

How to use Zoom

Zoom is an online meeting platform. It's used commonly for organisations to hold online conferences and meetings but we're going to use it to hold our usual youth groups but online!



Apps like Zoom are built so groups of people can keep in contact in an online setting. It has a video, audio and a chat service.

Our groups will be private and invite only. Information on how to join the groups will be text to you.



1. Getting zoom!

If you are on a PC / laptop

You can download it here: <https://zoom.us/download> (Zoom for client meetings)

If you are on a smart phone / tablet

Search for Zoom in the Apple App store or the Google Play store. It's titled "Zoom cloud meetings"

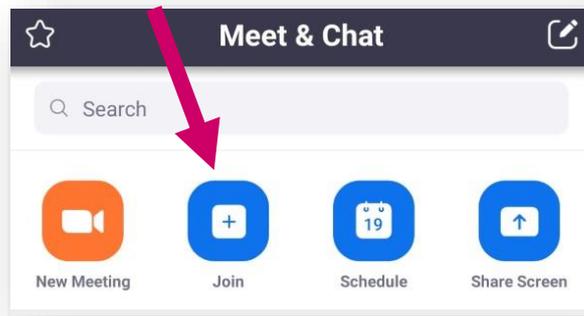


2. Joining a online group

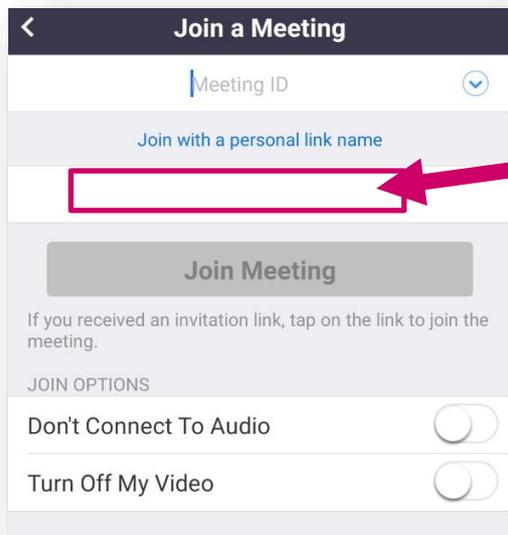
Before the online group SAYiT will send you a link and meeting ID to join the call. You can either click on this link at the time of the online group or type in the meeting ID.

Clicking in the link will either open Zoom in the app if you've downloaded it or open it in a browser.

If you are typing in the meeting ID you can open the app and click "Join"

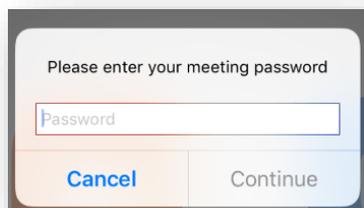


When you select join, this screen will appear. Enter the meeting ID in the box shown and please make sure your name is a name that is recognisable to us.

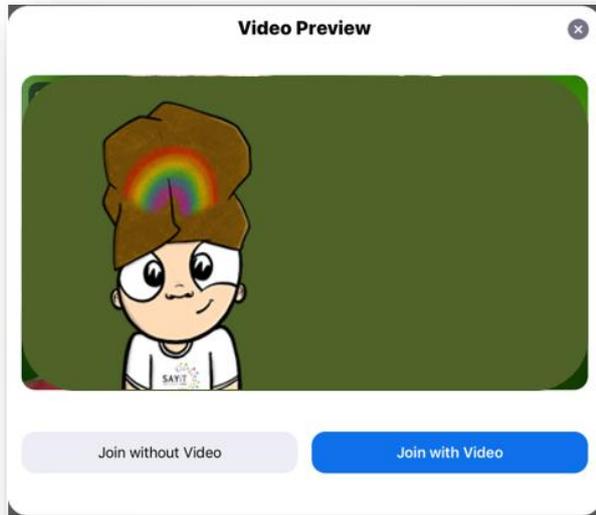


Please enter the name we know you by and you preferred pro-nouns here

After joining the meeting you will need to enter a password. The password will be sent to you over text message.



You will then see this screen with a preview of what your camera can see. Please make sure you are dressed appropriately and have either a plain background or a virtual one.



Select either join without video or join with video depending on whether you want us to be able to see you or not

You will then be asked to confirm your name and DOB before being entered into the meeting. At this point you can “Join audio” if you wish for the participants to be able to hear you. You don’t have to use audio as you can communicate with us through the chat function. Please note that we will be muting people to control background noise and the running of the session.



3. Using Zoom

Where these following symbols and actions are on your screen will depend on what device you are using.

Audio

At the start of the call if you want you can “Join audio”. You may get a screen saying your device wishes to access your microphone, to use zoom you will have to select accept. SAYiT will unmute you when you want to talk but you can also mute yourself by clicking this icon.



Video

To start/stop your video you can click the icon below



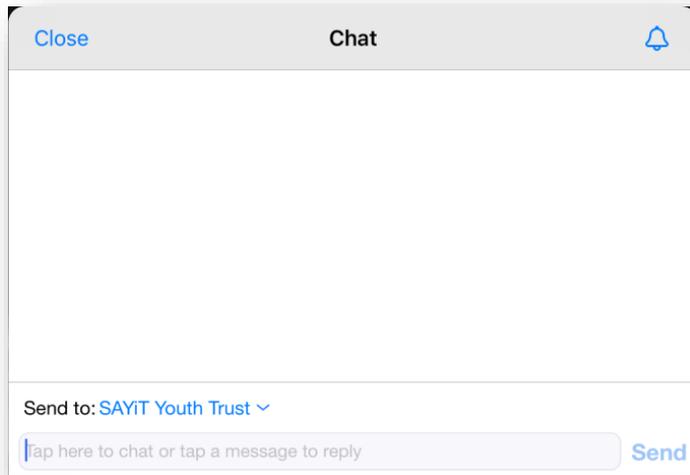
Participants

You can click on the participants list to see who else is in the chat.



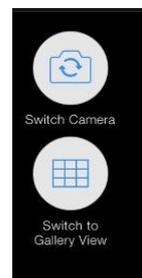
Chat

In this function you can send a message to the host during the online group.



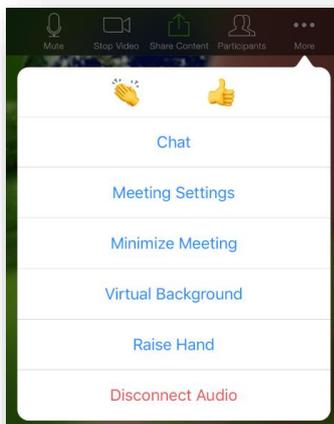
View layout

On a tablet or video you can select Gallery View to see everyone's image or Speaker view will show you the video of the person speaking. On a phone you can swipe right to see other peoples videos.



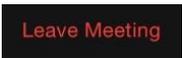
Virtual background

You will see that the SAYiT workers have a virtual background. You can do this by selected "More" and clicking on virtual background. This only works on a laptop or tablet.



4. Ending the online group

At the end of the group a SAYiT worker will end the meeting however at any point to leave the group you can select “Leave meeting”



Leave Meeting

Ground rules for SAYiT’s online sessions

- ❖ Make sure your background is appropriate – we suggest using a “virtual background” which can be changed in the “video settings”. You could be creative with this and make your background a medieval castle, or an enchanted forest!
- ❖ Make your Zoom name the name SAYiT know by and include your pronouns. This is so that we know it is ok to let you into the Zoom Room.
- ❖ Keep the link/password to the session to yourself.
- ❖ Do not “bring” new young people. If someone is interested in joining, please refer them to SAYiT first to register.
- ❖ Please be appropriately dressed for the session.
- ❖ Try your best to access the meeting from a place where others will not be wandering about – this is to protect young peoples’ anonymity. Remember, there may be young people attending who are not out in some capacity, so be mindful of your fellow Fruitbowlers.
- ❖ Don’t make screenshots or recordings of the session.
- ❖ Your video should be on mute, unless it is your turn to speak – this is because it can be very hard to understand what is being said on Zoom if voices are overlapping.
- ❖ As with our usual Fruitbowl sessions, you should attend sober.
- ❖ Please do not vape or drink alcohol during the sessions.
- ❖ Be kind to others, AND yourself!
- ❖ Be respectful of each other and take into consideration that everybody has different needs.
- ❖ Be mindful of the language you use. Swearing is ok, as long as it is not used in a hurtful way. Racism, ableism, homophobia, anti-semitism, Islamophobia, transphobia, fatphobia etc. will not be tolerated.