Psychotherapists Board of Aotearoa New Zealand

Te Poari o ngā Kaihaumanu Hinengaro o Aotearoa

Zoom - Setup & Operation

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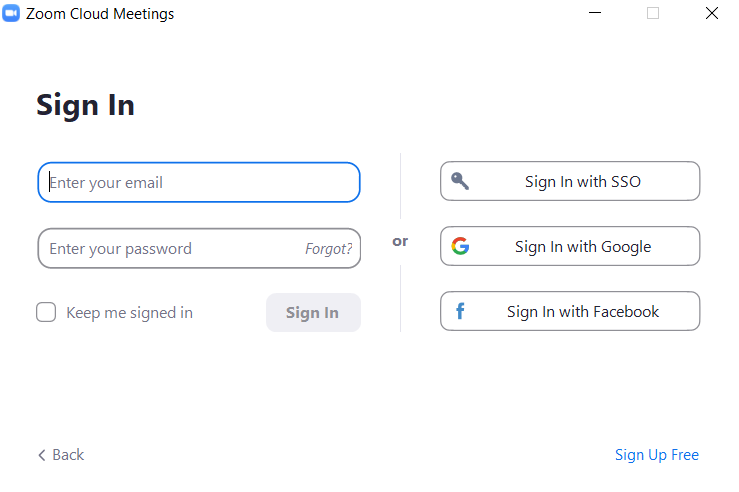
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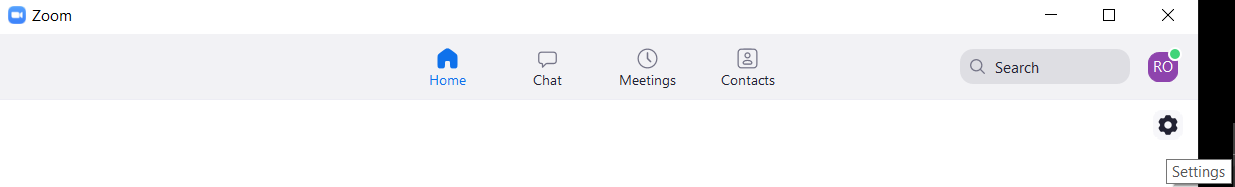
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| Setting up for Zoom |

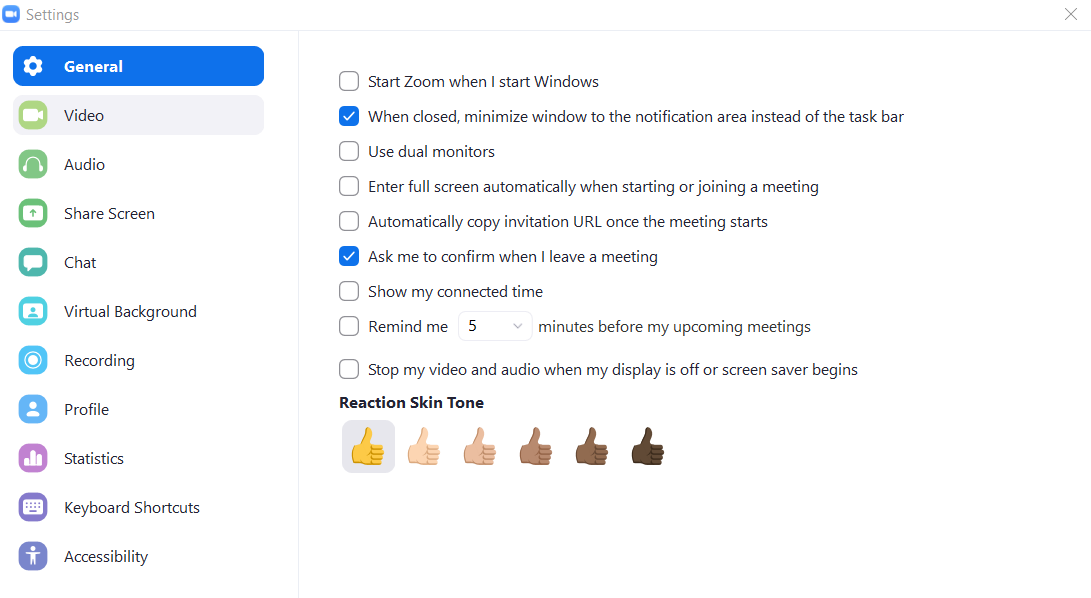
## You have a Zoom Account – joining meeting and updating settings

If you have your own Zoom account (i.e. you have signed up to Zoom and downloaded the Zoom.app onto your computer), you are able to customise more controls. You can do this by signing into Zoom with your username and password.

