



Guidance for attendees of WI on-line ZOOM meetings

You will be sent an invitation by email that will include full details of the meeting including time and date etc.

You can join the meeting by clicking on the 'invitation' link in the email then please follow the on-screen instructions.

Zoom's security system places invitees wishing to join the meeting in a 'virtual waiting room', you will be told when you are in the waiting room and after a short pause the host will admit you to the meeting.

The meeting will begin at 7.30 pm, you will be able to join from 7.20pm.

When you have joined the meeting there is a choice of viewing options:

- *Speaker View* – you will just see the person speaking on your screen
- *Gallery View* – you will see all people participating in the meeting

You can switch between options at any time – speaker view is best for the demonstration.

You can use a Laptop, PC, Mac, iPad, or smartphone to participate. Smaller screens limit the number of people that you can see. For example, if you are using an iPad, you may only be able to see nine people at a time, on gallery view. If you have the choice it would seem to be better to use a device with a larger screen (computer, lap-top).