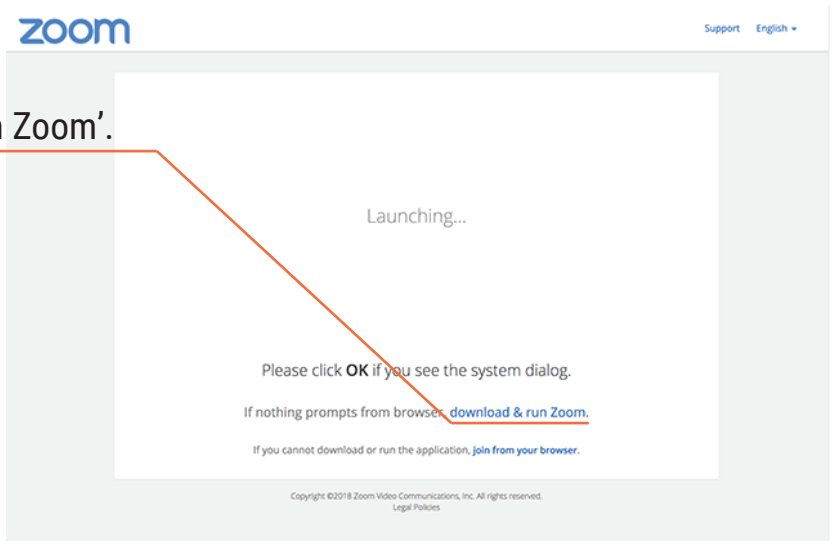
GPF | GEOPOLITICAL FUTURES

VIDEO DISCUSSION

ZOOM INSTRUCTIONS

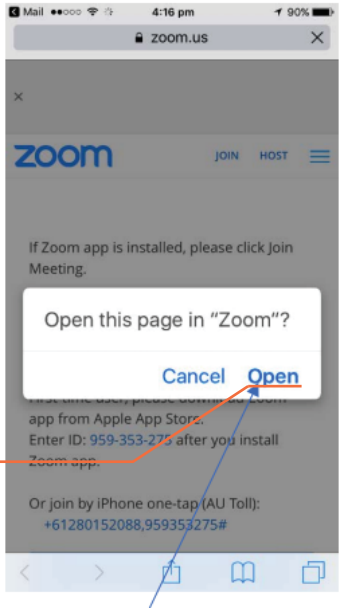
JOINING A VIDEO DISCUSSION on a computer**:**

1. After registering for the video discussion, you will receive a link to join via email.
2. 10 minutes before the discussion starts, open your email and click the link.
3. This link will take you to this screen:
4. If this is your first time on Zoom, you will need to click 'download & run Zoom'.
5. Once it is downloaded, click on the file. Zoom may take a few minutes to install.
6. After installation is complete, Zoom will automatically take you to the video discussion.



JOINING A VIDEO DISCUSSION on a phone or tablet**:**

1. After registering for the video discussion, you receive a link to join via email.
2. You will need to download the Zoom Cloud Meetings app from the app store on your device.
3. 10 minutes before the discussion starts, open your email and click the link.
4. This link will then load up your device's browser to this screen:
5. Click 'Open'.
6. This will automatically open your Zoom application and take you to the video discussion.



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ATTENDEE CONTROLS:

The attendee controls appear at the bottom of your screen.

MUTE/UNMUTE: Mute and unmute your microphone.
Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

CHAT: Access the chat window to chat with the participants.

RAISE/LOWER HAND: Allows attendees to raise their hand to indicate that they need something from the host or panelists. After this has been clicked, it will change to a 'Lower Hand' icon, which can then be clicked to lower hand.

Q&A: If you want to ask a question of the speaker, click the 'Q&A' button, type into the available field and click send

LEAVE MEETING: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

ADDITIONAL NOTES:

1. Attendees joining by telephone may not have access to the interactive features and questions and answers.

2. You must be running an up to date version of Zoom, or your audio and other interactive features may be disabled.