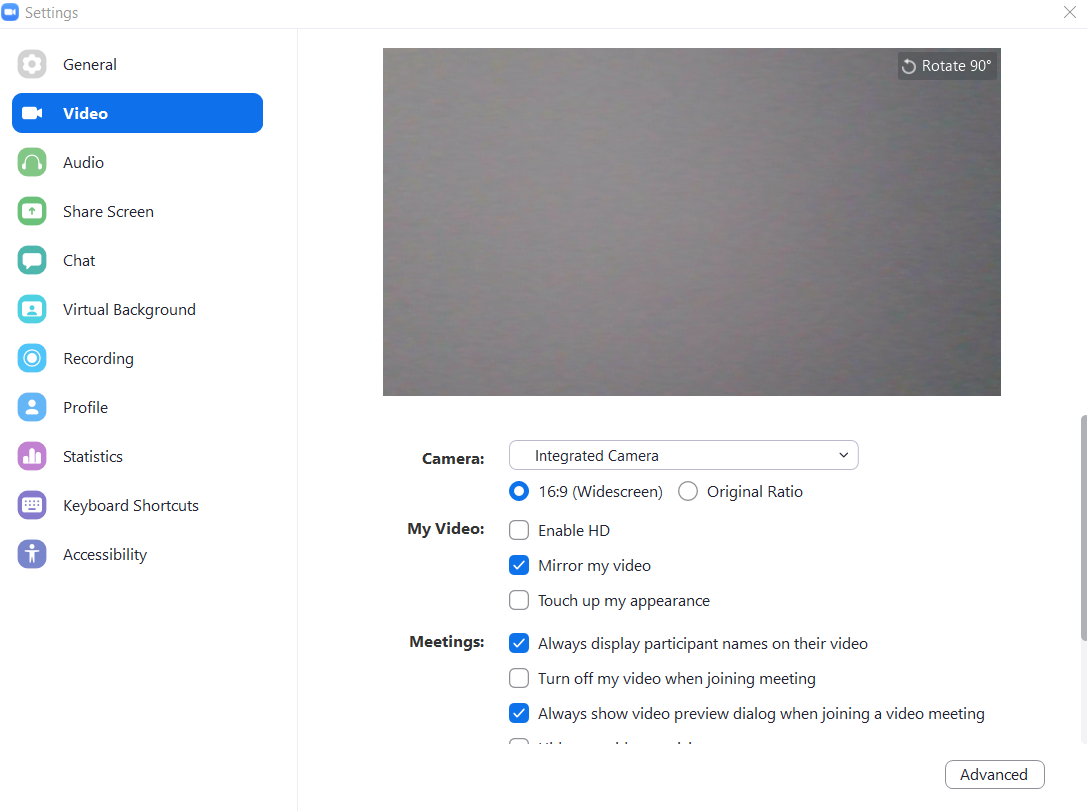
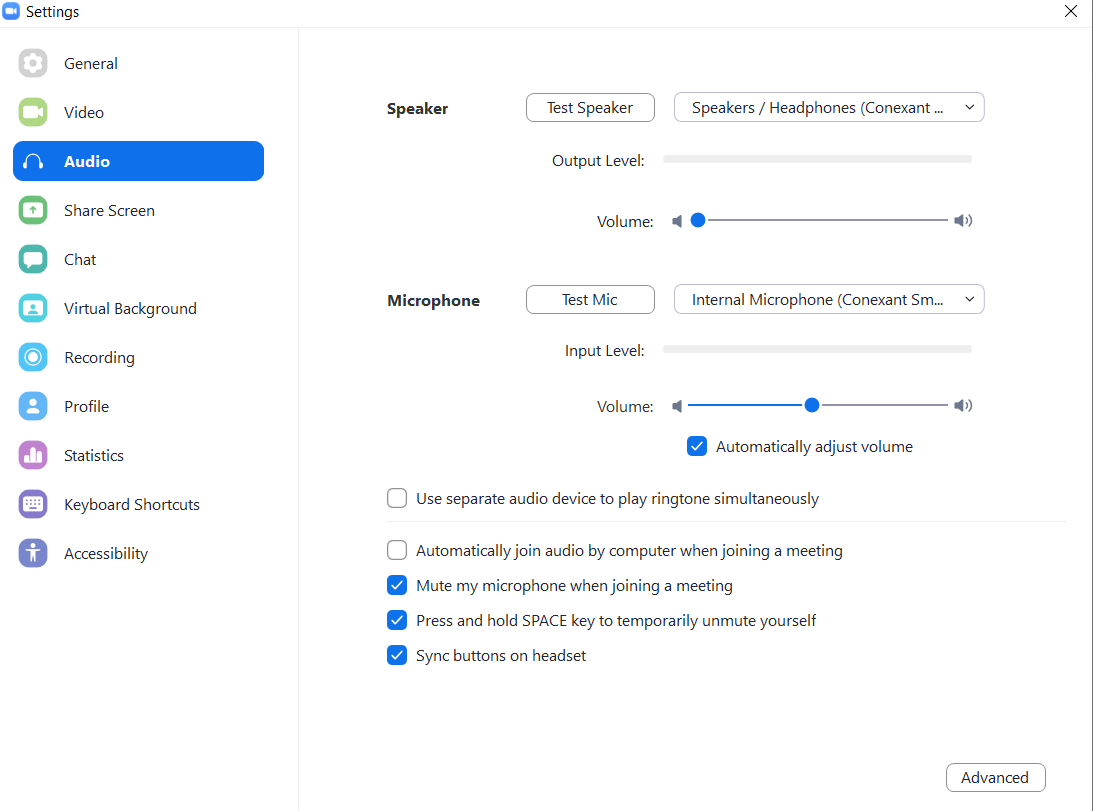


Click on the cog to go to your settings.





You can edit your video and audio settings.

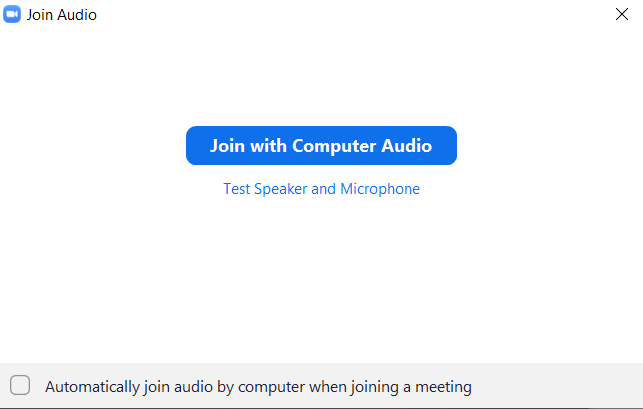
 

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## You don’t have a Zoom account – joining meeting and editing settings

Click on the link you have been given to access the Zoom platform.

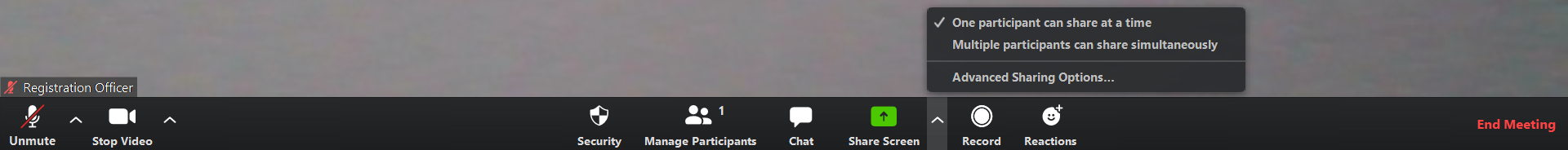
If you don’t have a Zoom account, you are still able to test your audio before joining a meeting.



