Participant Guide to Zoom & Slido

PCEP Secretariat

Presentation Contents

About Zoom:

This presentation contains some helpful hints to joining and participating in zoom meetings. We cover joining the meeting and some useful in meeting tools such as changing your name and sharing your screen.

For more information we recommend the official Zoom tutorials available on YouTube.

About Sli.do:

This presentation covers the basic guide to using Sli.do which will be relevant for CPA PDT launch meetings.

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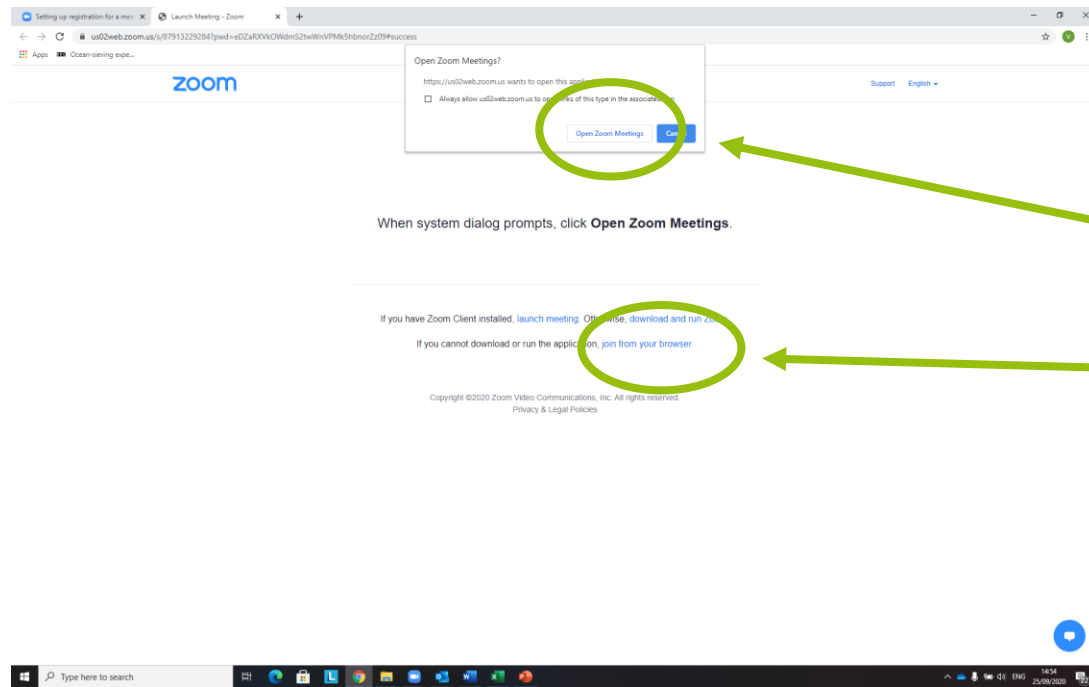
Using Zoom: for participants

Please note that Zoom provide video tutorials to all features of their tool available on YouTube. For example,

Joining a meeting:
https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

In meeting controls:

Join the Meeting

Join the meeting by clicking on zoom link provided (in the meeting email and the outlook calendar invitation).
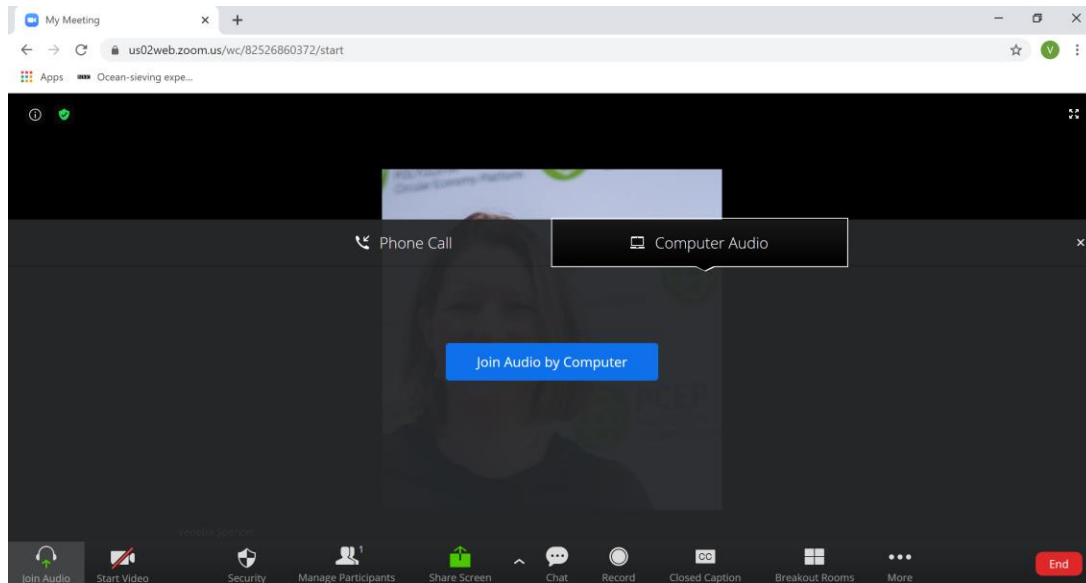
Choose to join via:
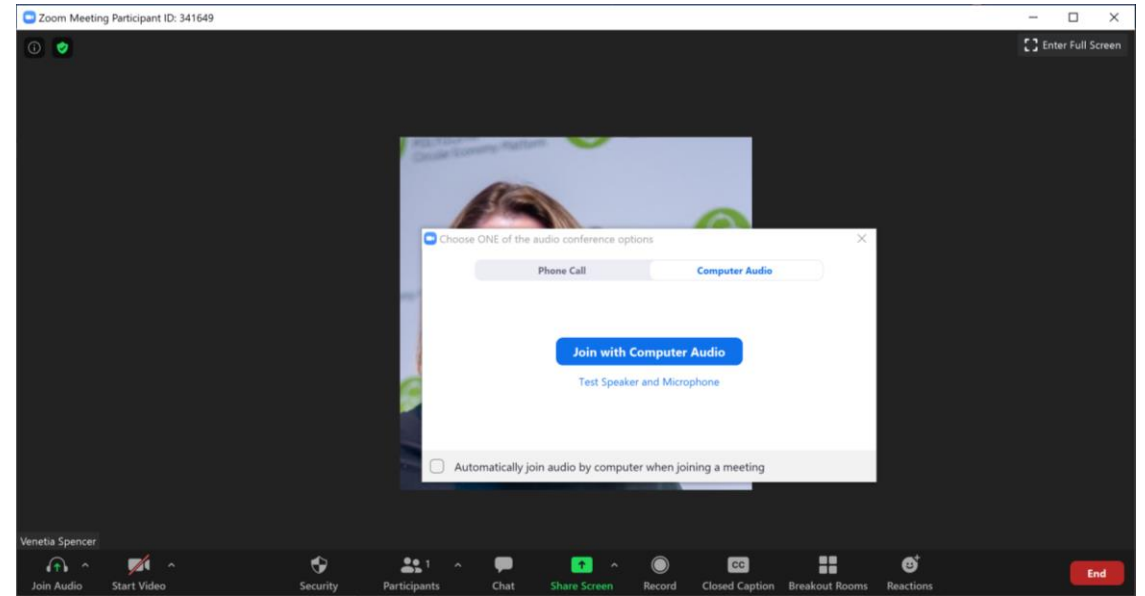
1) Zoom desktop client

2) Your web browser.

