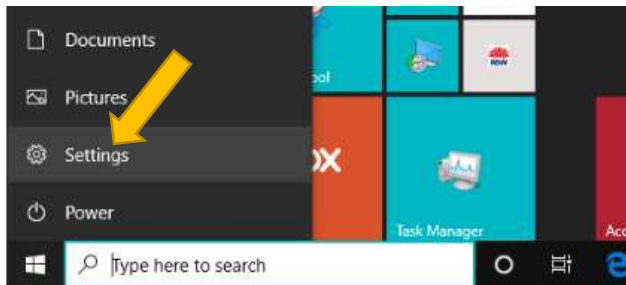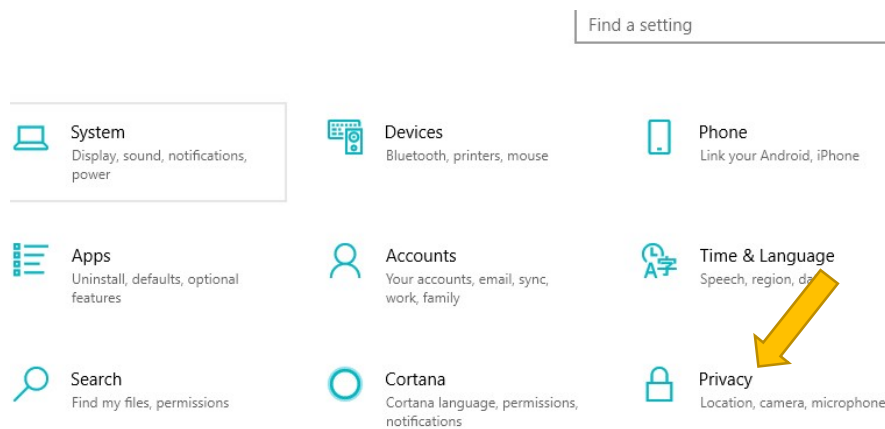PARTICIPANTS SETUP PROCEDURE for Windows. Before downloading the ZOOM APP or opening a LINK for the first time, go to:
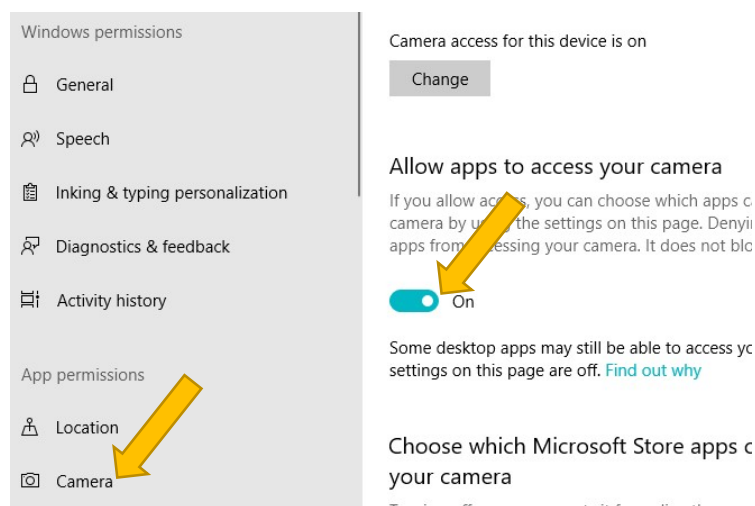
1. SETTINGS on your device



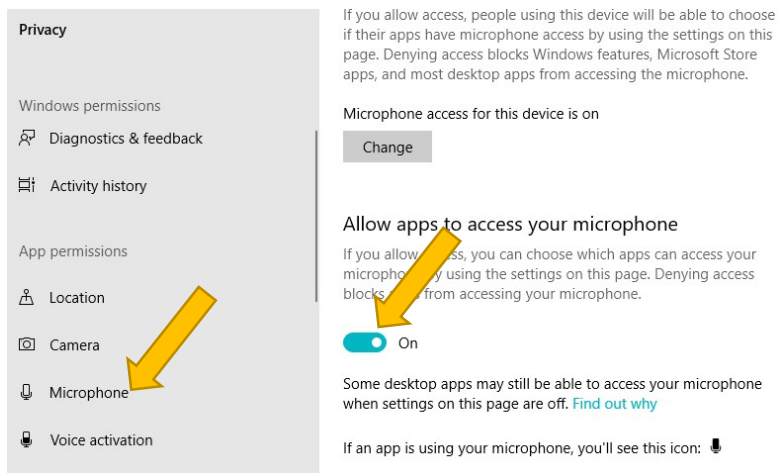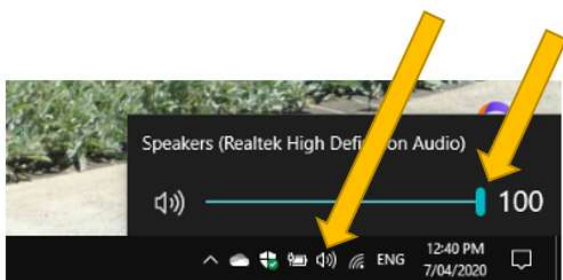2. CHOOSE PRIVACY