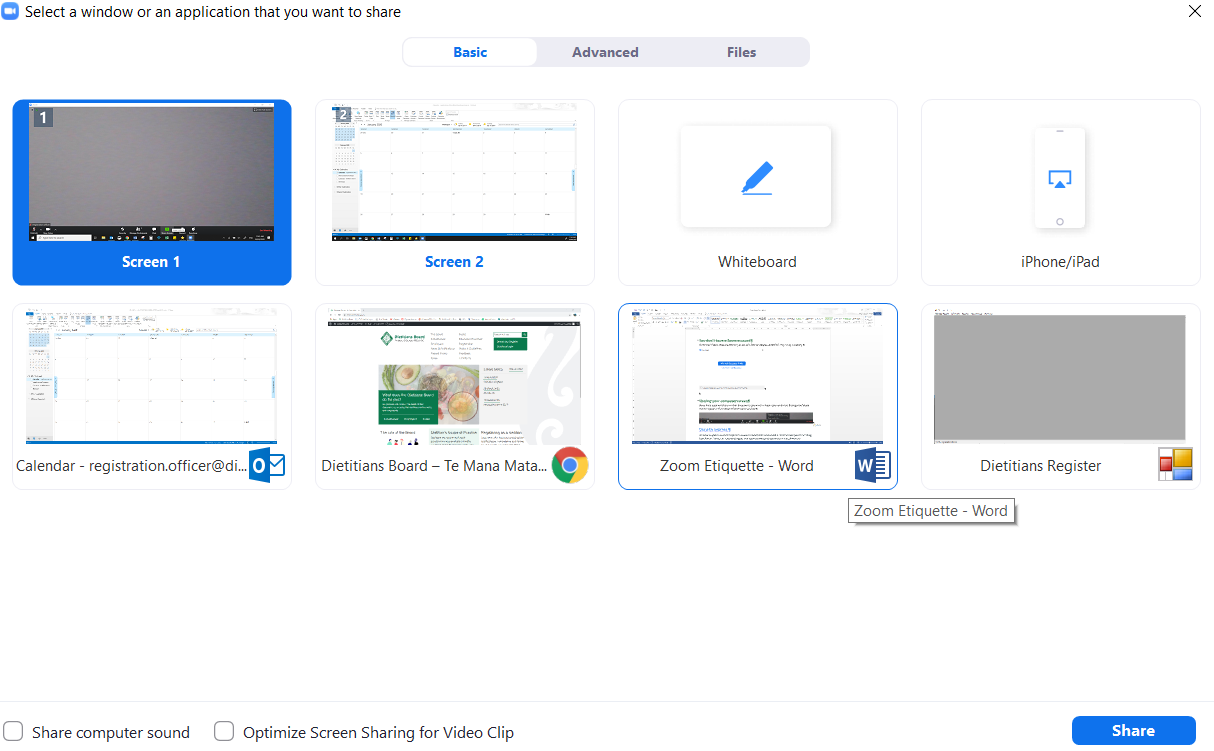
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| Quick Guide to Operating Zoom |

## Sharing your computer screen

If you have a presentation or other documents you want to share, you can do this through the *Share Screen* option at the bottom of your Zoom window.



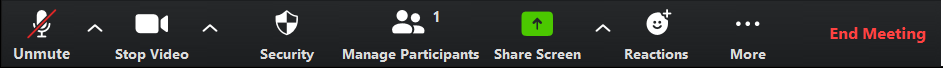
When you click the *Share Screen* option, it will bring up **all** windows/programs you have open on your computer to select from. Select the file you would like to share, then click *Share*. Please be mindful to share the correct document/screen.



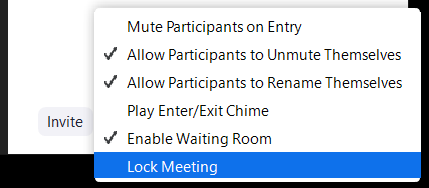
Generally, DO NOT select *Share Your Desktop*, sometimes written as *Screen 1 or Screen 2* if you have multiple screens in use. Sharing your Desktop or Screen will allow everyone see any pop-up email you receive, private message, or Internet browsers and tabs you have open. This could breach your own privacy as well as someone elses.

## Managing Participants

If you are hosting the meeting, you are able to manage the participants. Click on *Manage Participants* to bring up the Settings.



If you click the ellipsis (…) it will enable more Settings.

