

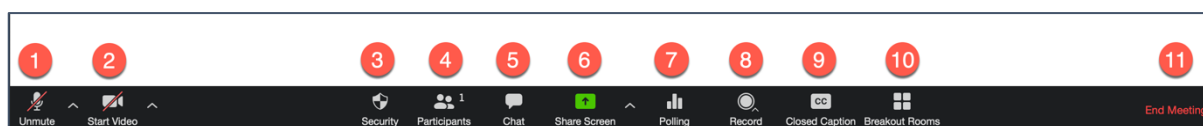
## Zoom How-to guide

### Research4Life vGPM 2020

#### Joining a meeting

- How do I join a Zoom meeting?  
To Join a meeting click the supplied link or enter the 9-digit Meeting ID and password. You can join from your computer, or your mobile device.
- What if I don't have a Zoom link?  
If you haven't received the Zoom links, please visit this [password-protected page](#) on the R4L website. Password: GPM2020. This page also hosts all relevant meeting documents.
- How do I use audio?  
On most devices, you can join using your computer/device audio system by clicking Join Audio, Join with computer audio, or by going to audio in the access settings.
- Make sure to have a look at the most [frequently asked questions](#).
- I still can't get connected  
Please contact [GPMZoom@research4life.org](mailto:GPMZoom@research4life.org). We also encourage you to use the Slido topic "I need Help with Zoom" if you are more successful in getting on Slido that connecting on Zoom.

#### Meeting controls – computer



##### 1. Microphone (On/Off)

Click "Join Audio" to choose whether to connect your computer audio or dial into the meeting with a phone. Once your audio is connected, click "Mute" to disable the audio or "Unmute" to enable your audio.

Important note: you will be muted on entry. Please only unmute yourself if you're presenting.

##### 2. Video (On/Off)

At the bottom left-hand corner (next to the audio control), you will find the "Start/Stop Video" option: Click "Start Video" to enable your webcam. Click "Stop Video" to disable your webcam.

Important note: to help with connectivity, please only activate your camera when you're presenting.

### 3. Security

Hosts and co-hosts can quickly enable or disable various security features during the meeting

### 4. Participants

Click on "Participants." A sidebar will appear on the right with the list of participants.

### 5. Chat

Sending a message: you can send a message in the chat thread, messages have options to be private or public.

Replying to a message: Hover over the message you would like to reply to, click the bubble icon to write a message and click enter to respond.

Important note: only use the Zoom chat for technical questions ("I can't hear", "I can't see the screen" etc.) For all other Q&A, we are using [Slido](#).

### 6. Share Screen

Only hosts and co-hosts can share their screen. Click the green "Share" button in the middle of the Zoom toolbar.

### 7. Polling

We won't be using this feature. Polls will be solely on [Slido](#).

### 8. Record

The full meeting will be recorded and made available to attendees after the vGPM.

### 9. Closed Caption

We won't be using this feature.

### 10. Breakout Rooms

Please see the next section for a full description of this function.

### 11. End Meeting

Click this button in the bottom right corner to leave the meeting.

## Meeting controls – phone

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner. [Learn more](#).

Notes:

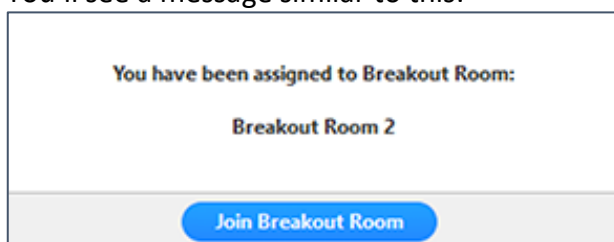
- Tapping on the **Participants** list also gives you access to the chat option.
- Tapping on **More** gives you a list of non-verbal feedback icons, such as raising your hand



## Breakout rooms – computer

We'll be using Breakout rooms during the first day of the meeting. When you re-enter from the break at 10:55 EDT, you'll have been assigned to a breakout room.

1. You'll see a message similar to this:



2. Click **Join Breakout Room**.

When the breakout session is over, the host will end the breakout room. You will be notified and given the option to return to the main room immediately, or in 60 seconds.

