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Better Training for Safer Food

User Guide

# BTSF Zoom Tutorial for participants – v2

29/01/2021

The objective of this document is to provide information on the usage of Zoom (a third party video conferencing tool) for **BTSF ACADEMY** users.

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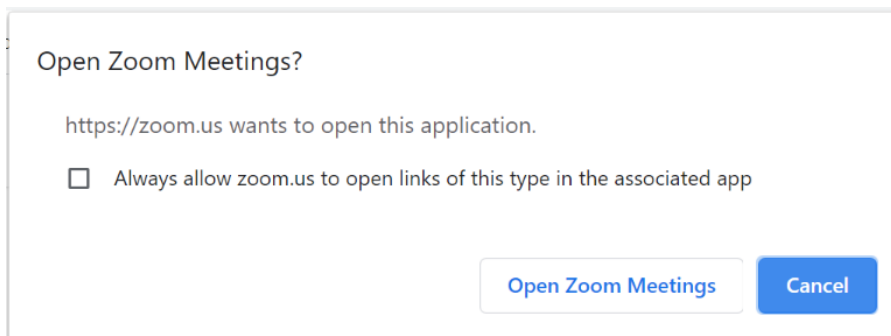User Guide

# 1   REQUIREMENTS

## 1.1   Setting-up an Account

You will need to set up a free account to use Zoom if you do not already have one. To set up your free account, go to https://zoom.us. Click on the Sign Up, It's Free button in the upper right hand corner of the screen and follow the on-screen instructions.

JOIN A MEETING      HOST A MEETING ▾      SIGN IN      **SIGN UP, IT'S FREE**
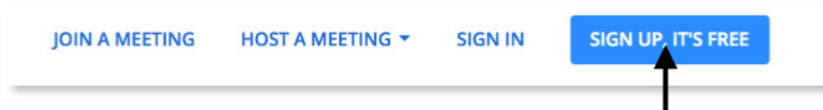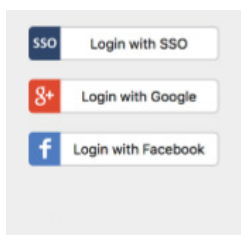
## 1.2   Downloading the Meeting Client

By clicking on the link of the session, you will be prompted to download the **Zoom Meetings Client**.

Alternatively, you will need to download the Zoom Meetings Client from https://zoom.us. Scroll to the bottom of the page, click on the *Meetings Client* link under the *Downloads* section of the menu.

Open Zoom Meetings?

https://zoom.us wants to open this application.

☐  Always allow zoom.us to open links of this type in the associated app

**Open Zoom Meetings**      **Cancel**

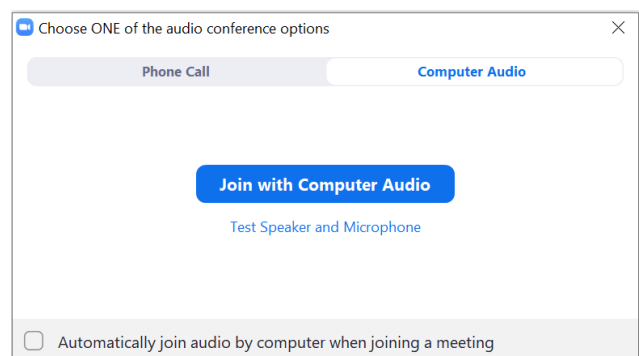## 1.3   Logging In

A.   Open the *Zoom Meeting Client*.
B.   Click *Sign In*.
C.   Enter your username and password, or log in with Google or Facebook.

