

LUCIS TRUST GUIDE

ZOOM FOR PARTICIPANTS

Zoom is a cloud-based communications platform providing video conferencing, online meetings, screen sharing, and chat capabilities.

Before the meeting:

It is highly recommended to download and install zoom on your computer. (Especially when planning to use translation channels or breakout rooms)

- Download Zoom : <https://zoom.us/download>

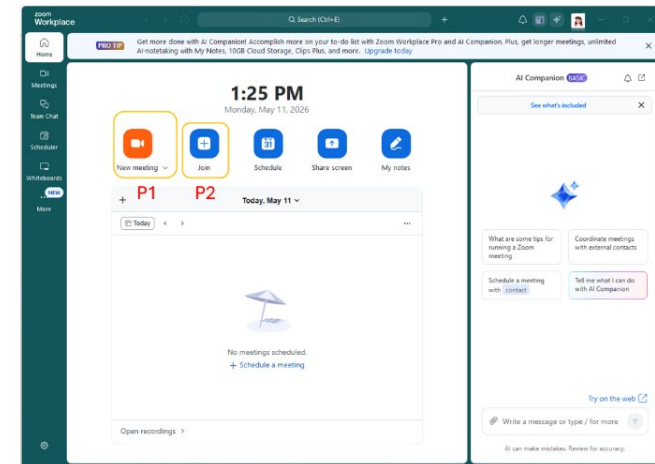
Testing Zoom

It is recommended to test Zoom if you are not familiar

1. Open the Zoom app.
2. Click **New Meeting** on the home screen. (P1)
3. You are now in a live meeting — alone. Take as long as you need to test.
4. When done, click **End** → **End Meeting for All**.

Join a meeting:

1. Click on a link provided or
Click Join (P2) and use the meeting code (and password if required).
2. If prompted, click Open Zoom to launch the application.
3. Choose your **Audio** and **Video** options, switch them off by default.



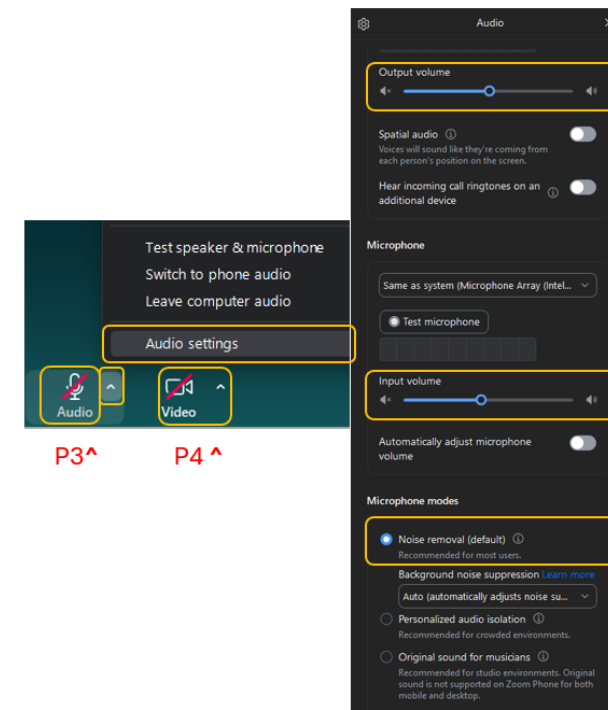
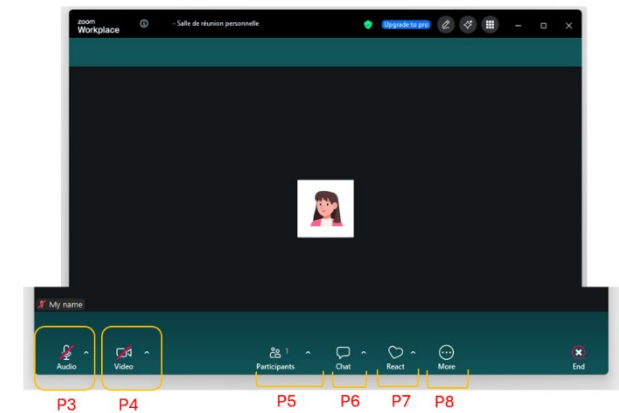
During a meeting:

When joining a meeting:

- Your microphone **Audio** (p3) and **Video** (p4) should be muted or *Please mute your audio and video yourself.*
- **Participants** (visible in meetings, invisible in webinars). (p5)
- **Chat** (enabled or disabled by host). (P6)
- **Reactions** (can be used to raise hand when appropriate & signal intention to participate). (P7)
- **More:** many options are hidden under the "more" "...". (P8)

