Zoom Manual
WAVES – listening sessions towards social bodies

How to participate

- Participation requires a computer or tablet, as well as power and a stable internet connection.
- After your registration, you will receive an email containing the link for joining the meeting.
- To participate, click on the link in your confirmation email. You will be placed in the virtual waiting room until the event begins.
- **Important:** If Zoom is already installed on your computer, please **update the software before attending**. To do so, open your Zoom desktop client. Click on your profile picture and then click "Check for Updates." If there is a newer version, Zoom will download and install it.
- If it's the first time you use Zoom it will automatically download and install the latest version. You don't need to register with Zoom to participate.
- For questions about registration and participation or for technical support, contact Gina Jeske at jeske@sophiensaele.com or **+49 30 27 89 00 35**.
- If you have any questions, need help or technical support while logging in or during the event, you can contact the Sophiensæle-Support at any time via the chat or at **+49 30 27 89 00 590**.

Basic settings

- Once you have entered the meeting you can turn your audio and video on and off via the Zoom control bar at the bottom of your screen. Use the buttons "Audio on" or "Mute" and "Start video" or "Cancel video". The keyboard shortcuts are Alt A for audio and Alt V for video.
- The name you entered at registration is displayed in your video window. If you would like to change it, hover over the window of your video and

click the three dots at the top right. A menu will open. Select "rename".

- You have several options to arrange your view of the other participants. In the upper right corner you can choose between "Speaker" and "Gallery" in the "View" field. If on "Speaker" you always see the person who is currently speaking in large size. If on "Gallery" you see the videos of all participants in the same size.

- When in gallery view, your zoom window can have multiple pages if a certain number of participants is reached. To customize this, click on the arrow next to the video icon in the Zoom control bar, then choose video settings. Scroll all the way down. Here you can set the "maximum number of participants per screen in gallery view" to 25 or 49, depending on your preference.

- To reduce the number of pages in the zoom window, you can also hide participants who have turned off their video. To do this, place a check mark behind "Hide participants without video function" in the video settings.

- If your Zoom desktop app has the newest updates, you can use video filters to disguise yourself. To do this, click on the arrow next to the video icon in the Zoom control bar, then choose video filters.

Interaction

- You can use the chat to communicate in written language either with everybody in the meeting or with single participants via a direct message. You can find the button to open and close the chat in the Zoom control bar at the bottom of your Zoom window. For screen reader users, the keyboard shortcut to open and close the chat is Alt H.

- You can use the "raise hand" function to draw attention to yourself. On the desktop, the keyboard shortcut for this is Alt Y. On the phone you can use the keys ***9** to raise your hand and ***6** to activate your microphone. On the smartphone you will find the option "Raise hand" in the lower left corner.

Use Zoom online via your browser

- **Please note**: Not all features are available when participating via the browser.
- To use Zoom in your browser, open the invitation link in your browser.
- Reject the pop-up window and click "Having trouble with Zoom Client? Log in with your browser" at the very bottom of the page.
- Enter your name and click "Join." You may then need to enter the meeting passcode and your email address to continue. You can find the passcode in the confirmation e-mail.
- Agree to the terms of use to join the webinar.
- You will be placed in the virtual waiting room until the event begins.

Joining by telephone

- You can join the Zoom webinar by means of teleconferencing/audio conferencing (using a traditional phone).
- **Please note**: When participating via telephone, only the original audio in English and not the German simultaneous translation can be heard.
- If you are in Germany, please dial the landline number **004969502596**. Otherwise, check the local number for your country in the confirmation e-mail.
- You will then be asked to enter the webinar ID and the passcode. You find both in the confirmation e-mail that has been sent to you upon your registration. Please note: The termination of each digit combination is done by the hash sign (usually at the bottom right of the keyboard).
- You will then be placed in the virtual waiting room until the event begins.
- If you would like to register a speech in the audience discussion, please dial the keys ***9**, then you will be noticed by the moderator. Dial ***6** to turn on your microphone.

Privacy

- We use Zoom because it is currently the most accessible platform for a

diverse group. By participating, you agree to Zoom's **privacy policy** and the transfer of your data to the US.

- If you turn on your video and/or audio at any point during the event, you will no longer be a passive viewer. Third party photo and video recordings might occur. In addition, the event will be recorded and the recordings will be kept for documentation purposes.

Accessibility

- Zoom supports keyboard access and screen readers. The desktop app can be operated with keyboard shortcuts. **Click here** for an overview
- For more information on Zoom's accessibility **click here.**

Contact

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