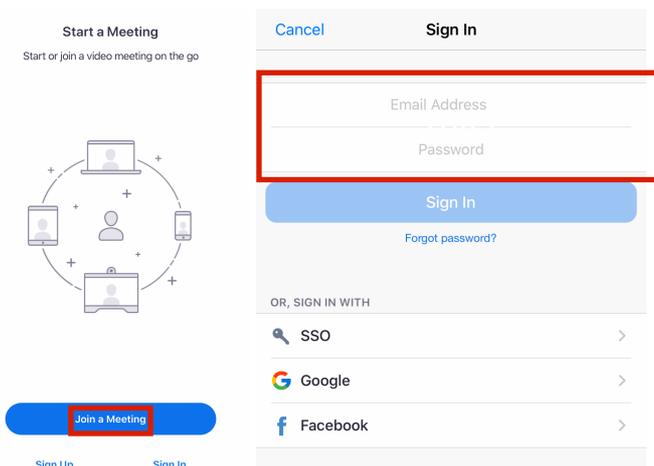
5. You may email out the unique link to all participants (highlighted in red) OR you can use a default Zoom invitation by clicking 'Copy the invitation.' Participants will be capable of accessing the meeting by clicking this link. Ensure all relevant information about the meeting is included in the email.

**Start this Meeting**

6. When its time for the meeting to begin, log back into your zoom account and go back into your meetings tab. Click 'Start this Meeting' to join the call.

## Inviting members to your Zoom - Smart device

1. Download the Zoom app and sign in.



## Joining a Zoom Meeting

<https://www.zoom.us/join>

Use this link and enter the unique code OR just click on the link sent by your group leader

For smaller electronic devices, please download the app from the relevant app store.

