



WE DISCOVER, WE GROW

Girlguiding

North West England

TOP TIPS FOR USING ZOOM

GETTING STARTED

- Create yourself a Zoom account - it will ask for an email address and a password. Zoom can be used on computers, laptops, tablets and mobile phones. Some devices may need you to download the Zoom app, and we recommend you do this in advance of any meetings you are set to take part in.
- Be sure to use your full name when joining the call, rather than 'Brown Owl', or the name of someone in your household who shares the account, so that you can be easily and correctly identified by the hosts and other meeting participants.
- If internet speed or connection is something you usually struggle with, try to have only the Zoom application open whilst you are taking part in a meeting. Try not to have other browsing windows or tabs open, or other applications that may decrease the quality of the meeting for you.
- Make sure the device that you are using is fully charged and that you have a charger to hand throughout the meeting, just in case your device's battery charge runs low.
- If possible, find a quiet, private room for participating in the meeting; preferably somewhere where a phone will not ring, or the room will not cause an echo.
- Let the people around you know that you will be participating in an online meeting so that they do not disturb you, unless of course they absolutely need to.
- Sit with a light source in front of you, to ensure that your face can be seen throughout. Light behind or to the side of you may make your face harder to see on the screen.
- Ensure that you are sat relatively close to your device, so that you can be easily heard when speaking.
- Give yourself 5-10 minutes before the meeting to sit down, log on and ensure everything is working - this will also ensure that the meeting starts on time and you will not interrupt the meeting should you have trouble joining.
- Make yourself comfortable, have a hot drink or some water with you and, if you feel like it, something to nibble throughout.

[Here you can watch a short video of top video conferencing tips.](#)



DURING THE MEETING

- Remain focused on the conversation, even if you aren't directly contributing.
- Leave your camera on so that you stay connected with the meeting. This is also important as, when speaking about something confidential, it will allow the meeting host to see whether or not anyone else may be able to overhear the conversation.
- Ensure that things that may distract you from the meeting are moved out of sight, unless you absolutely need them there. We understand that urgent issues may occur while participating, however, where possible, we ask that anything that could distract you is kept out of sight.
- If it aids your learning or helps you concentrate, please take notes. However, please do not use your keyboard as the sound is amplified through the meeting for all to hear and may be distracting for others.
- If there are more than 6 people on the call, we ask that you remain on mute, unless the host asks you to engage in conversation, or you have a question. You will see a small microphone icon on the screen to both mute and unmute yourself, as required.
- There are two different ways to see people throughout the meeting; the first view shows only the person who is talking and the second shows all participants in smaller sized boxes.
- Breakout rooms allow you to split off into smaller groups while on the call. These may take a few minutes to load, so please remain focused and follow the instructions on screen.
- If at any point your connection fails, or you lose the meeting entirely, please re-join via the original link, with the same meeting ID and password.

[Take a look at this video to see what not to do when taking part in a video conference.](#)

