How to use Zoom
Participants' quick guideline

Contents

Starting with Zoom Desktop Client

While meetings can be started from the Zoom web portal, we highly recommend using the Desktop client, which allows you to use certain in-app settings, like Audio/Video settings. Also, some functionalities needed for the workshop are only available through the Desktop client.

You can download the latest version here https://zoom.us/support/download.

Please use your real name (no nickname or sequence of numbers) for login so that the trainers can call you by your name during the training course.
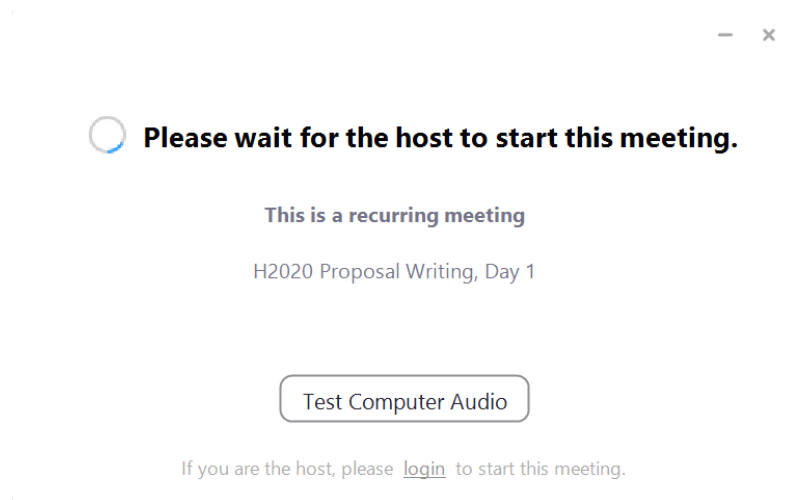
Starting the training

1. Click on the meeting link.
2. A dialogue box will appear in your browser, so please choose **"Open Zoom"** (this will work if you have Zoom Desktop installed).
3. You will be directed to the waiting room, and then to the conference itself.

Breaks

During breaks, the trainer will end the meeting.

When break time is up, please **click on the same link that was shared with you the first time**, follow the abovementioned steps and wait to join the conference.
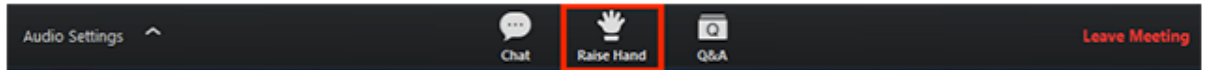

Please wait for the host to start this meeting.

This is a recurring meeting

H2020 Proposal Writing, Day 1

Test Computer Audio

If you are the host, please login to start this meeting.

Do you have questions during the training?

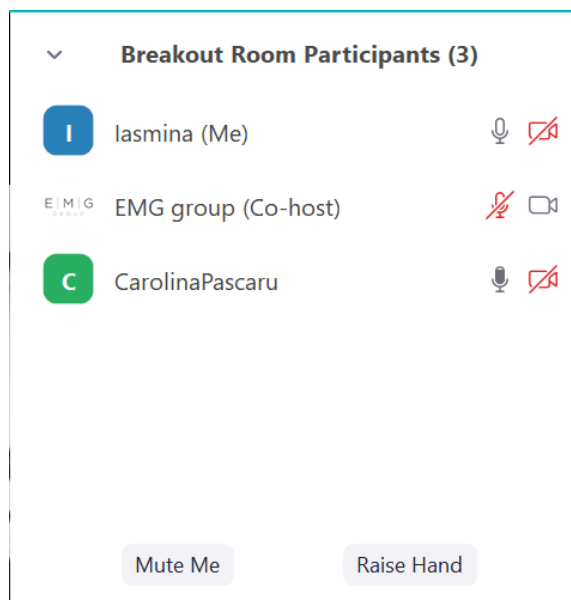You can **"Raise hand"** when you are in the main room.

How to Raise hand?

1. Click Raise Hand in the controls at the bottom of your Zoom window.

If the view is different for you, please select "Participants" (in yellow).

At this point a window should appear on the right-hand side, with all the participants. You will find the "Raise Hand" button at the bottom of that window.

2. The trainer will be notified.
3. You can click Lower Hand to lower it if needed or the trainer will do so.

Workshop

Breakout rooms – for some of the exercises you will be split into breakout rooms, like in groups. Zoom will always notify you when:

- you are being transferred to the breakout room.
- you will have to go back to the main room.