## Using Chat & Reactions

You can use the *Chat* function to send a chat to all participants or privately to one participant.



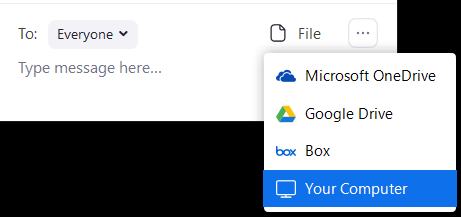
You can also indicate ‘thumbs up’ or ‘applaud’ by clicking on the *Reactions* icon.



The *Raise Hand* icon allows you to indicate you wish to speak.

Click on the ellipsis (…) for more chat settings including saving the chat transcript.

You can share files within the chat. Click on the page icon next to File.



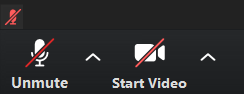
## Turning on and off Audio or Video

You can turn on and off your Audio and Video.

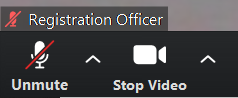
Audio and Video enabled.



Audio and Video disabled. If you are on mute, a crossed out red microphone icon will always be present.



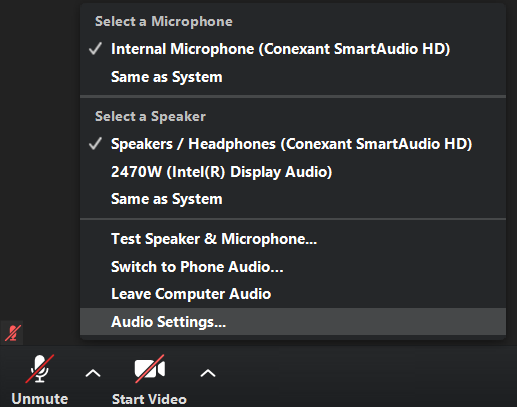
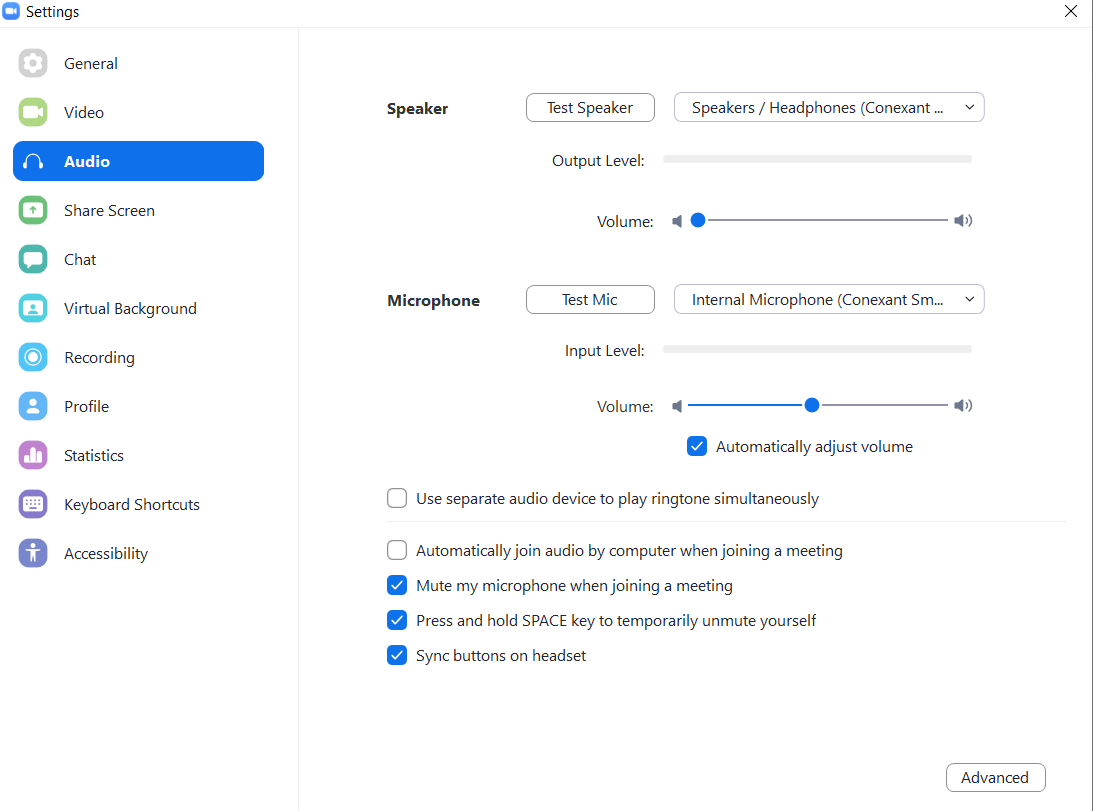
If your Video is enabled, your Zoom name will always be present.