Alternatively you can choose to join via your Skype for Business account. See the link at the bottom of the meeting information.
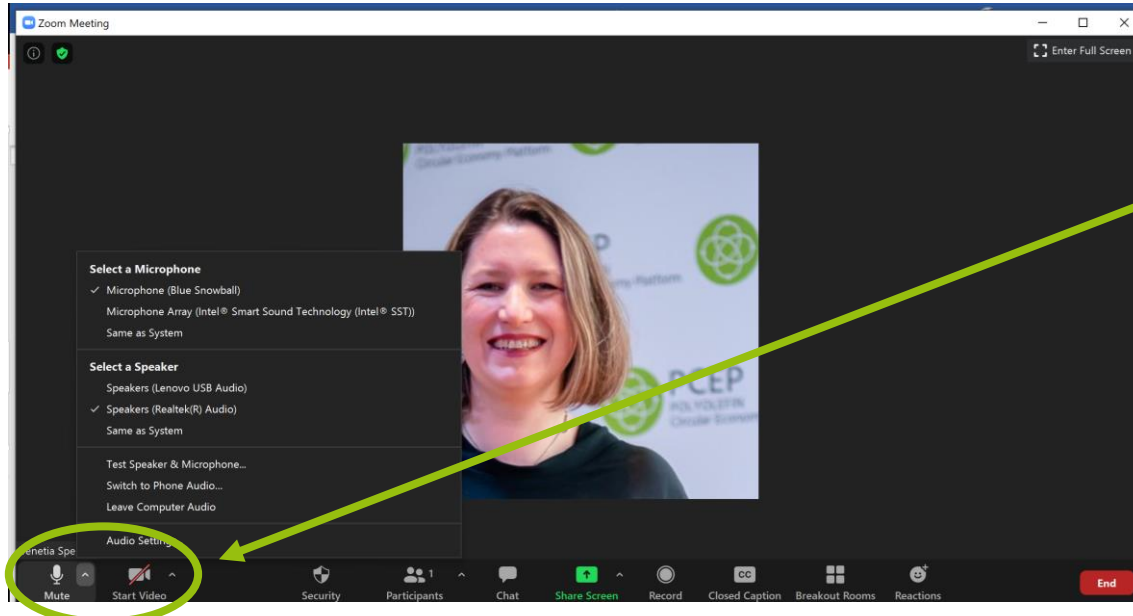
Select your preferred audio connection

In web browser

In Zoom desktop client

Changing your audio/video from the meeting

The Mute and Start Video options are located at the bottom left of your meeting screen.

Next to both mute and video you will see an upward arrow which gives access to change your settings. You can select microphone, speakers and camera directly or click on the "settings option" to open the full window of all settings.
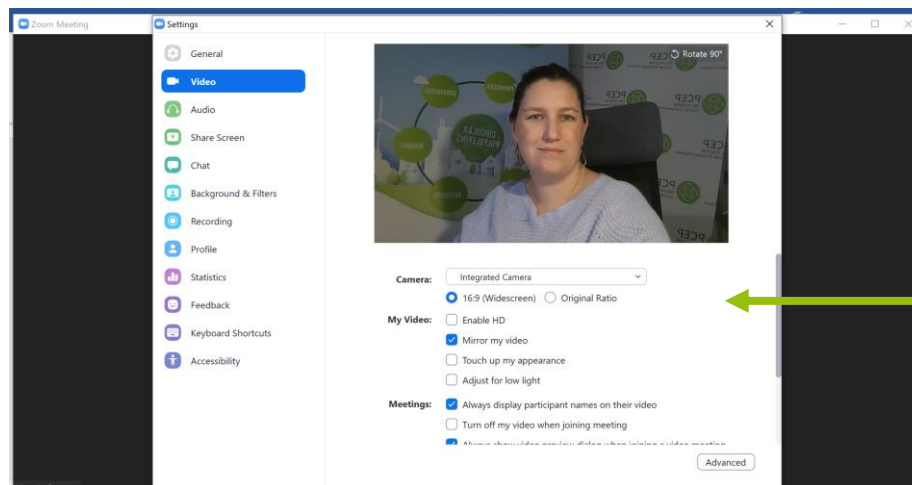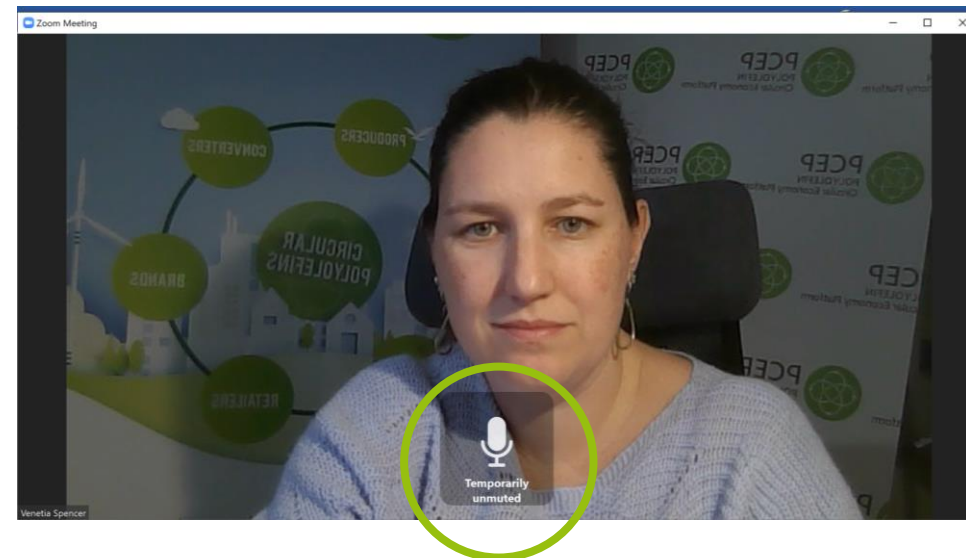
Joining from a public place?