You can also leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room. To do so:

- Click Leave Breakout Room.
- Choose if you want to leave the breakout room or the entire meeting.

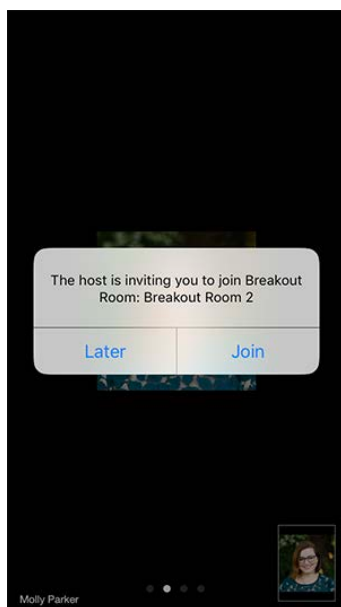
Participants can ask the host for assistance at any time by clicking the "Ask for Help" button in the participant's toolbar.

Visit the Zoom support portal to [learn more](#) about breakout rooms.

## Breakout rooms – phone

We'll be using Breakout rooms during the first day of the meeting. When you re-enter from the break at 10:55 EDT, you'll have been assigned to a breakout room.

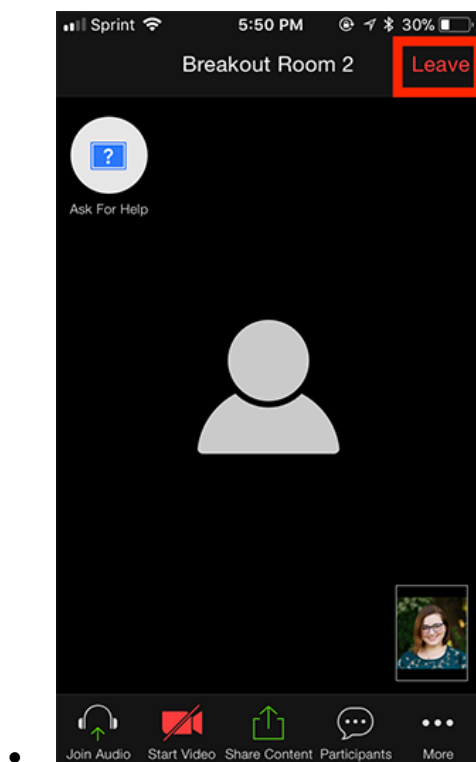
1. You'll see a message similar to this. Tap "Join" and you will have access to full controls similar to the meeting.



When the breakout session is over, the host will end the breakout room. You will be notified and given the option to return to the main room immediately, or in 60 seconds.

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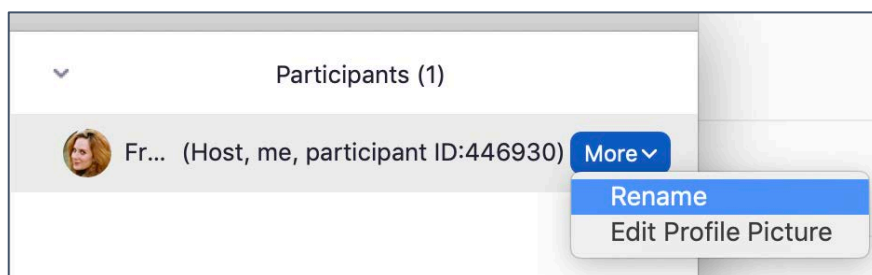


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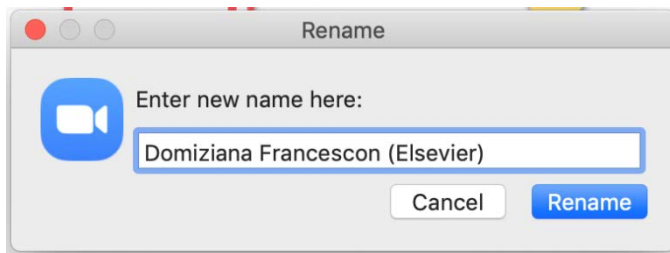
## Renaming yourself