Pop-up windows will appear automatically, as the one below:
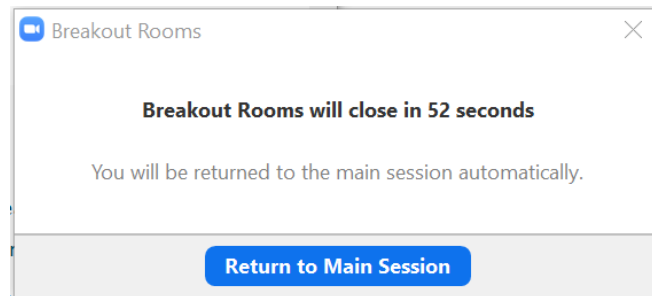
In **Google Drive** – when working in groups you will be provided with a link to a Google Doc. In order to edit, **please click on "Open in Google Doc" at the top of the document** (in yellow).
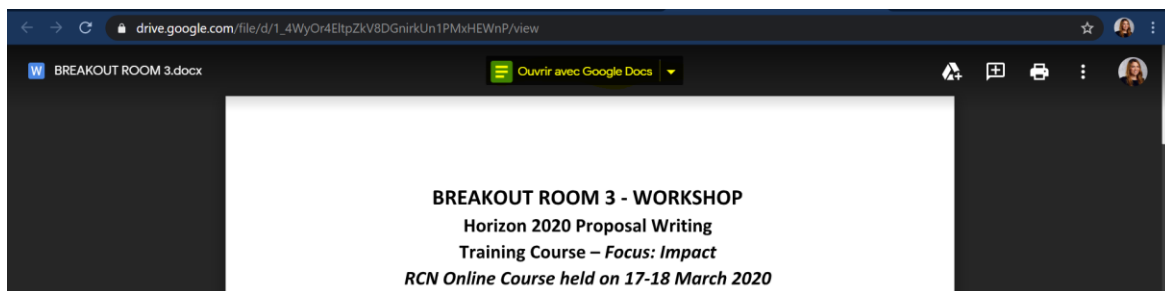
Polls – for some exercises we will use **polls, that will appear automatically on your screen.** You will have to **answer all the questions before clicking Submit.** After everybody has submitted their answers, the trainer will share the results, that will appear directly on your screen. This functionality works properly only in the Desktop client.
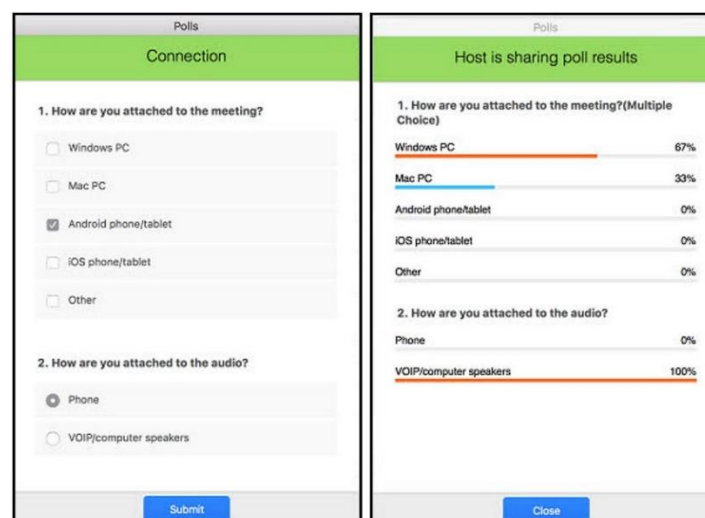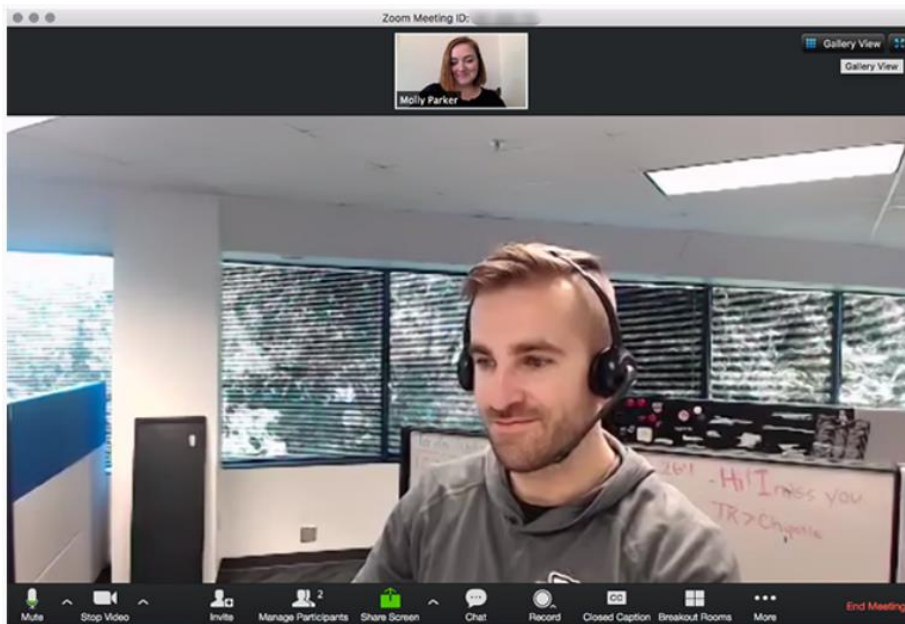
How do I change the Video Layout?

