



## Zoom instructions for the BE-Rural Summer School

The summer school will run over three days: 25 May, 1 June and 8 June 2021. Each day will have its unique zoom link and password which will be shared with participants via email in the morning of each day. If there are any **IT issues** during the summer school, the person to contact is: [darren.grant@strath.ac.uk](mailto:darren.grant@strath.ac.uk)

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### 1. Before the Summer School

You will need the following to enable you to participate in a Zoom meeting

- **Internet connection** – Preferred option: broadband wired. Other option: wireless;
- **Device** - Preferred options: PC Windows 7, 8, 10, Vista, XP or MAC: macOS X with macOS 10.7 or later. Other options: Mobile phone, Tablet
- **Web Browser** - Google Chrome (preferred), Mozilla Firefox, Safari, Internet Explorer or Microsoft Edge;
- **Webcam** - Preferred option: External USB plug-in. Other option: built-in webcam.

### 2. Joining the Summer School

You will be able to join each day through the **Zoom link** that will be sent to you earlier the same day in a separate email from BE-Rural.

- Click on the Zoom link in the email.
- To launch the Zoom meeting, your browser will prompt you to agree to 'Open Zoom Meeting' which will install the Zoom Client (plug-in) on your computer (you can also download the Zoom desktop application in advance: <https://zoom.us/download>). If you wish to use your mobile device to start and join meetings, the apps for iOS and Android can be found here:
  - iPhone/iPad: <https://itunes.apple.com/us/app/id546505307>
  - Android:  
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
- After the Zoom Client is installed, you will be asked to enter a password (this will be shared with all participants in the email invite).
- Select 'join with/without camera' and 'join audio conference by computer' to connect your camera and headset/microphone.

Alternatively, if you wish not to install the Zoom Client or download the Zoom app, you can **join the meeting via a browser** (Google Chrome is preferable). In this case, follow the steps below:

- Click on the Zoom link.
- When prompted to 'Open Zoom Meeting', click on Cancel
- Click on 'Join from Your Browser' at the bottom of the webpage
- Enter your name and meeting password as prompted
- Agree with Zoom Terms and Conditions

Select 'join with/without camera' and 'join audio conference by computer' to connect your camera and headset/microphone.

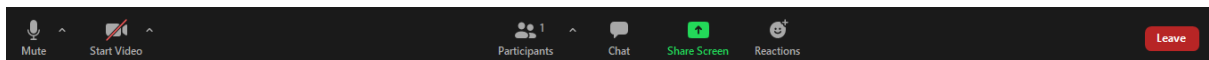
In all cases, you will be requested to type in your name. This name will be your display name during the meeting and will be used in the chat. **include your first name, your surname and country** to facilitate the work of the chair.

### 3. During the Summer School

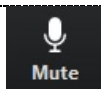
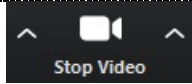
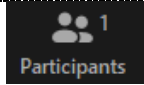
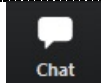
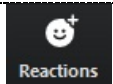
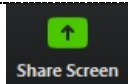

#### 3.1 Menu bar

Once the online summer school has started, a Zoom menu bar will appear at the bottom of the screen (see Figure 1). If you do not see the menu bar, move your mouse slightly and the menu should appear.

Figure 1: Zoom menu bar



From the menu bar you can

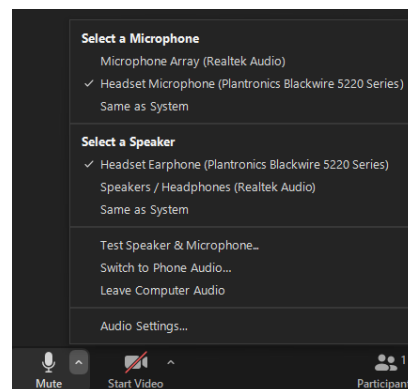
	Mute/unmute your audio
	Stop/start your video
	View who is participating
	Send a message to one person (private chat) or to all participants
	Provide non-verbal feedback or raise a hand (the associated icons appear above the 'Reactions' icon).
	Share your desktop
	Leave or end the video meeting

### 3.2 Use of microphone and webcam

To reduce external noise, the host will mute all microphones. If you wish to speak, you can unmute the microphone by clicking the 'unmute' icon.

We encourage you to keep your Webcam on when speaking. If you wish to turn it off during the meeting, click the 'stop video' icon. The host of the meeting can also manage these functions on behalf of the participants.

If you experience problems with microphone or speaker, please click on the arrow in the upper right corner of the 'Mute' button and adjust the selection of available microphone/speaker.



### 3.3 Interaction

During the summer school, you will be able to interact with the presenters and other participants and ask questions via the Zoom functions. To do this, please use one of the following (see also instructions further below):

- **Chat** – please write your question/comment on the chat box, which will make it visible to all participants.
- Click **'raise a hand'** – which will indicate that you are interested in speaking.

BE-Rural partners will monitor the chat and other reactions from the participants and either reply for forward the comments or questions to the chair. Where possible, these will be addressed during the meeting. If you are given the floor, turn on your microphone and your camera (where possible).

If due to time limitations there are outstanding questions, BE-Rural will collate all of them and provide answers following the summer school.

To provide **non-verbal feedback to the chair/presenters**, click the **'Reactions'** icon and further feedback options will appear on the right hand side. Please note that you can only have one icon active at any time. All participants will be able to see your reactions next to your name on the screen. The non-verbal feedback options enable you to indicate the following:

