



ZOOM QUICK START GUIDE TO FFOA MEMBERS

October 2020

How to participate in a Zoom Meeting

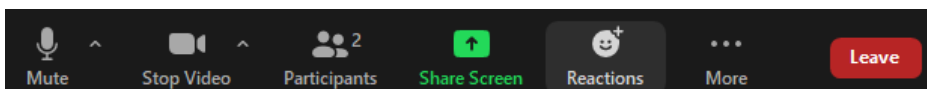
Pre-requisites

- Access to any recent device including PC, cell phone, tablet (possibly not older than three years)
 - Download Zoom client from <https://zoom.us/download> (the software is automatically installed by the system before joining the first meeting but you are advised to do it in advance. On older devices the software can be manually installed by running “download>**ZoomInstaller.exe**” from your file explorer)
(Use of laptop is preferable for ease of use, but mobile devices like smart phones or tablets can also be used. In the latter case, you can download **zoom cloud meeting** app from Apple Appstore or Google Playstore)
- Optional: register (to show your name and personalize your profile)

Join meeting

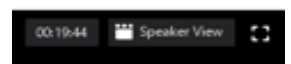
- When you receive an invitation email from FFOA, click on the provided link. Your browser will start launching the ZOOM Meeting Application; click to **<accept>**. A “join meeting” window is opened, and you should enter the 6-digit password, which can be found in the invitation email message. For mobile devices, you will also be prompted to insert **<firstname><surname>**
- You are strongly recommended to test your audio/video devices beforehand, by clicking on the **ZOOM Test Meeting Room** e.g.: <https://zoom.us/test>
- When joining the meeting, you are given to select audio connection: “internet connection” for mobile devices and “computer audio” for laptop PC.

The ZOOM Meeting will be displayed on your screen, together with the **Bottom Taskbar** (shown on the top for tablets)



This taskbar allows to:

- Mute/Unmute microphone (if enabled by the host)
- Enable/disable camera as necessary
- Click on the “Participants” icon then use options on the appearing side panel like “raise hand” or *Chat* with everyone or privately by choosing user name. If you need to modify your logon_name, go to the side panel of “Participants” click on **<more>** on the same line where your name is displayed; then select **<rename>** to change it to **<firstname><surname>**. This will help technical support to identify/assist participants
- Click on “Share Screen” to share an open document of your Desktop (if enabled by the Meeting Host).
- Record session (must be enabled by the Meeting Host)
- React with thumb up or applause, by clicking on “Reactions” button
- You can also modify the video layout by clicking on the Top right-hand corner Taskbar (select “Full Screen” then click on **Gallery View** or **Speaker View** as needed).
Depending on number of participants the screen can show up to 49 boxes. If more than 49, horizontal scrolling is available.
- By clicking on the three dots icon (More) you can select other options such as Chat, Meeting settings, etc.
- Click on “Leave” button to end your ZOOM session (on the top right-hand corner for mobile devices)



Please note that settings can vary depending on your device/ system. You can refer to the video tutorials and document sent separately by FFOA, or you may wish to visit the **ZOOM Help Centre**

<https://support.zoom.us/hc/en-us> (articles) -

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> (videos)

If in trouble, you can contact the FFOA IT Support Team :

Email - Alessandro.bertini@fao.org

WhatsApp/Mobile: +39.3488704293

Email - Maurizio.palmisano@blue.com

WhatsApp/Mobile: +39.3483187612