Consider using a virtual or filtered background.

You can find these in the menu by clicking on the upwards arrow next to the Start Video button.
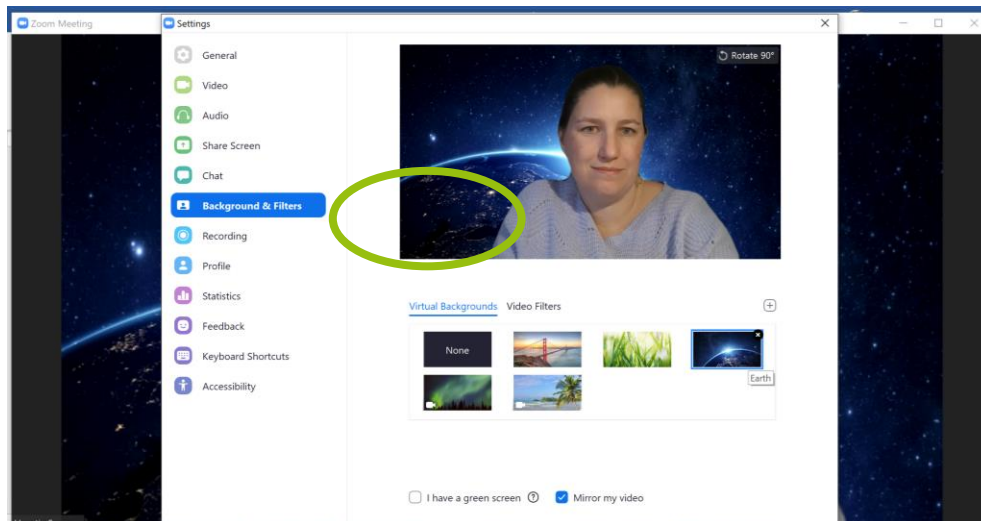
Reduce background noise by using the temporary unmute options.

Temporarily unmute by holding down your Space Bar (or Alt+A) while you talk.
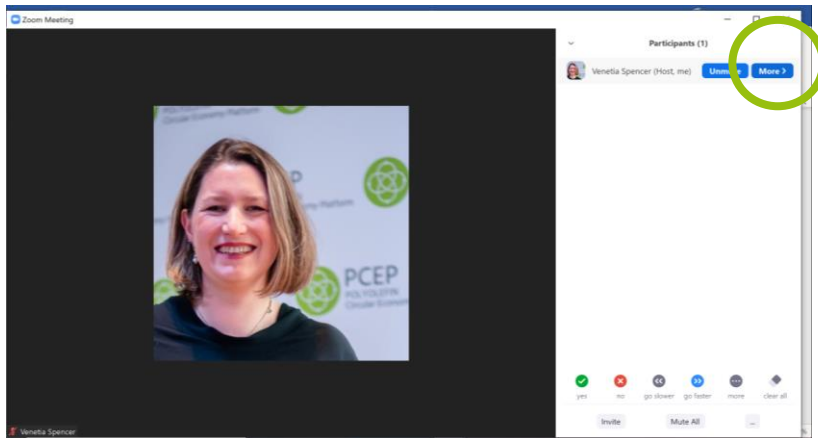
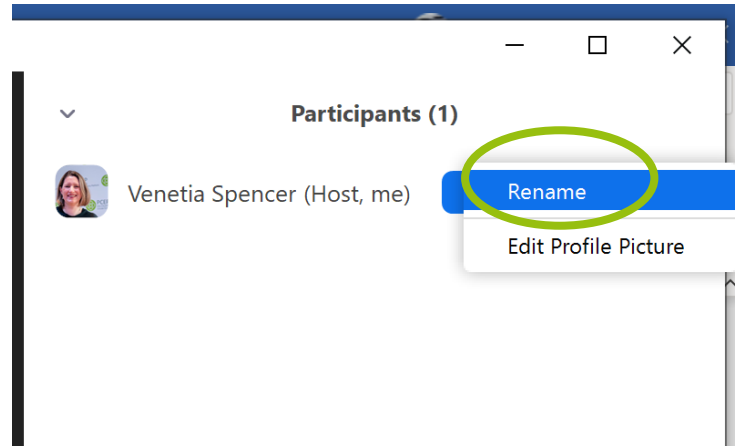# Change your name & picture

You can change your name and edit your profile picture (the image that shows when you turn off your video camera).

Do this by hovering over your name in the participants list and following these steps.
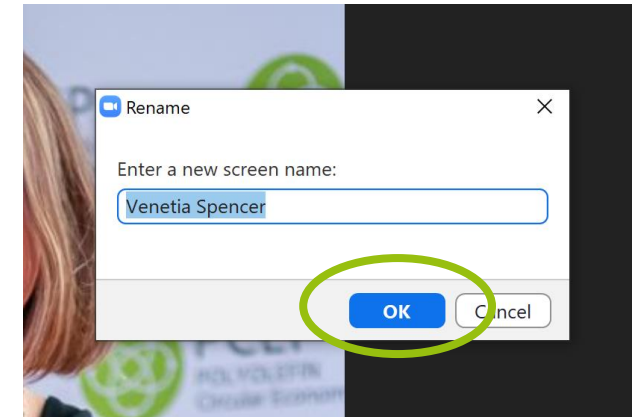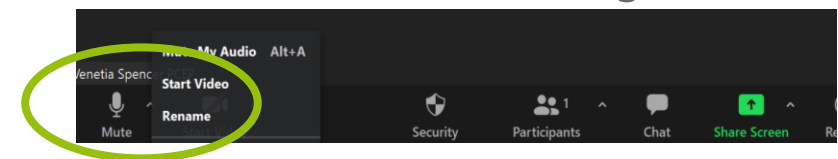
Step 1   Step 2   Step 3

