

## Zoom Instructions – Before the day

### Equipment

You can use a PC/Mac, tablet or mobile device, please check that you have a webcam/audio facility. We'd like this so that we can see each other! You can also join in from a tablet or a mobile. We will be using Zoom for our training and it's best to run this on the device with the biggest screen as I will be sharing my screen during the workshop.

If possible, please use a headset/earpiece with microphone. This will improve the audio quality for everyone.

Please charge your device beforehand if it runs on a battery/have power available!

### Software downloads

Zoom is free Download Zoom for your device: [www.zoom.us/download#client\\_4meeting](http://www.zoom.us/download#client_4meeting)

To ensure no delays on the day please download the Zoom in advance. Sign up/register following the screen instructions. Watch some tutorial videos, they're available here: <https://support.zoom.us/hc/en-us>

### Zoom invitation

You will be sent a zoom invitation by email (using the email address you supplied us with), follow the instructions to access the meeting/training. Ensure that you have access to this invitation email on the device you will be using for the training.

### Top tips

On the day:

- try to be somewhere uninterrupted if possible
- have a window in the room you're working in, its best to sit facing the window rather than having it behind – otherwise you'll be a silhouette!

### Education support

Please email [education@pth.org.uk](mailto:education@pth.org.uk) or telephone 01252 729474 should you have any issues prior to or on the day of the meeting. We are also new to Zoom so please bear with us as we navigate our way around this new way of learning. The training will start at the scheduled time. If you have any problems joining the meeting, please advise us and we will re-schedule you to attend another time and investigate those issues outside of the training session.