

Zoom instructions

Connecting

Open the internet using Chrome, Explorer, or other web browser. Enter or copy the link:

<https://zoom.us/j/3658291954>

It also works well if you double-click the link while pressing the "ctrl" key on your PC.

If the leader has started the meeting, you will be able to connect. Otherwise you will be asked to wait until leader starts the meeting.

Sometimes, you will be informed that you need to install Zoom. Just follow the instructions.

Sometimes a screen appears with a green button "Join audio conference by computer". Just click on this.

Another question might show up: "Join with computer audio". Just click on "Using the computer audio". You can check that the computer speaker works ok, if you wish.

You are now connected

You are now watching the supervisor's screen.

IMPORTANT: If the supervisor's screen is a small square or turns into a small square, double click on the supervisor's square. Then the picture should be displayed correctly maximized.

When practice will start, the supervisor plays an audio-file. If then the Zoom screen completely



disappears, double click on the camera icon. Most likely, Zoom will open up again. Click on the Supervisors small square picture. It will get larger.

You may also see some other small "squares" with video images of those who are logged in. Even You are included as a small square.

Sound

Control the sound level on your own computer to a comfortable level.

This is what you need to know to participate. Below follows some more information, but just for your interest.

Your built-in camera and microphone

Your PC or mobile has a built-in microphone and camera.

Microphone

In the bottom left part of the screen you have a picture of a microphone. It can have two states:

- A dash across the microphone - "muted" means that the microphone is silent, you can talk freely, what you say does not go out in the broadcast.

- Microphone without dash - "unmuted" means that whatever you say, as well as background noise goes out in the broadcast.

When the broadcast begins, the leader will reset all microphones to "muted", silent. If you connect after the broadcast has started, your microphone will be in a silent mode.

Video

In bottom left there is also a picture of a camcorder and "Stop video". Pressing this button will close your own camera in the broadcast. The image of yourself appears as black in "your square".

Good luck.

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