You can also access it by right clicking on your name in bottom left corner of the meeting screen:
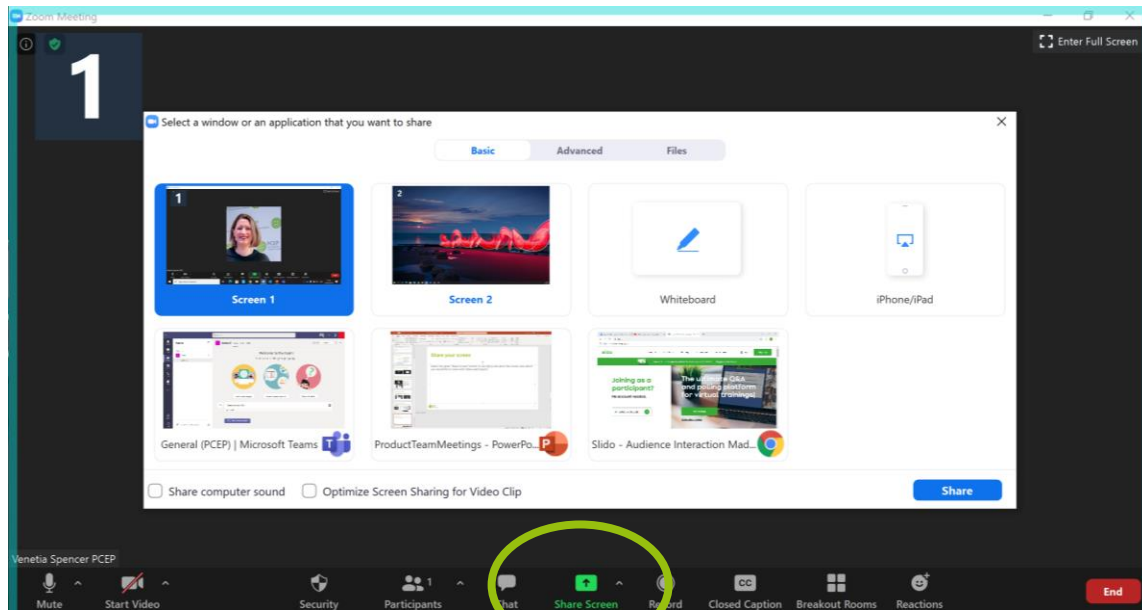
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Share your screen

Select the green "Share Screen" button or use Alt+S.

Choose the screen view which you would like to share with fellow participants.

The screen you are sharing will show a green border and zoom meeting controls move up to the top of your screen.
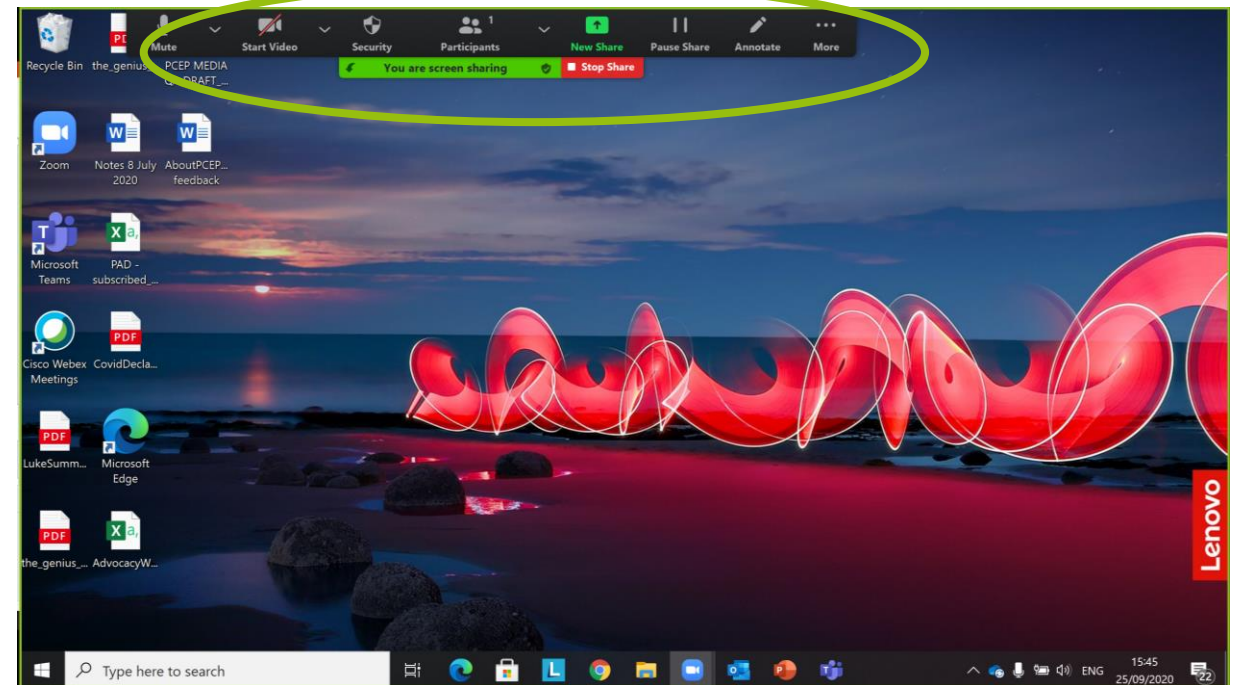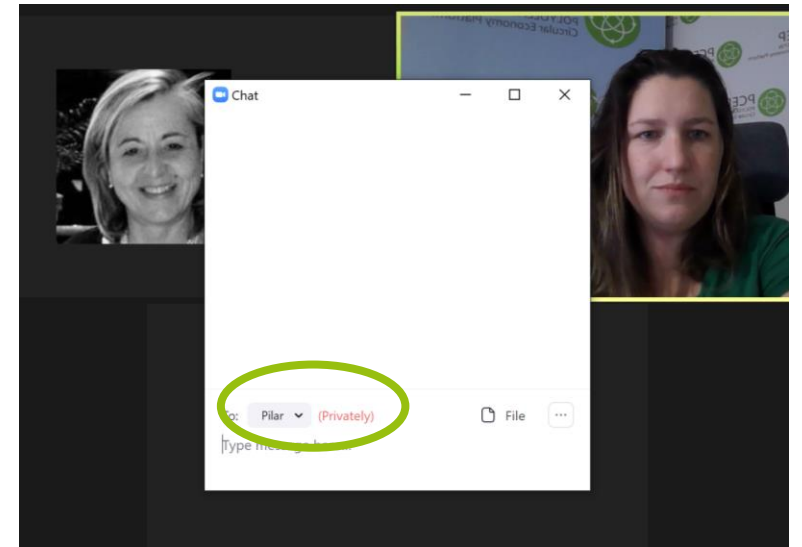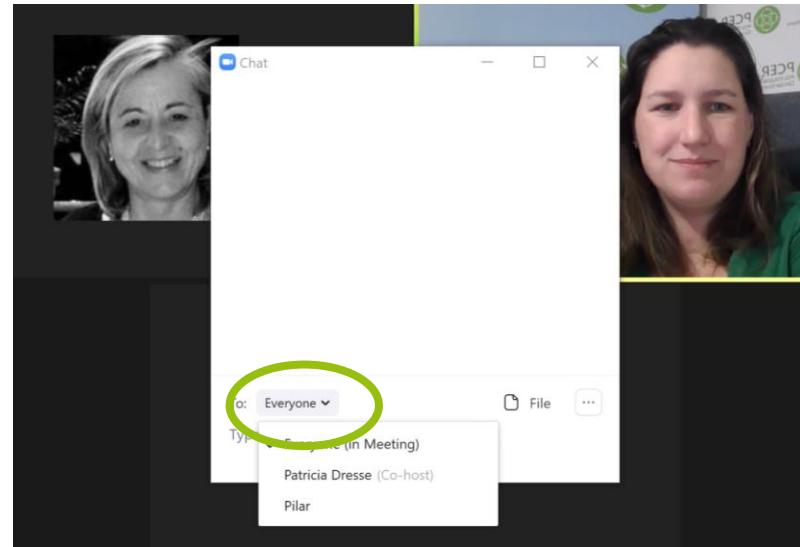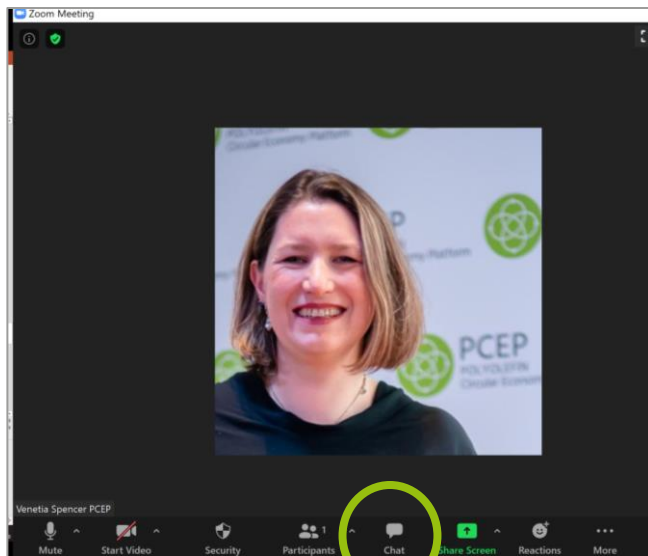
Open Participants or Chat in a new window

