



User guide

We recommend using a computer, if possible, as it supports more features.

It is best to use Chrome, Firefox, Safari or Microsoft Edge (new version only). Don't use Internet Explorer, which has known security flaws.

Using a headphone with a microphone will improve the sound quality, especially when you're speaking.

Create a Zoom account

For security reasons, it is advisable to create a Zoom account before joining the meeting. Go to the Zoom webpage at <https://zoom.us/>.

If you already have the Zoom client installed on your computer, you can use it to join the meeting directly.

- It is very important to enter your full name (given name and family name) when setting up your account.

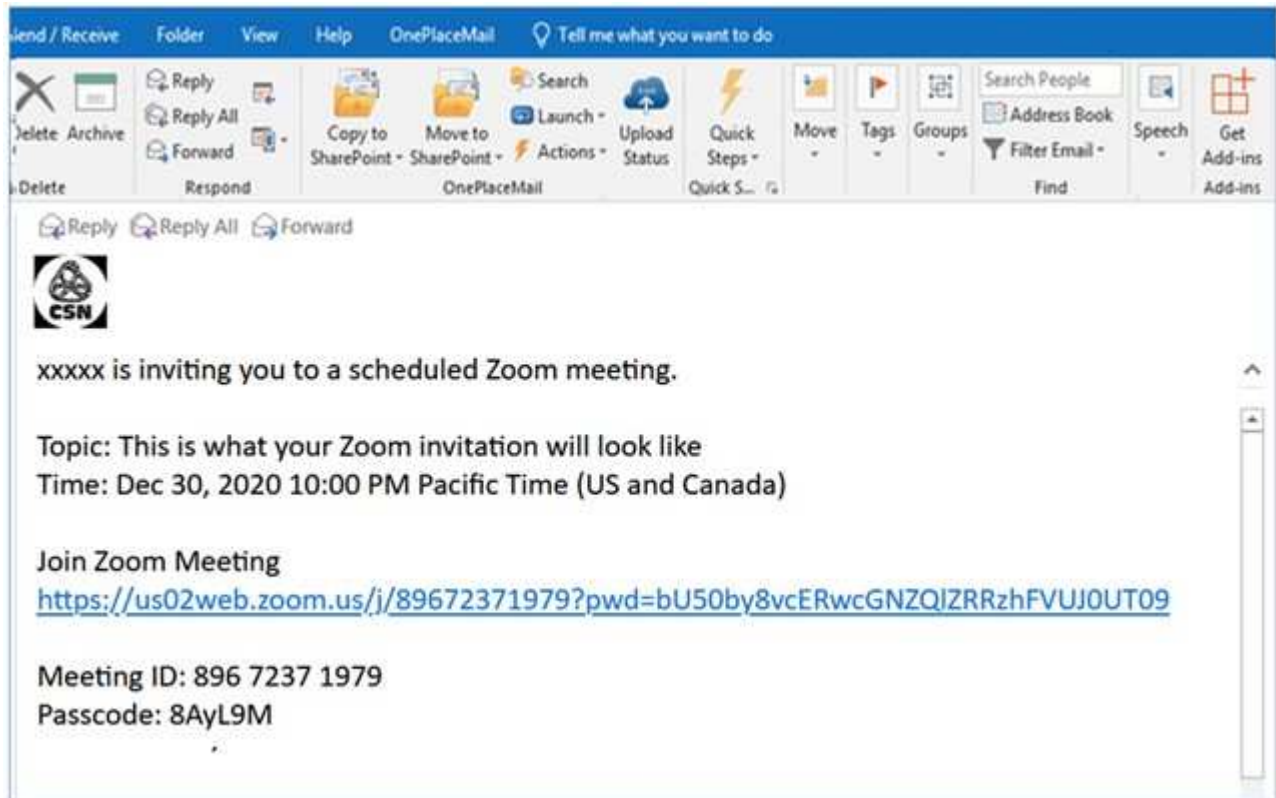
Join the meeting

We suggest that you take a few minutes to watch the following tutorials:

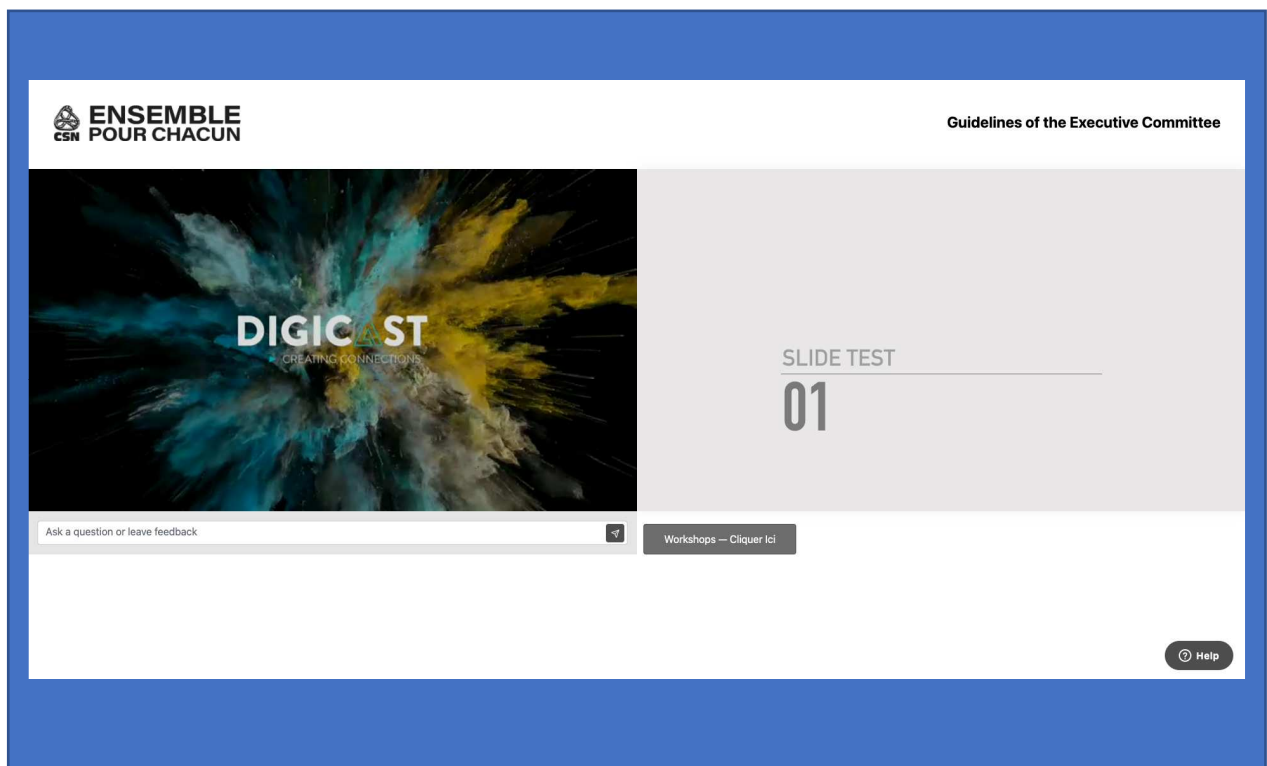
- Joining a meeting: <https://www.youtube.com/watch?v=vFhAEoCF7jg>
- Zoom help centre: <https://support.zoom.us/hc/en-us>

How to join the meeting

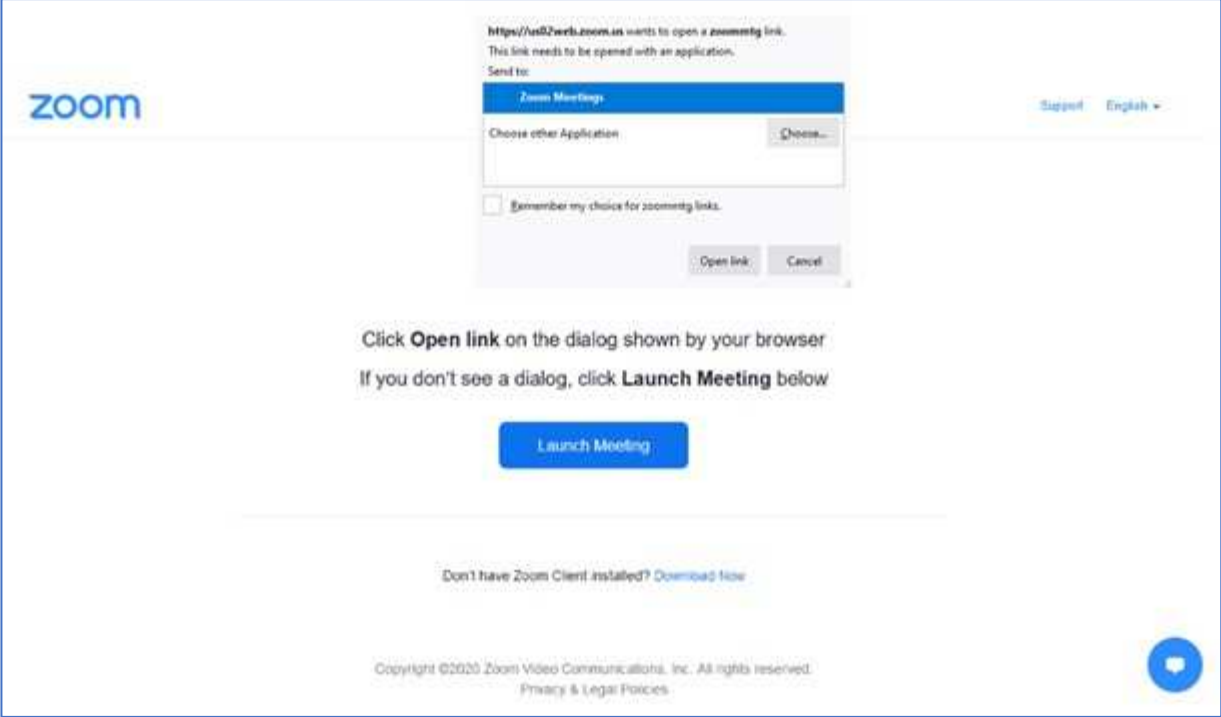
Join the meeting using the email invitation: Click on the link



