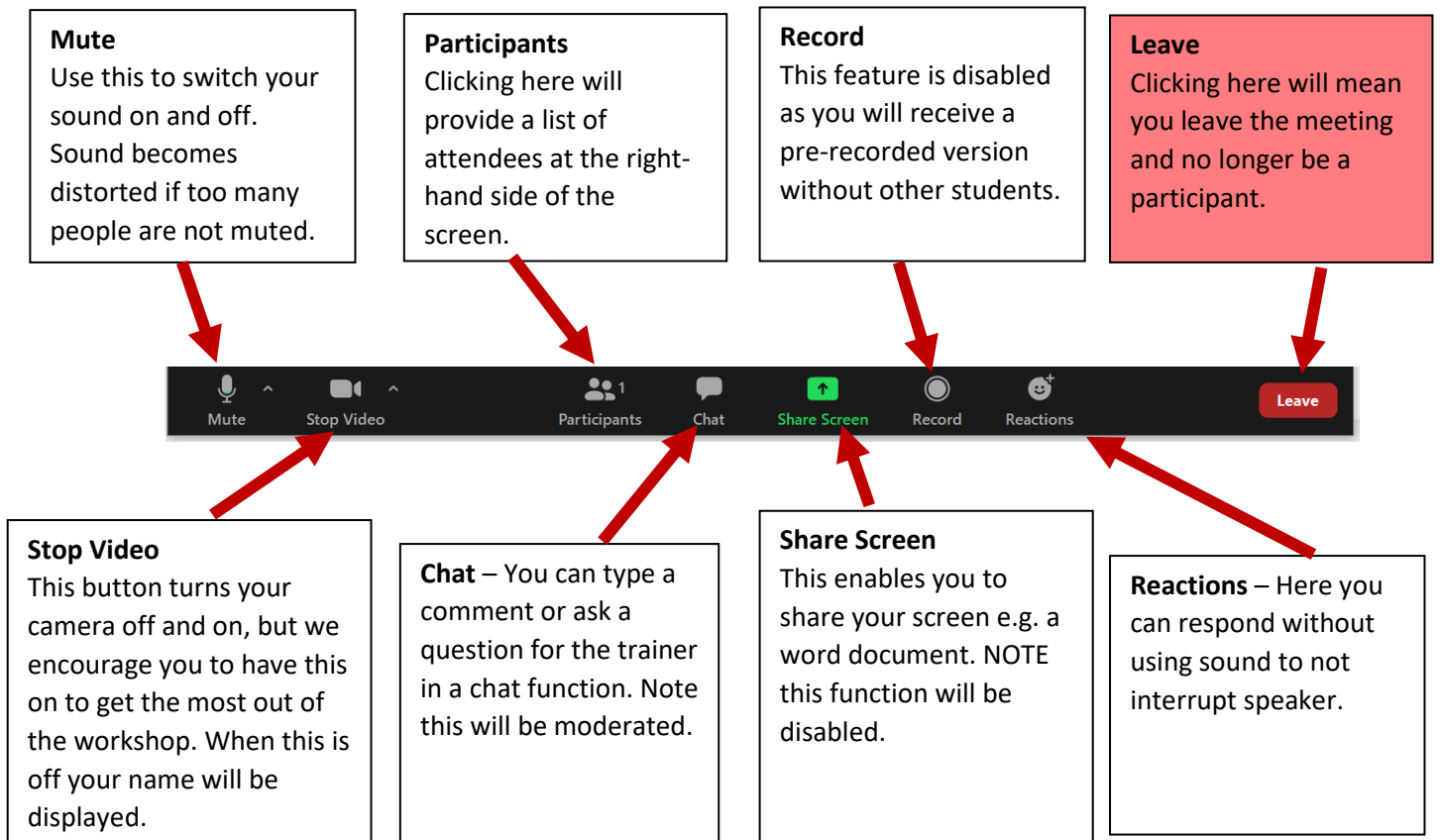**"SPEAK OUT" Challenge!**

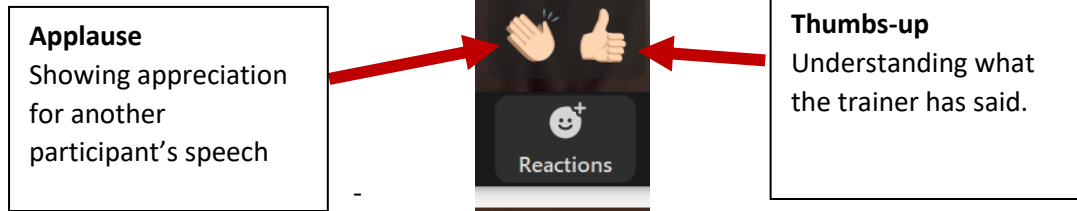with **Speakers Trust**

Top tips for using Zoom

- **Set up your environment –** Try to find a quiet place with few distractions. Use a neutral background and ensure all photos/pictures/posters are removed from the background.
- **Set up your equipment –** You can download Zoom here, or join using your web browser (just click the joining link you receive after registering). We recommend using a laptop or tablet if possible. If you can, sit near your internet router for better coverage.
- **Test using Zoom –** Once downloaded do a test to see that everything works (video camera, audio, and speakers) through the link here.
- **Zoom Features –** When you have logged in you will have the banner below at the bottom of your screen with a number of options to help you interact with the session:

Mute
Use this to switch your sound on and off. Sound becomes distorted if too many people are not muted.

Participants
Clicking here will provide a list of attendees at the right-hand side of the screen.

Record
This feature is disabled as you will receive a pre-recorded version without other students.

Leave
Clicking here will mean you leave the meeting and no longer be a participant.

Stop Video
This button turns your camera off and on, but we encourage you to have this on to get the most out of the workshop. When this is off your name will be displayed.