Video layouts

There are 2 video layouts that you need today:

- **Active speaker** (the video of the person speaking will appear)
  Active speaker is the default video layout. It will switch the large video window between who is speaking.


- **Gallery view**
  You can also select to view your video layout in Gallery View. When using Gallery View, you will be able to see up to 49 participants at a time and will have an arrow to scroll through the remaining participants.

Full Screen

You can take any of the layouts except Mini Window into full screen by **clicking on the icon with four arrows at the top right corner of your Zoom window**. You can exit full screen by pressing Exit Full Screen in the same location or using the Esc key on your keyboard.
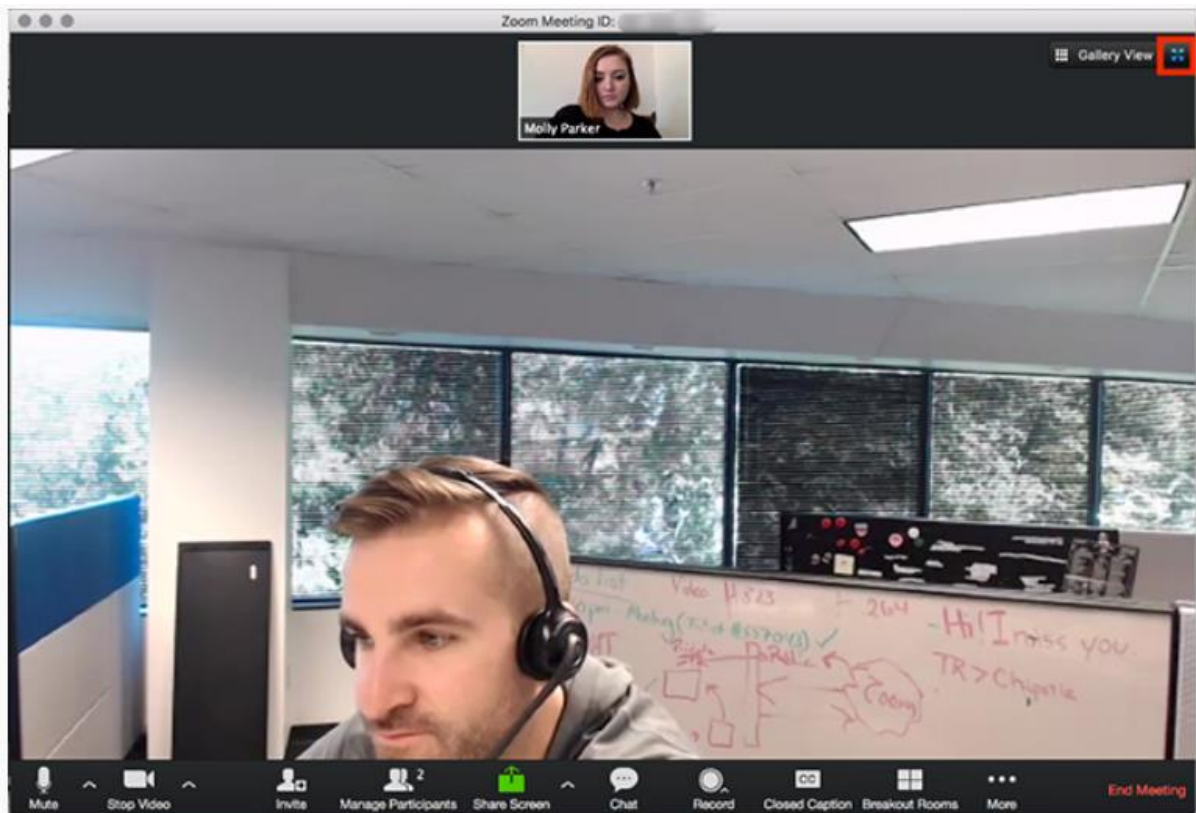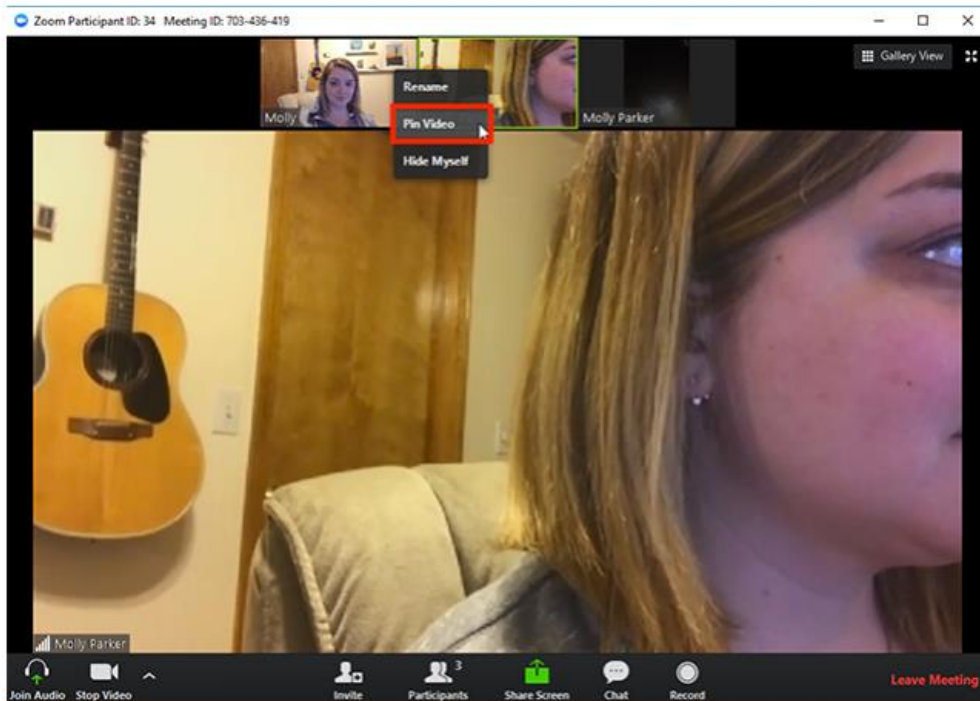
Pin Video

Pin video allows you to disable active speaker view and only view a specific speaker. Pinning another participant's video will only affect your local view and local recordings, not the view of other participants.
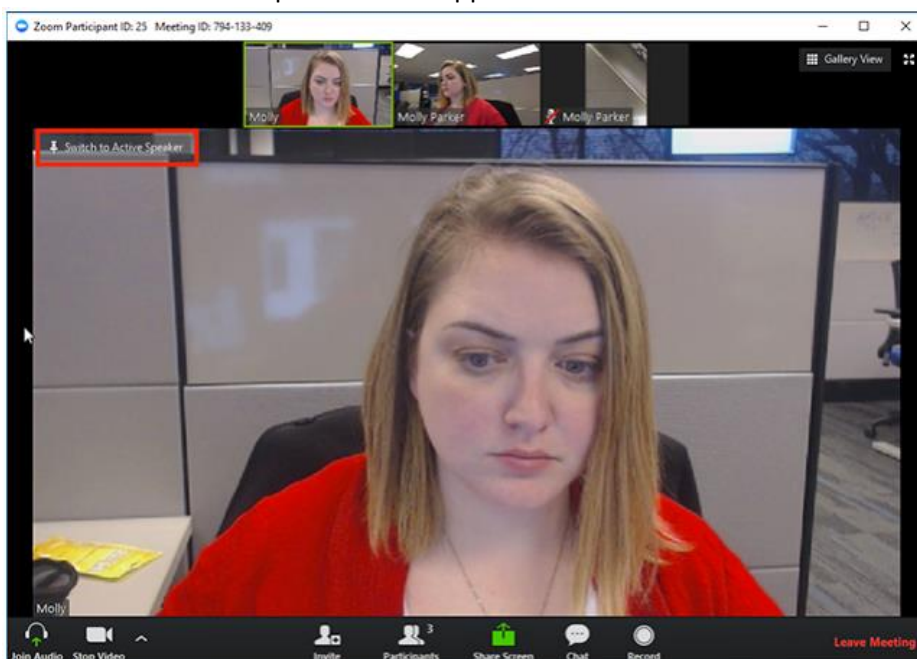
How to pin a video