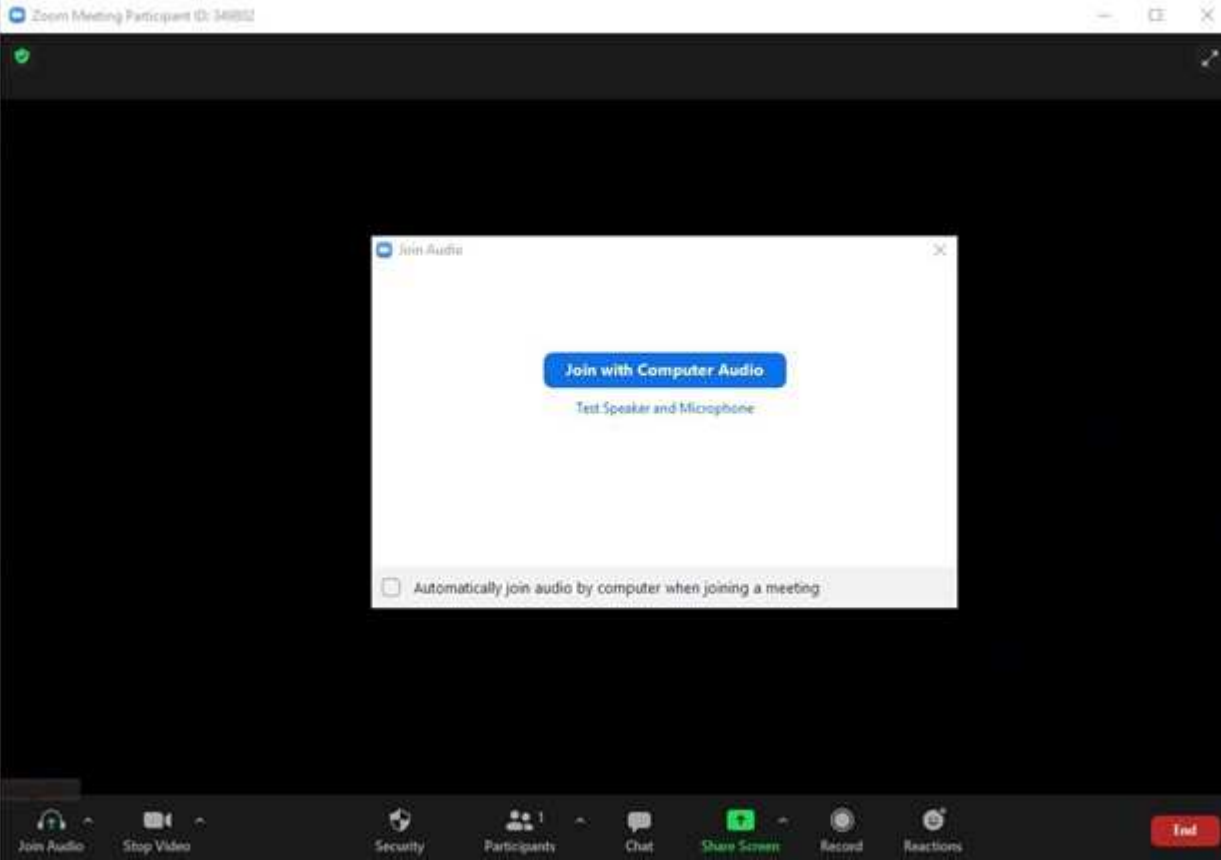
Join the meeting using the Workshops icon: Click on the icon and then select the workshop number you were assigned in your invitation.



Click on *Zoom Meetings* and then on *Open Link*



Click on *Join with computer audio*





Conduct of the meeting

To help make the meeting run smoothly, the chat function will be disabled.

It will be up to participants to control their microphones and cameras. You should turn them off except when you wish to speak.

Speakers will be entered on the list in the order in which they raised their hands.

We will follow the rules of order for speaking turns.

To speak

When you wish to speak, you must raise your hand. Here's how:

- Click on the *Participants* icon **(1)** in the middle of the toolbar at the bottom of your screen. This will open a right-hand window.
Click on the *hand* icon **(2)**, which will appear at the bottom of the window.
- When your name is called, unmute your *mic* and turn on your *camera* by clicking on their icons **(3)** on the left side of the toolbar at the bottom of the screen.
- After you have spoken, click on the *hand* icon again to make it disappear and turn off your *mic* and *camera* (to save bandwidth).

Screen layout

You can select different display options: *Gallery view*, *Active speaker view*, *full screen* **(4)**.