Chat – You can type a comment or ask a question for the trainer in a chat function. Note this will be moderated.

Share Screen
This enables you to share your screen e.g. a word document. NOTE this function will be disabled.

Reactions – Here you can respond without using sound to not interrupt speaker.

- **Reactions –** in using reactions you will be given an option to give 'applause' or 'thumbs-up' if you want to recognise another speakers comment/speech.

Applause
Showing appreciation for another participant's speech

Thumbs-up
Understanding what the trainer has said.

- Lots of noise can be distracting so it is good practise to mute your microphone when you are not speaking, unless the Trainer tells you otherwise.

- **Chat –** When you open this function you can choose to ask your question to the trainer (so that they can only see it) or for everyone to see by clicking on the option pointed below before sending a message.
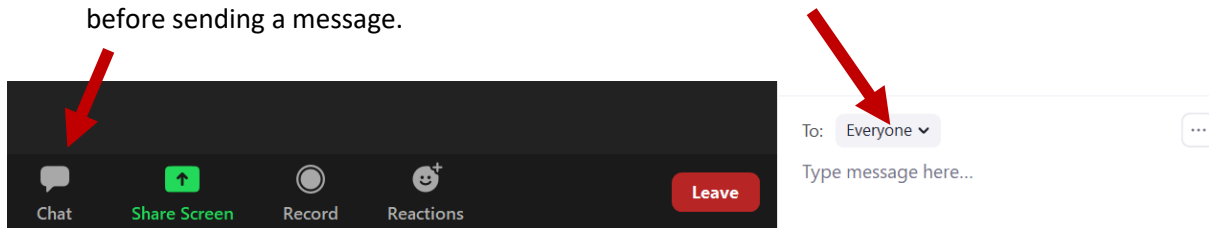
- **Technical issues during webinar –** If turning off your video has not improved the quality and the glitch has lasted for more than five seconds then reach out through chat to see if it's a temporary glitch.
- **Improving internet signal if you have issues–** If bandwidth is slow and the quality is low you can do a couple of things:
  o Turn off your own video as that will be using more bandwidth
  o Close all other tabs you won't need, particularly those with notifications e.g. social media.

-