1. At the top of your screen, hover over the video of the participant you want to pin and click ...
2. Choose Pin Video.

To cancel a Pin

1. Click Switch to Active Speaker in the upper left corner.

2. Now you are back to the Active Speaker view.

## Side-by-side mode (only when someone starts sharing their screen)

You can switch to this mode when the trainer shares their screen. This way you will see the shared screen and the Speaker view or Gallery view.
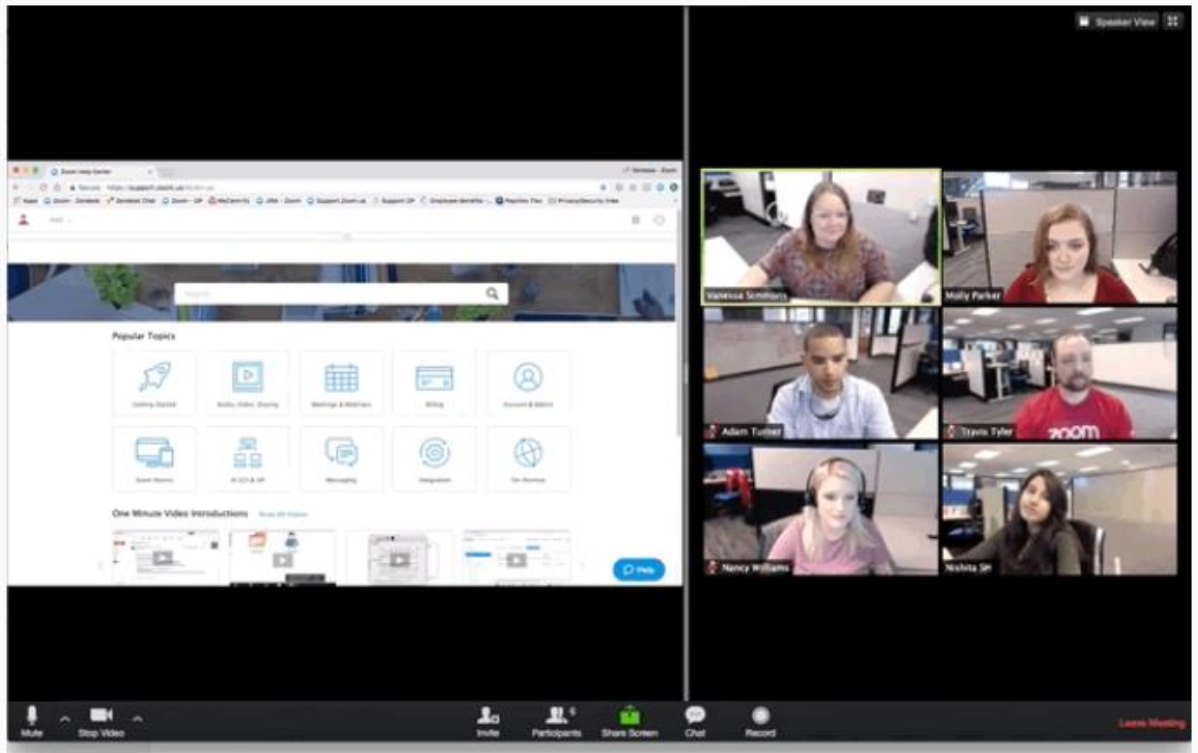
How to view in Side-by-side mode

