ZOOM

INSTRUCTIONS FOR PARTICIPANT VIA ZOOM

TEST AND SETUP

Make sure well in advance, that your devices and internet connection are compatible with Zoom: https://zoom.us/test. Use the same setup and connection at the actual live event. If you have not previously used Zoom, please download and install the program when prompted to do so. If you are facing technical difficulties before the event, please contact support@rajulive.fi for assistance.
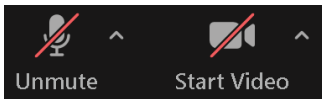
BEFORE THE EVENT

Before the event, please notify:

1. For best experience, please use a laptop and the pre-installed Zoom software.
2. Update the software to the latest version.
3. An external (headset) microphone is recommended.
4. A good network connection, fixed line preferred.
5. A good quality webcam and well-lit room.

USING THE CONTROLS IN ZOOM

When joining a meeting, click "Join with Computer Audio" / "Join Audio" / "Call Over Internet". You can activate your microphone and/or camera by clicking the icons on the lower left corner:

If you several microphones, speakers or cameras installed, you can select the one Zoom uses by clicking the small arrow next to the icon.

SCREEN SHARING

If you have the right to present something during the presentation, you can share your screen/program from the "Share Screen" icon and then select the content to be shared.