

HOW TO JOIN US ON ZOOM



To help us stay connected the team at our national Co-production Centre, Creative Together, are coordinating a series of online activities and events over Zoom.

Zoom is an online video application similar to Skype and you can use it on your smart phone, laptop, tablet or computer. It can be downloaded and installed easily for free on Windows, PC, iOS, and Android.



Join the Zoom session using the link you were sent by Creative Support and follow the on-screen instructions to join the meeting.

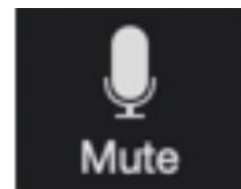


Before the session starts we ask that you put your microphone on mute to help everyone attending the session hear each other. You can use the 'Mute' button in the bottom left corner of the Zoom screen. A red slash will appear over the microphone icon which means that your audio is off.



This icon means audio is muted. Press to unmute.

If you plan to speak or contribute to the session you will need to unmute yourself. It is important that you are somewhere quiet and you don't have your TV on or any music playing. Background sound can make it hard for other participants to hear you. You can turn your audio on by clicking the microphone icon again.



This icon means audio is NOT muted. Press to mute.



Once you have followed the on-screen instructions to join the meeting you may be placed in a virtual waiting room for the session to begin. This is a good time to make sure you're comfy, double check your microphone is muted and get yourself a cup of tea or a nice drink ready for the session.



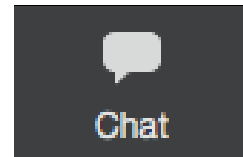
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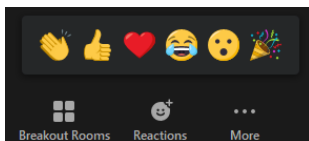
EXTRA TIPS FOR USING ZOOM

You can send messages using the chat function on Zoom! Sending a message is a great way to interact with other participants even if your microphone is muted.

1. Click the 'Chat' button in the menu bar to open the Chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send the message.



The 'Chat' button may not look exactly like this but you should be able to find it by looking for a speech bubble.



Did you know...? You can also send emoji's to everyone in the group using the 'Reactions' button!

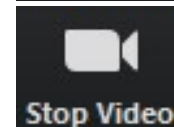
Turning your camera on or off...
You can easily turn your own camera on or off by clicking the button that looks like a film camera.



Video is off.
Click to turn on



Video is on.
Click to turn off.

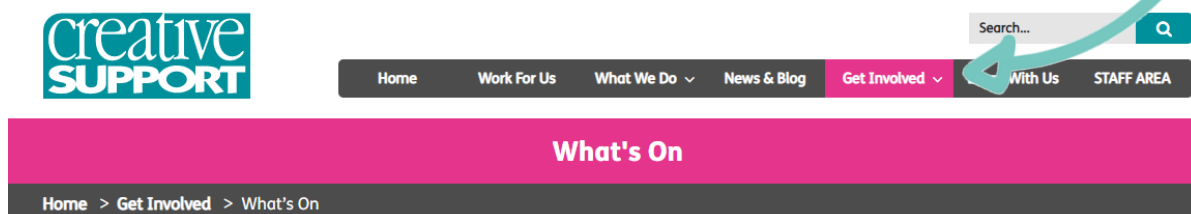


GETTING INVOLVED

If you are getting involved in the Creative Together online sessions make sure you have the Zoom joining instructions beforehand so you can access these sessions.

You can request the joining instructions via the Creative Together page of our website, found through the Get Involved tab:

www.creativesupport.co.uk/creative-together



If you need any help, or have any questions about the content of this guide, please email Creative.Together@creativesupport.org.uk

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