We're asking all participants to rename themselves indicating their institutions, to make sure others can easily identify you during the meeting. To rename yourself on the computer:

1. Click on the **Participants** icon – this will open the Participants list.
2. Hover your mouse over your name – this will show the “More” button



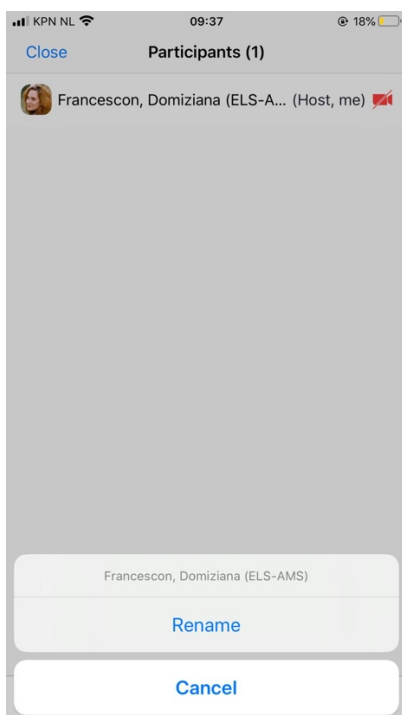
3. Click on “Rename” – this will open a pop-up which will allow you to enter a new name



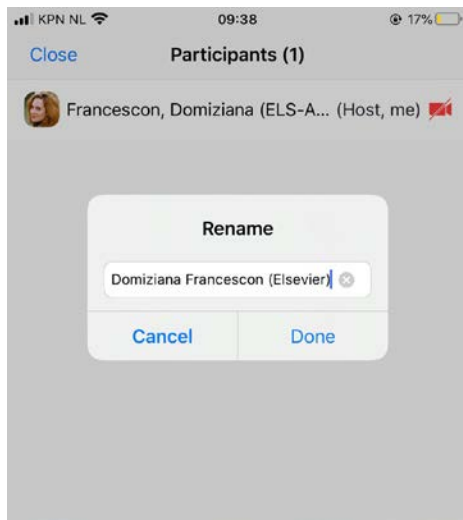
5. Enter your name as “Name Surname (Institution)”: for example, “Domiziana Francescon (Elsevier)”
6. Click “Rename” to save your changes.

To rename yourself on the phone:

1. Click on the **Participants** icon – this will open the Participants list.
2. Tap on your name – this will bring up the option to rename yourself



4. Tap on “Rename” – this will open a pop-up which will allow you to enter a new name
5. Enter your name as “Name Surname (Institution)”: for example, “Domiziana Francescon (Elsevier)”

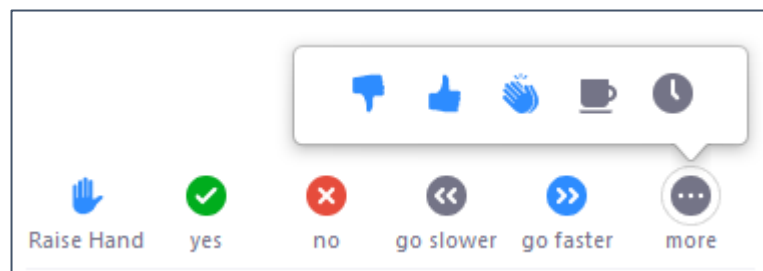


5. Tap “Done” to save your changes.

## Questions and Controls

As a participant, you’ll also be able to use non-verbal feedback icons, which are placed at the bottom of the screen. When clicked, they place an icon beside your name to quickly notify the host.

1. Raising hand: Click the raise hand control (blue hand icon), this will notify the speaker and host and allow them to communicate with you.
2. Lowering hand: If you have raised your hand and change your mind, click the raise hand icon again and your hand will be lowered, and the notification will be removed.
3. There are also further icons which allow users to communicate with the host and speakers, such as yes and no and go slower and go faster icons which all allow for non-verbal feedback during the meetings.



## Troubleshooting

- My video/Camera isn't working: <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>
- My audio isn't working: <https://support.zoom.us/hc/en-us/articles/204484835-My-Audio-is-Not-Working-on-iOS-or-Android>