Practical guidelines for Zoom

Please observe the following requirements for our Zoom online course:

Hardware

You will need a desktop or laptop computer with Windows or Mac OS.
Tablet devices are not recommended for this course unless used as a second monitor.

Browser

We advise you to install Google's Chrome browser if you do not have it already. You can do so here: https://www.google.com/chrome
For the Zoom connection itself you do not need to install anything. Just copy your Meeting ID to Chrome.

How to connect to Zoom

Please follow the following steps:

- Copy the link with a meeting ID to Chrome;
- click on "**launch meeting**";
- The Zoom application will propose another link "**join from your browser**". Click it to join the meeting.
- Write your first and last names and click on "I'm not a robot" if it appears;
- It is possible you will need to wait till the meeting starts or till the trainer moves you from the waiting room to the course;
- Once you are in the course room, adjust your camera and audio setting;
- To allow Zoom to use the audio and camera click on the secure sign in the browser and change the setting.

General tips

- Ensure your internet connection is working properly prior to the meeting;
- A wired connection is highly recommended;
- Test your camera and microphone prior to connecting;
- Always start your meeting in the browser outside the cloud;
- Take a few minutes to familiarise yourself with the commands (in particular be sure you know how to mute and unmute yourself, as well as locating the side-chat);
- Mute yourself while you are not speaking;
- Pay attention to the materials or side-chat requests made by the moderator/course-speaker;
- Consider using a headphone and microphone set (your smartphone's headphones are generally sufficient).

Course materials

Course materials (programme, PPTs, etc.) will be sent to you by e-mail by your training coordinator.

Enjoy your online course!