1. Click on **View Options** on top of your meeting screen and choose **Side-by-side mode.**
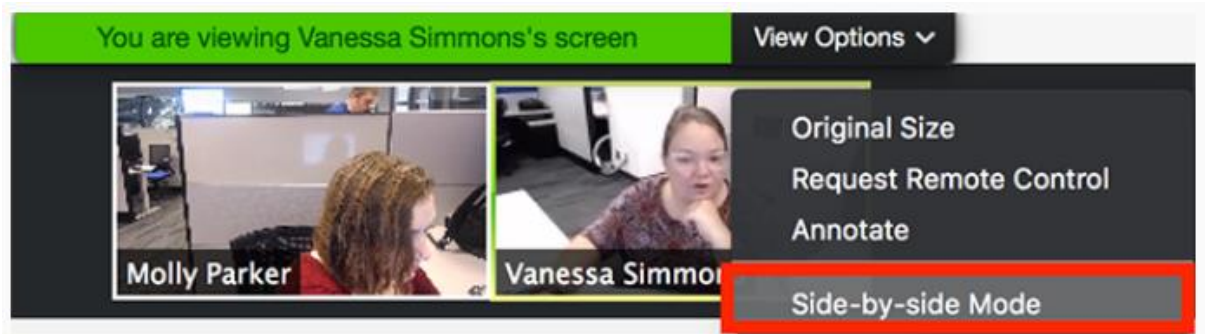
2. The shared screen will appear on the left and the speaker will appear on the right. **Slide the separator to the left or right to adjust the size of each view** (like in the two examples below).
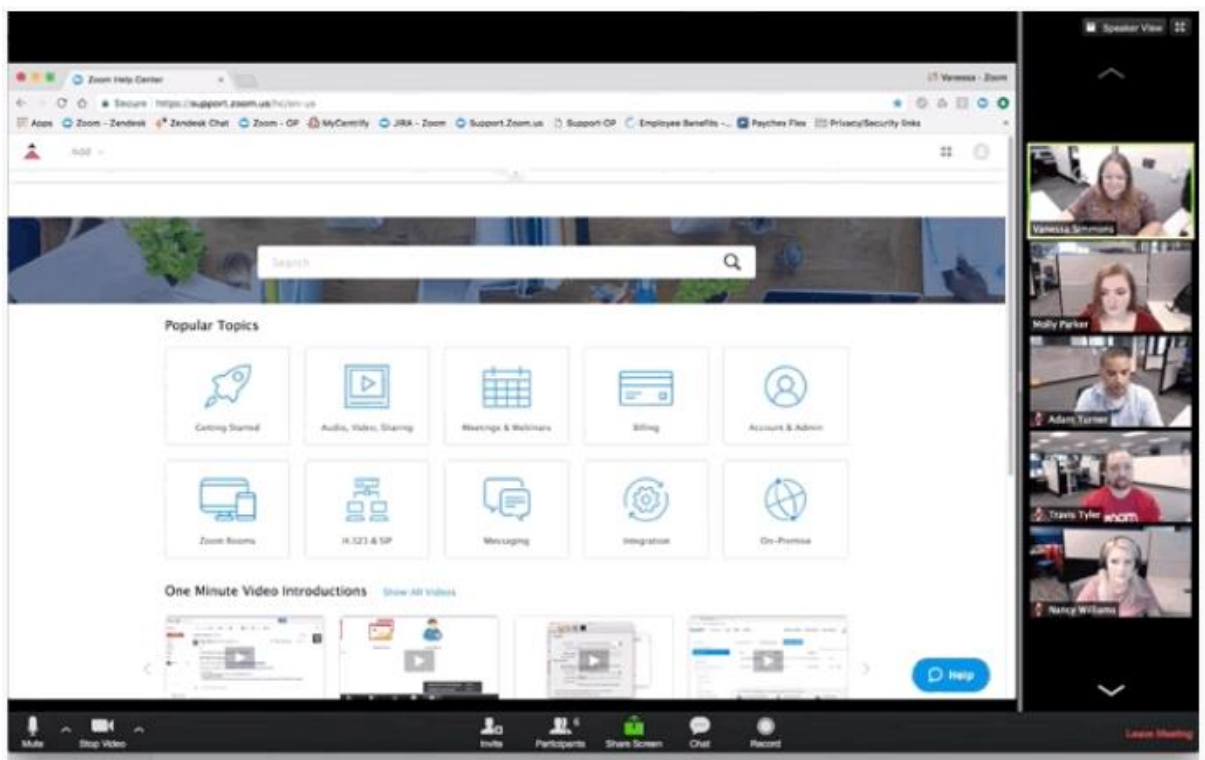
3. At the top where you selected the Side-by-side mode, you can choose Speaker view or Gallery view, depending on your preference.
4. To exit Side-by-Side mode, click View Options, then uncheck the Side-by-Side Mode option.
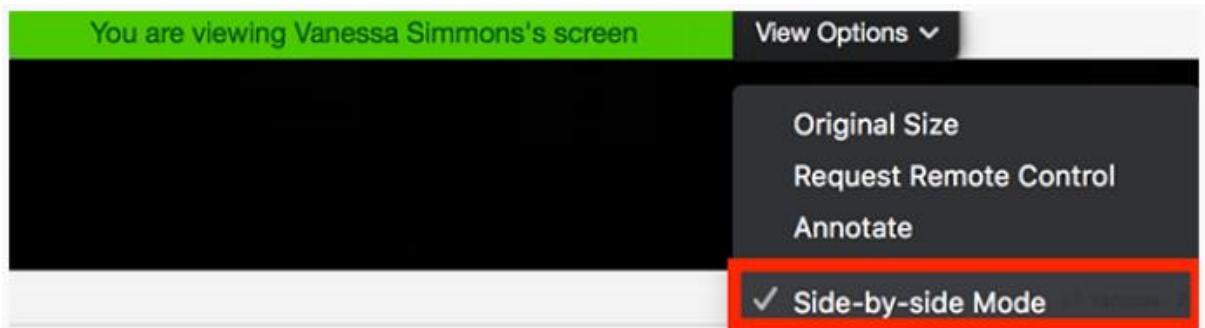
Hide Non-Video Participants