The Chat function and the Participants list can both be opened inside your meeting or select "Pop Out" to open them in a separate window.
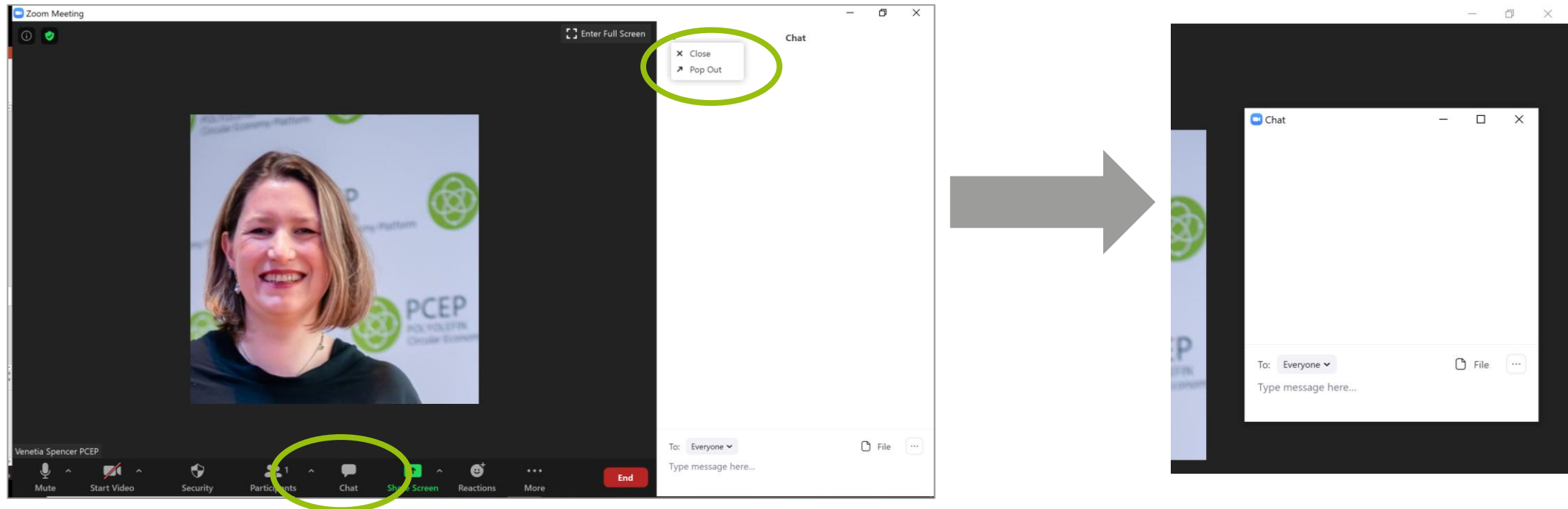
Non-verbal interaction 1) Chat function

Send messages and files to all participants or individuals using the Chat function.

Click on Chat to open the Chat window. Click on the downwards arrow in the To box to choose your recipient – "Everyone" sends to all participants in meeting OR you can message individual participants privately.

Messages sent to all will be saved in the Chat history of the zoom meeting host, messages sent privately can be saved only by the participants.

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Non-verbal interaction 2) Reactions

Give feedback to the presenter via "Reactions" button.