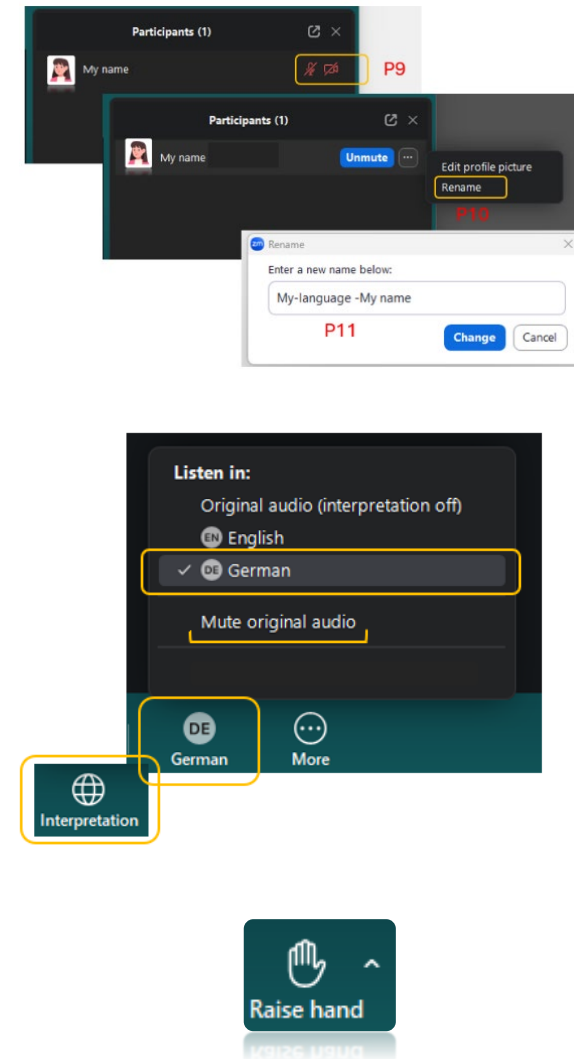
Basic functionalities: Audio/Video

- Check your audio settings and toggle on/off **Audio** (P3) or **Video** (p4)
Note the ^ to access additional audio or video options.
 - Choose your preferred speaker and volume
 - Choose your preferred microphone and volume
 - Decide between **Noise removal** (default) or **Original sound** (which lets soft sound be heard rather than filtered off)

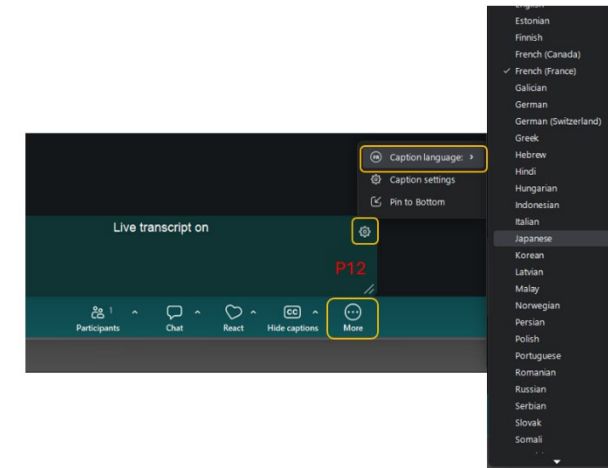


... More (p8) options:

- **Participants** (p9) indicates audio and video status and provides the option for changing the name. (Click the ... (p10) at the edge of the row where your name is listed)
Modifying your name can help us in assigning you to the appropriate breakout room.
- **Interpretation** - choose your Audio listening channel.
The Interpretation option is either located on your main window or in the ... More menu.
 - Select the audio channel from available list.
 - Decide on muting original audio.
- **Raise hand** to signal intention to participate.
under **More (P8)** or **React (P7)**



- **Caption** option, if available that option displays a transcript of the meeting's ongoing discussions.
If using this option, verify what language is set for recognition.



Breakout room

- We mean by **breakout room** a space where participants can meet in a smaller group and if possible, according to their language.
- Participants are free to open and close their **audio** and **video** in breakout rooms.
- Participants enter breakout rooms automatically in most cases, or participants have the option to choose meeting room or change meeting room.
- Participants may be preassigned to a breakout room.
This is based on the language the host assumes the participants to speak.
 - Please help the host make the correct assignment by identifying your name with your language.
 - You can modify your name (see the Participants option) with the acronym letters of your language i.e. EN-Jack, or (English) Jack.