SSO      Login with SSO
8+       Login with Google
f        Login with Facebook

D.   Click the *Login* button.
E.   Be sure to join with computer audio

Choose ONE of the audio conference options                            ✕

Phone Call                         **Computer Audio**

**Join with Computer Audio**

Test Speaker and Microphone

☐  Automatically join audio by computer when joining a meeting

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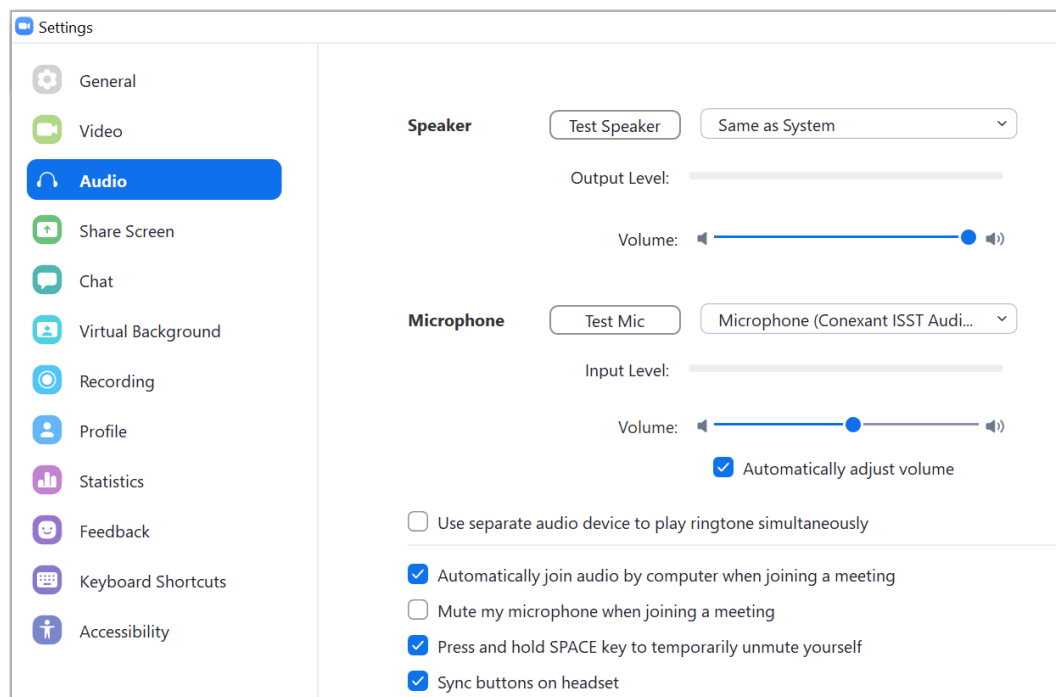Better Training for Safer Food

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## 1.4 Adjusting Settings

A. Click on the *Settings* link in the upper right-hand corner of the Zoom Home Screen (click on the **Gear** shaped icon.)

B. Click on the **Audio** link in the left panel of the window.



C. Click on the **Test Speaker** button to ensure that you can hear participants.

D. Under *Microphone settings*, choose the *built-in microphone* or *external microphone* that you will be using.

E. Click on the **Test Mic** button and record a small audio snippet. When you have finished recording, it will automatically play back to show that it is working.



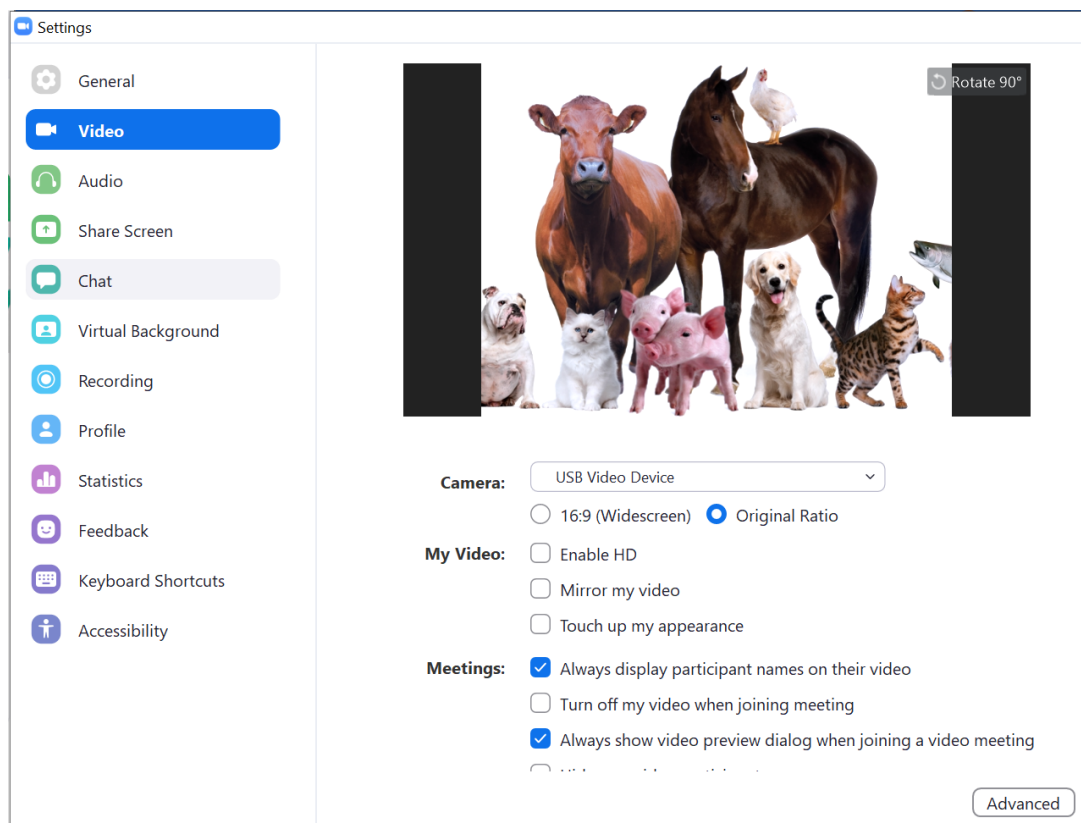F. Click on the **Video** icon in the toolbar at the top of the window to open your video settings.



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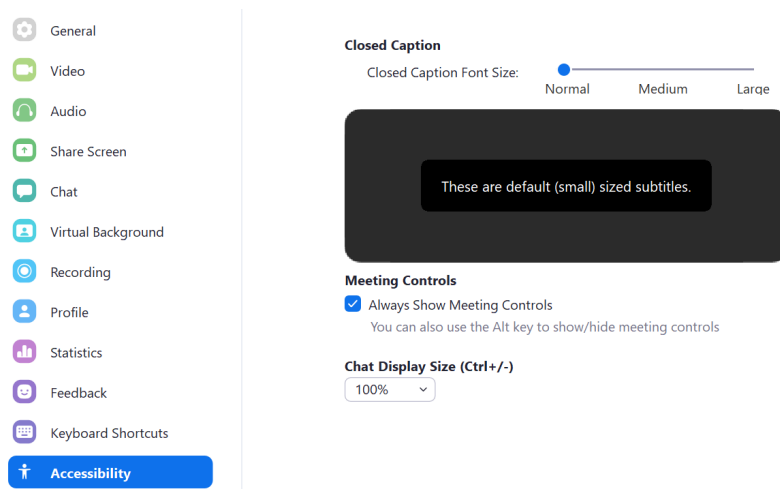Better Training for Safer Food

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G.  Click on the **Camera**: drop-down menu and choose the *built-in camera* or *external camera* that you plan to use. You will see yourself in the preview window.

## 1.5  Adjusting your Toolbar

In Zoom, the main toolbar, which is located at the bottom of the video conference window, is set to disappear when you are not actively using it and reappear when you move your mouse towards it. However, if you prefer to have it showing at all times you can set your preferences as shown below.

A.  Within the *Settings* window click on the **Accessibility** button.
B.  Click in the checkbox in front of *Always show meeting* controls to select that option.

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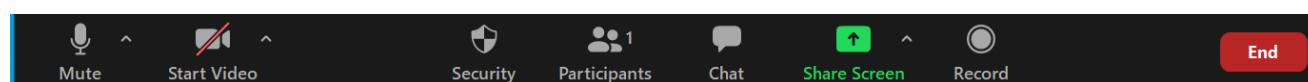Better Training for Safer Food

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# 2 MASTERING ZOOM

## 2.1 Starting your Meeting

In the Zoom Home Screen click on the *New* meeting drop-down menu and choose *Start with video.* In the BTSF ACADEMY the process is simplified and the user can access with a link, directly.
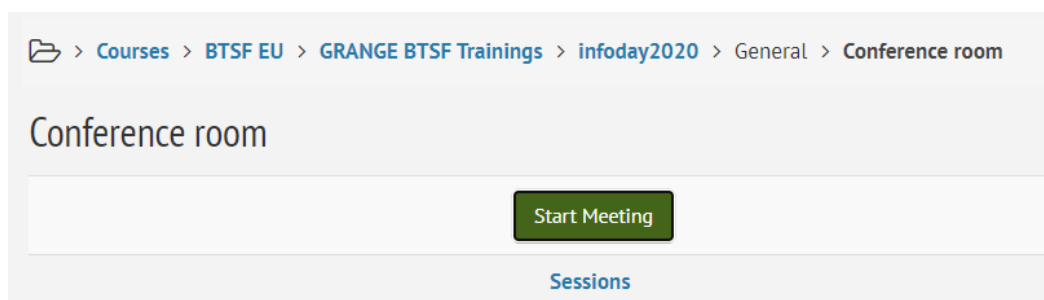


Your meeting will begin and you will see the Zoom video conferencing interface appear.



**Mute/Unmute Microphone**
Allows you to mute your microphone so participants cannot hear you, and then unmute it so that they can hear you when you are ready.

**Microphone/Speaker Settings**
Clicking on the up arrow allows you to access the microphone and speaker settings as well as the Audio settings, which is where you can perform an audio test. *Stop/Start Video* allows you to start and stop your video feed.

**Video Options**
Clicking on the up arrow allows you to access the video options, which allows you to switch video inputs, adjust video settings, or add a virtual background. *Invite* allows you to invite participants to your meeting.

**Manage Participants**
Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen-sharing, lock the meeting, etc. This option is only available for speakers.

**Share Screen**
Lets you share your screen with your participants. This option is only available for speakers.

**Screen Sharing Settings**
Lets you set how many people can share at a time, and whether or not participants can share their screens. This option is only available for speakers.

**Chat**
Lets you start a private or a group chat.

**Breakout Rooms**
Lets you break up the meeting attendees into smaller groups for collaboration and group work activities. This option is only available for speakers.

**End Meeting**
Lets you end or leave the meeting.

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## 2.2    Chatting with Participants

Within Zoom, you will also have the possibility to chat with participants both publicly and privately. Should someone have trouble communicating via microphone and/or camera, you can always try communicating with them via the chat window to assist them in getting set up. Participants can type questions into the chat window as you meet and you can answer them verbally or via the chat window. Chat transcripts can also be saved and shared at the end of your meeting.

A.    Click on the **Chat** button on the toolbar.

B.    The chat window will appear to the right of your screen. Click in the field provided at the bottom of the screen to type a message to all participants.

C.    Click on **word everyone** to switch from public to private chat. When switching to private chat, click on the name of someone in the list with whom you wish to chat. Type your message in the field provided then press your Enter/Return key on your keyboard.

D.    Click on the **More** drop-down menu to control chat settings such as saving the chat transcript and selecting who participants can chat with.
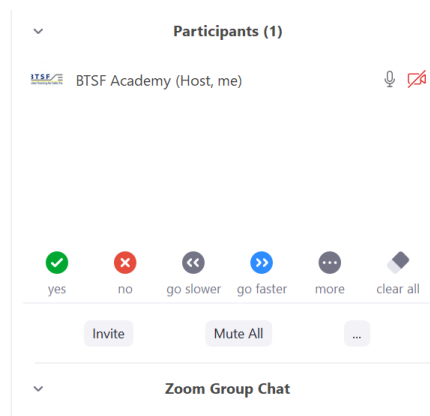


## 2.3    Video tutorials

- Joining a meeting in Zoom
- Getting started (Phone users)
- Host controls in meeting
- Video Breakout Rooms
- Scheduling a Webinar
- Sharing your screen
- Sharing multiple screens simultaneously

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