

What you need to get started:

- A computer, laptop, or device with stable internet connection
- A meeting ID number or URL invite link, provided by us in the email.
- Speakers and a microphone
- A webcam - built-in or USB plug-in

Join a Zoom Meeting:

View [video tutorial on joining a Zoom meeting](#):

- Click the Zoom invite link.
- You will be prompted to download the Zoom application.
- Download and open the Zoom application.
- Enter the child name when asked
- Any problems? [Contact us](#).



The Zoom menu bar:

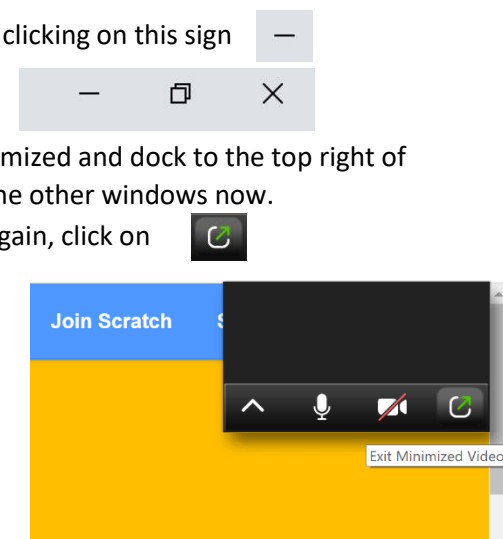
The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. With the Zoom Menu Bar you are able to do the following:



1. Mute/unmute your audio or select your audio input
2. Start/stop your video or select your video input here
3. Invite more people to join by email or meeting ID
4. View a list of participants
5. Select a specific application to share with the meeting (e.g. Microsoft Word, PDF file) or share your entire desktop
6. Send a message to all participants or a specific person
7. Record the meeting (if you have been granted permission)
8. React to the meeting with a clap or thumbs up
9. Leave or end the video meeting

Switching between Zoom and another Screen

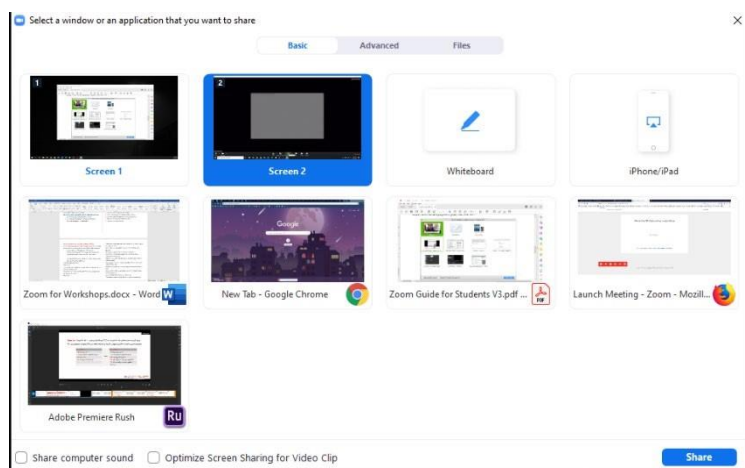
- Minimize the Zoom window by clicking on this sign  at the top right of the screen.
- The Zoom window will get minimized and dock to the top right of the screen, so you can access the other windows now.
- To enlarge the Zoom window again, click on  and exit the minimised video.



Sharing your screen:

During a meeting you might be asked to share your screen. You can switch between sharing your screen and sharing your video as often as needed:

- In video mode, click 'Share Screen' in the menu bar.
- In the pop-up window, select which of your desktop windows or applications you want to share, then click 'Share'.

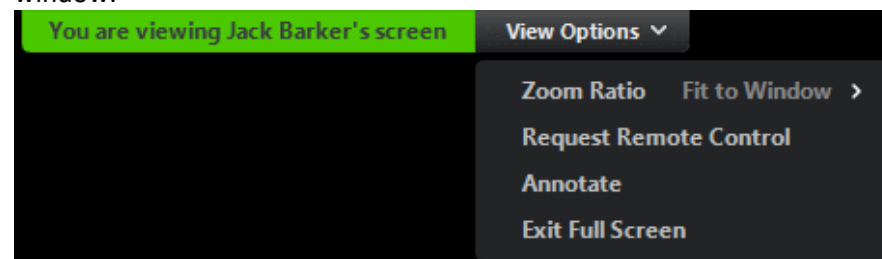


- Click 'Stop Share' from the menu at the top of the screen shown in the red box, to stop sharing you screen.



Requesting Remote Control

- While viewing another participant's screen share, click the View Options dropdown menu located at the top of your in-meeting window.



- Select Request Remote Control, then click Request to confirm. The host or participant will get a notification asking if they want to allow you to control their screen.
- Click inside the screen share to start controlling the participant's screen.
- To stop remote control, click the View Options dropdown and select Give Up Remote Control.

Helpful tips and hints:

- Engage with your class by:
 - Turning on your video.
 - Asking questions or making a point via chat or 'raise hand'. Click 'Participants' and 'Chat' in the menu bar to make these features visible.
 - Using reactions from the menu bar.