If you select an emoji from the Reactions Button it will appear on your video for 5seconds.
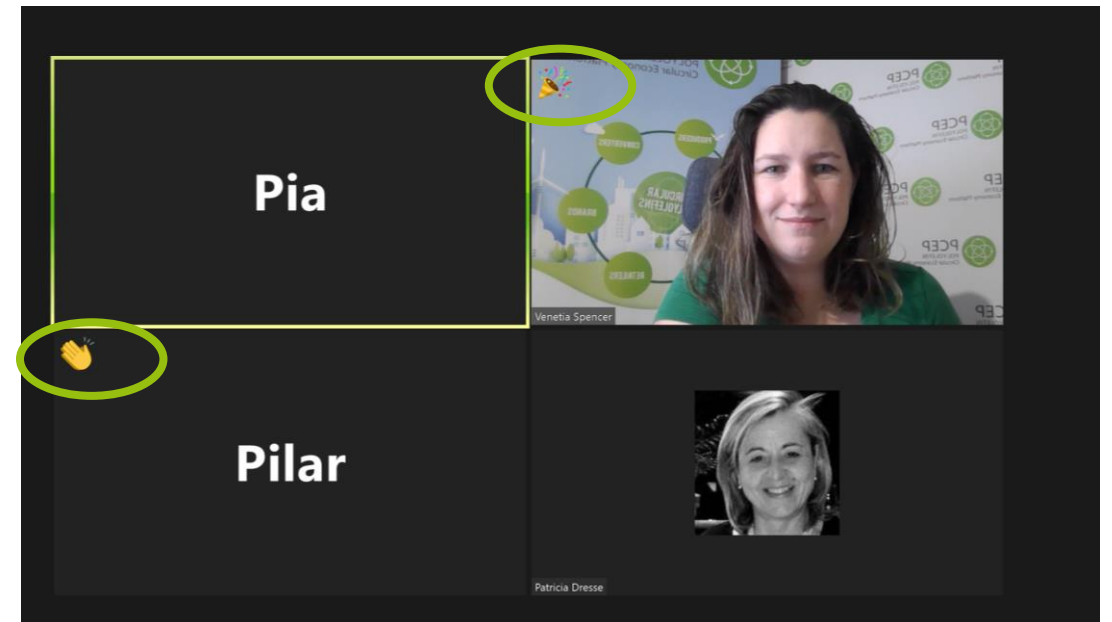
Non-verbal interaction 3) Participant List

Give feedback to the presenter as a Participant.

From the participants window you have more options including "coffee needed". The option you select is visible to the right of your name next to the icons showing status of your audio and video. (Note in this image these icons are grey as audio and video are on. When on mute or video off the icons are red).
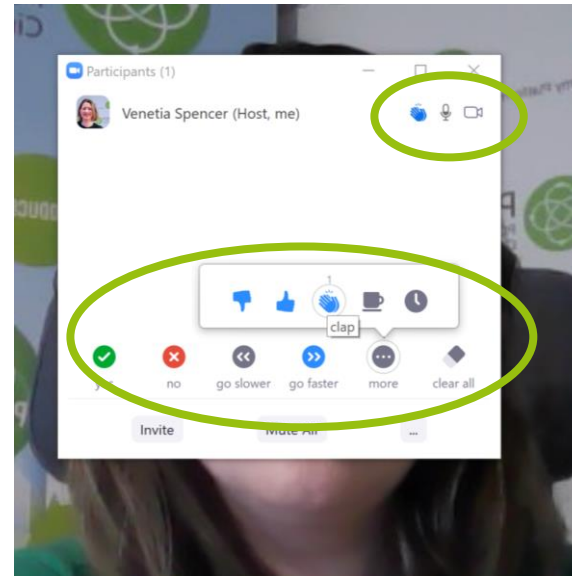
Polls

Take part in a poll during the meeting.

These appear as a pop-up window once launched by the host. Select your answer(s) and push "submit". Once the host closes the poll the results are shared. As a participant you can close the poll windows directly.
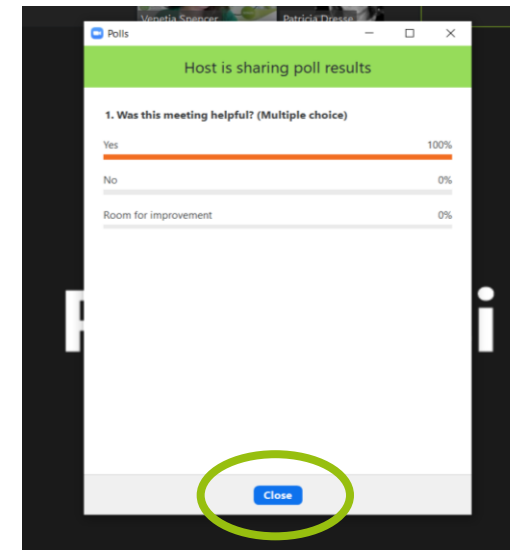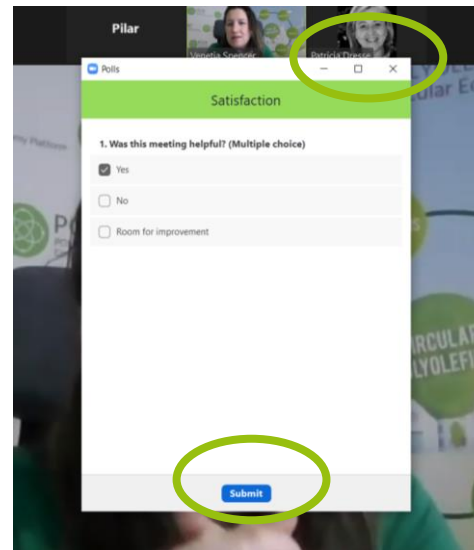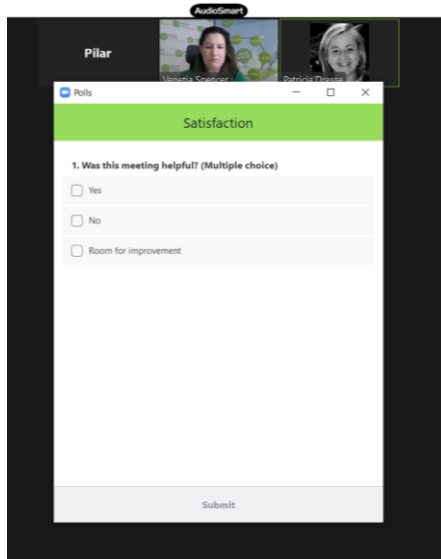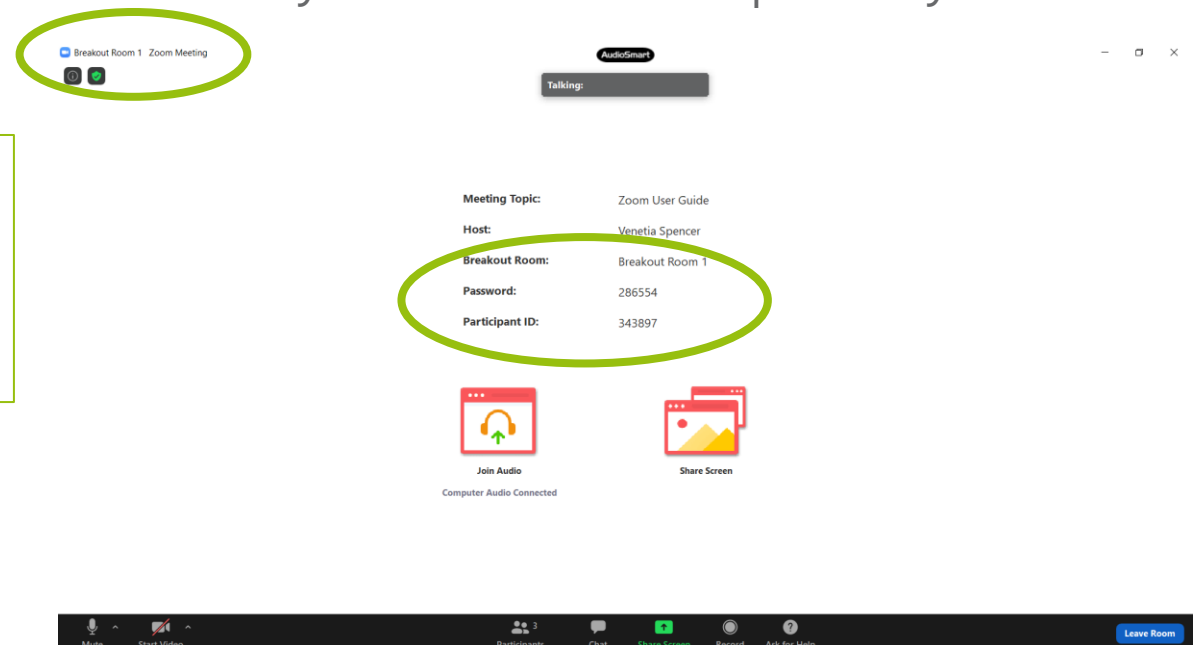
Breakout Rooms: Joining them