1. When you are in Gallery View, right-click on any participant that has their video off.
2. Choose Hide Non-Video Participants to hide all users with their video off.
3. To show non-video participants again, click Total non-video participants at the top of your screen and select Show non-video participants.
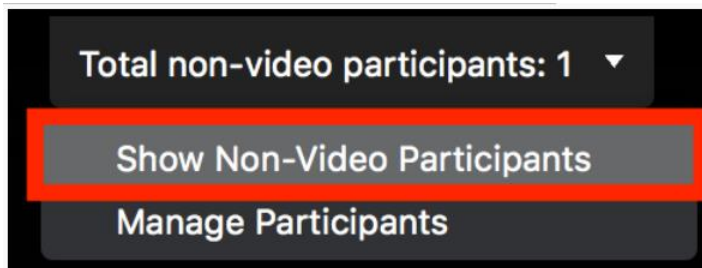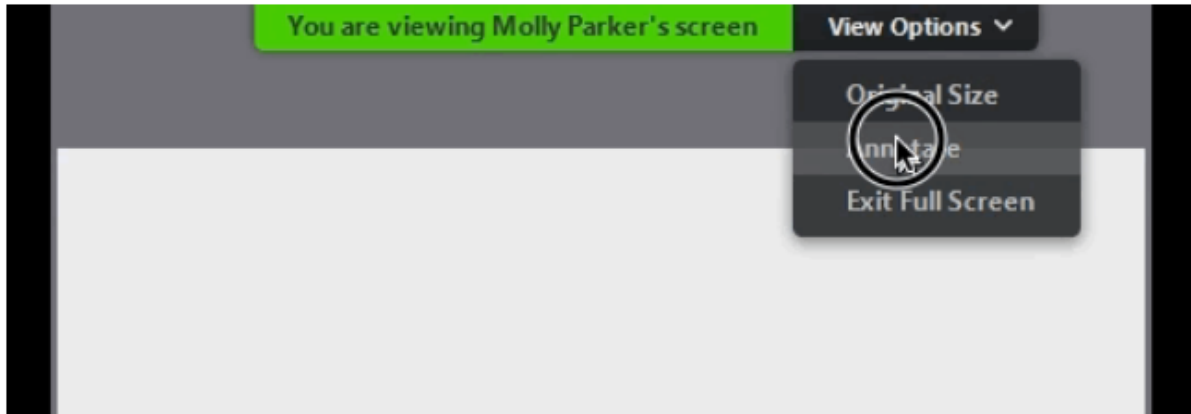
Using annotation tools on a shared screen or whiteboard

Whenever the trainer is sharing their screen or viewing a whiteboard, you can use annotation tools.

Please note that if you annotate on the screen, all participants can see it!

Please use annotations wisely.

While viewing a shared screen or shared whiteboard, click View Options > Annotate at the top.

You will see these annotation tools: