

## **Participating in Zoom events organised by the Highgate Society**

You will need an internet connected device (computer, tablet or smartphone). Computers will need to have a speaker and, for full participation, should ideally have a web camera and microphone.

Install the Zoom app on your device. Ideally this should be done prior to attempting to join the event but if Zoom is not pre-installed it will be automatically installed when you join. This can take a few minutes so if relying on this method allow time before the scheduled start time of the meeting.

To install Zoom on a computer go to zoom.us, click on the orange sign-up button at top right and follow the instructions. On tablets and smartphones download the app from Play Store (Android devices) or App Store (Apple devices).

Before the meeting you will be sent an email with log-in details. These will include a link, a meeting ID and (possibly) a password.

To join the meeting simply click on the link. This will launch Zoom. Follow the on screen instructions. Alternatively launch the zoom app and enter the meeting ID (and password if applicable).

Aim to join the meeting a few minutes before the scheduled time so that it can start on time and not be disturbed by late joiners. You will be put in a virtual meeting room and invited into the meeting at the scheduled time.

Zoom has the facility to mute/unmute your microphone and to show or hide your video image. This is achieved by clicking on the microphone and video camera icons to toggle between the options. The location of the icons varies by device. On a computer they will be found in the bottom left corner of the screen.

Your microphone will be muted by default on joining. Do not unmute yourself at this stage or during the presentation, to prevent disturbance from background noises.