Breakout rooms are small sub-meetings inside your Zoom meeting. Participants are assigned by the host.

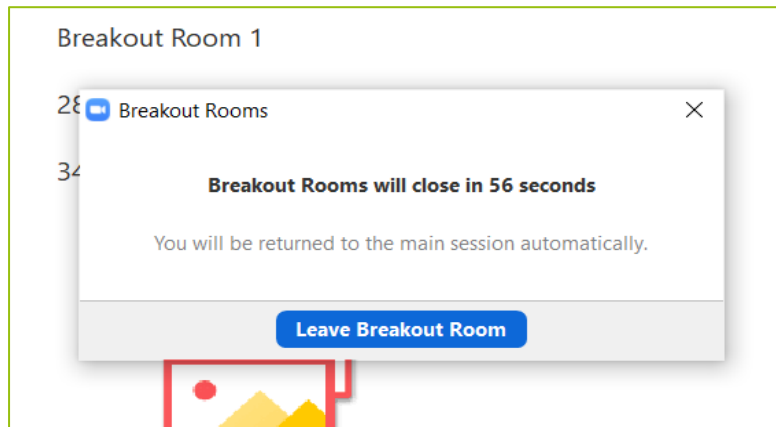Click Join to enter the breakout room
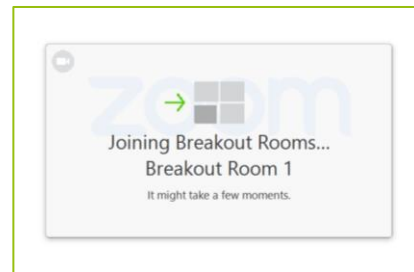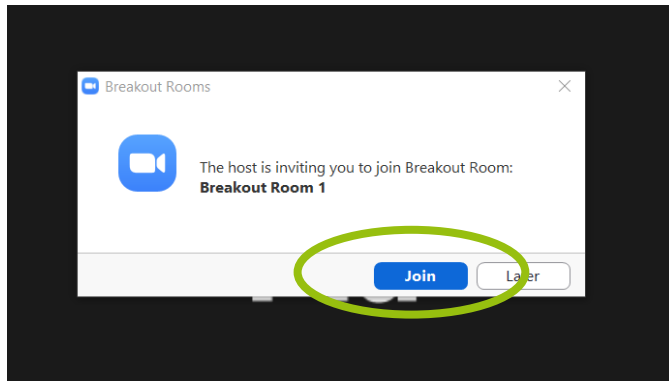
A breakout room has its own meeting ID and dial in. You can see you're in one at the top left of your screen
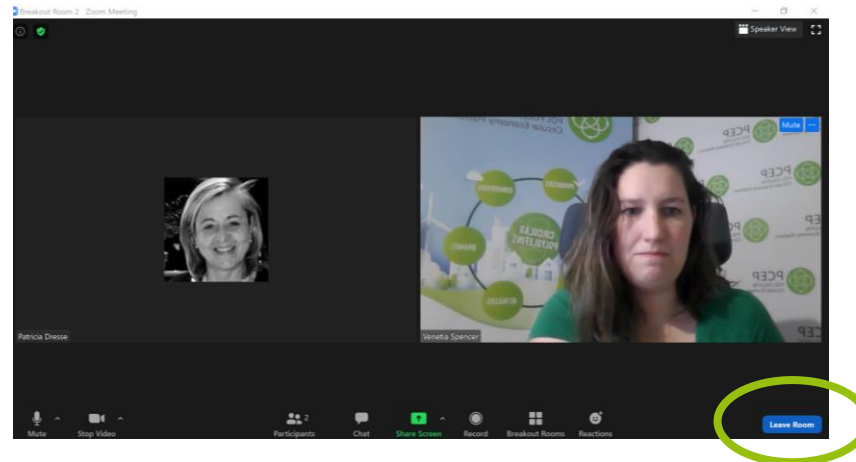
Breakout Rooms: Leaving them

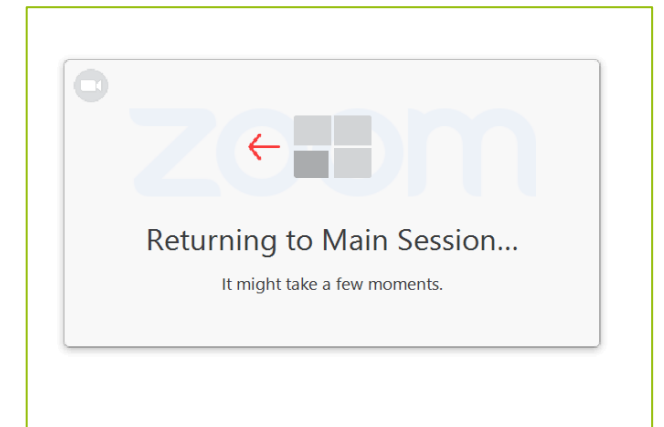When you leave a break-out room you return to the main meeting.