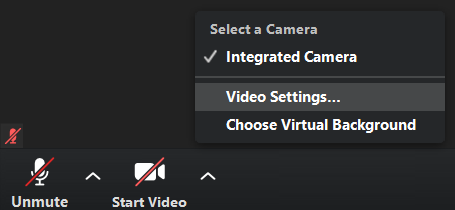
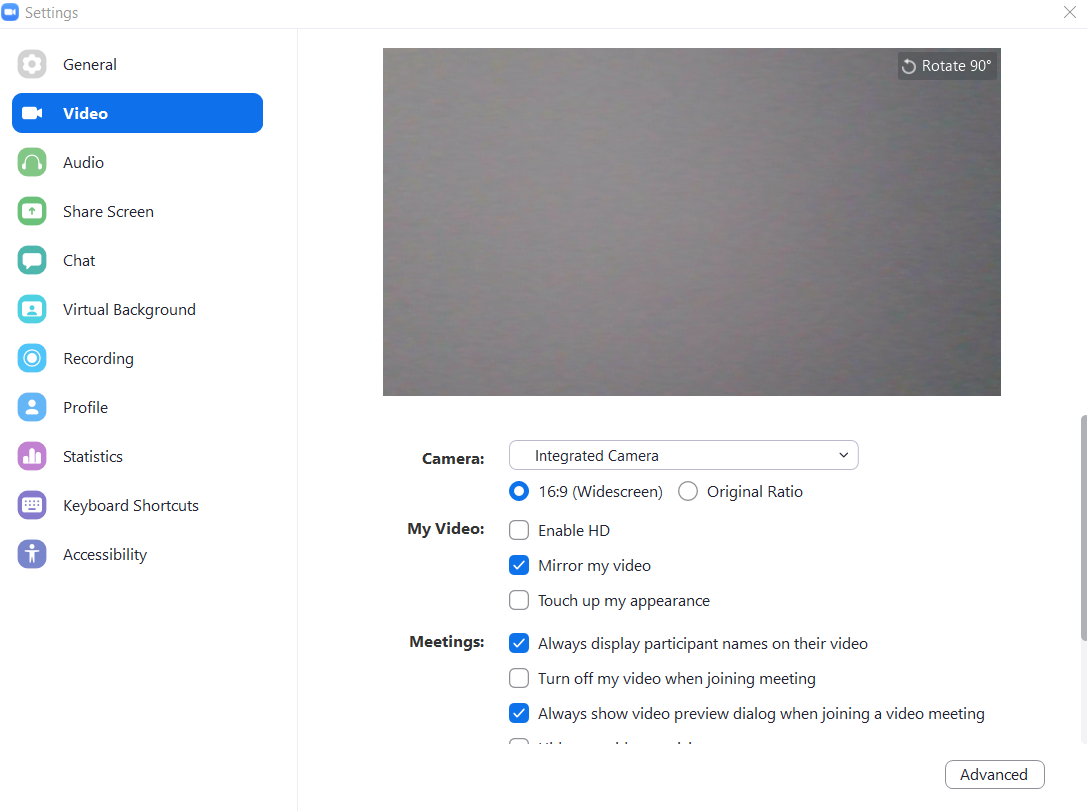
## Editing your Audio and Video settings during a Zoom meeting

You can edit your Audio and Video settings by clicking on the arrow (^) next to the microphone or camera. It will bring up a pop-up window.

Audio

Video

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| Additional Resources |

For more information on using Zoom, visit the [Zoom website](https://zoom.us/resources) for videos on *Joining a Meeting*, *Sharing Your Screen*, *Meeting Controls*, and more.