3. CHOOSE CAMERA - SET TO ON



4. CHOOSE MICROPHONE – SET TO ON

**Privacy**

Windows permissions

- Diagnostics & feedback
- Activity history

App permissions

- Location
- Camera
- Microphone
- Voice activation

If you allow access, people using this device will be able to choose if their apps have microphone access by using the settings on this page. Denying access blocks Windows features, Microsoft Store apps, and most desktop apps from accessing the microphone.

Microphone access for this device is on

[Change]

**Allow apps to access your microphone**

If you allow access, you can choose which apps can access your microphone by using the settings on this page. Denying access blocks apps from accessing your microphone.

[On]

Some desktop apps may still be able to access your microphone when settings on this page are off. Find out why

If an app is using your microphone, you'll see this icon: 🎤

5. Check that your computer sound is 100%



6. All Participants must download ZOOM to enable participation in Meetings. The Link is https://zoom.us.

Once the ZOOM app is open, you will be prompted to sign up:

a. Enter your email address, create a password.

b. Please write down your password! It will streamline the process & avoid any newbie issues.

c. You will also receive a welcome email from ZOOM containing some useful links to browse.

d. The new **default** fault Security settings in the NU3A account have been tweaked for our use, prior to using ZOOM for classes. It will make your own account & sessions more secure if you adjust them for your use too. The ZOOM SETUP INSTRUCTIONS will be forwarded to you.

e. All the settings are suitable for attendees & Tutors as well & can be changed in the 'meeting dialogue box' for your personal meetings which will not affect the **default** settings.

f. Please always use a password for all meetings though.

g. Couples please use you own device. You should have your own window during the meeting so that you can chat (in the text window), comment, speak show approval etc.

h. *Your devices must not be in the same room due to strong feedback!*

i. When you receive the invitation, your meeting link will contain a password & perhaps an ID for you to enter into the ZOOM window to join the meeting.

j. You will be in a 'waiting room' when you login, until the host admits you.

k. Participants will also be muted until the host or you unmute yourself. If you wish to chat etc, go to the bottom ribbon & choose 1. 'Participants', then choose 2. 'raise hand' or 3. 'more'. You will get a choice of functions:

l. If you are not required to speak, you will be muted by the host.

m. Indicate you desire to speak by using the icons on the bottom ribbon of your screen below:

n. choose 1. Participants, 2. choose 'raise hand' or 3. 'more'. You will get a choice of functions to show assent/dissent etc.
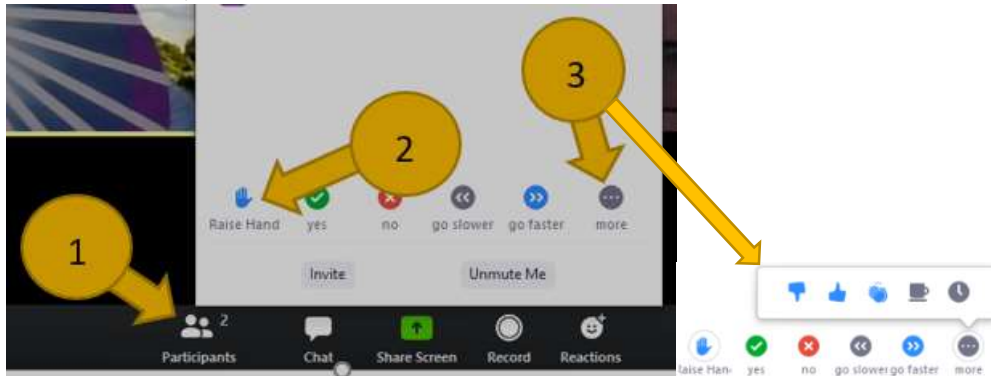


The Host will unmute you or ask you to unmute yourself. Bottom left of your screen below:
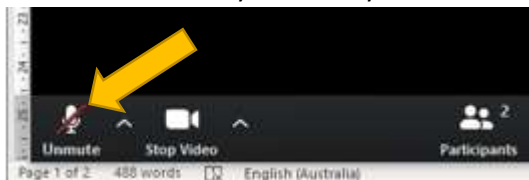


All attendees will be given the opportunity to speak if time & class size allows.

o. You can also use the 'chat' icon to type a message or the 'reactions' icon below.



p.

Hints:

1. Position yourselves with the light in front of you.

2. Place the device on a table or desk, not on your lap or other participants will just see up your nose!

3. Look at the camera when speaking, not the screen.

4. Choose 'Gallery view' or 'Speaker view' top right of your screen to suit