A warning appears before breakout meeting closes

You can leave your breakout room at any time using blue button

You will return to main meeting with all participants
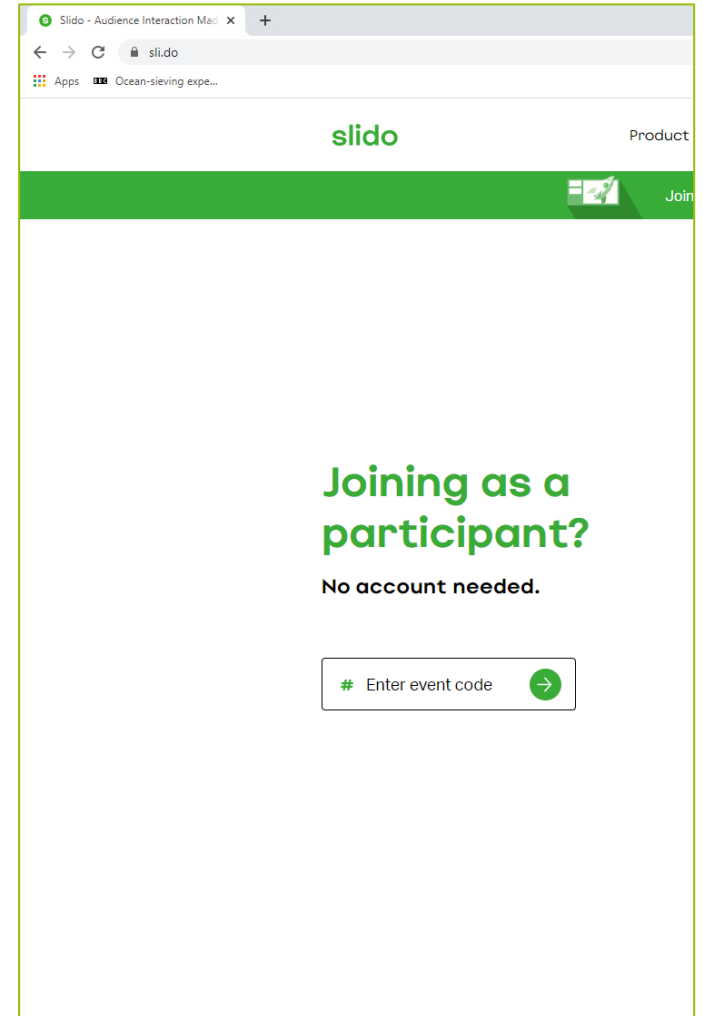
Sli.do

Go to www.sli.do or install the app on your mobile phone. Use the meeting identifier provided by the host #

Join the meeting in Sli.do

You can access the meeting on the website or download the app on your mobile.

Join the meeting by entering the event code provided:

#CPAProductDesign

Provide input via sli.do

To ask questions choose the Q&A tab, enter your question, enter your name if you want to and click "send" (Image 1).

To take part in polls choose the Polls tab (Image 2). This is a live feature with the host in control. Polls might be free text, multiple choice or other formats. Always click "send" to submit your answer.
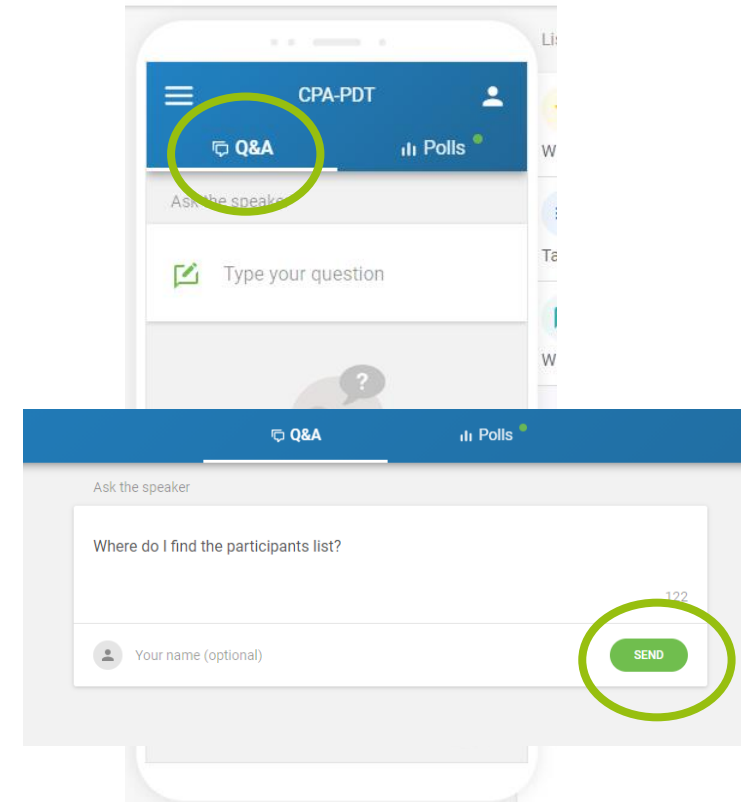
Image 1

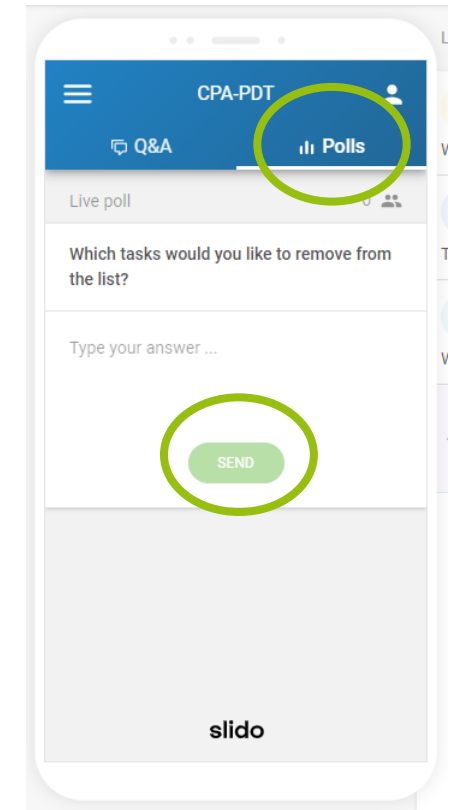Image 2

To join PCEP, or for any addtional information, please contact:

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Thank you

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