

AAC(UK) Lectures on Zoom

Please log onto the meeting, using the link provided, 15 minutes before the lecture is scheduled to start.

When you join the meeting <Breakout Rooms> will be open until the lecture starts to allow people to get together in smaller groups and talk to one another more easily. You may be allocated at random to one of the rooms, but you can move to any of the other rooms or move back to the <Main Group>. For information about joining Breakout Rooms please see <<Introduction to Zoom Breakout Rooms>> on page 2, below.

If you haven't used Zoom before:

(1) it might be a good idea to start logging on 30 minutes before the start time because first time round you may need to register with Zoom before joining the meeting)

(2) If you find clicking on the link doesn't seem to work, copy the link and paste it into your web browser, OR use the meeting ID and Passcode.

It would be helpful if we could identify everyone who comes to the meeting, please. Some people prefer to just use their first name, or a nick name, on the screen, but it would be very helpful if you could add something that leads us to the family name you used to join the Club! You should be able to temporarily rename yourself during the meeting by going to '**more**' or '...' on your individual 'picture', please. However, if you are reluctant to do that, please send me a private message via the 'Chat', so that I know we haven't got a gate crasher!

Once everyone has joined the meeting, we won't be able to see everyone on the screen at once, which could be a problem, particularly when we get to 'questions' at the end. The preferred solution to this problem seems to be to send your question to 'everyone' via 'Chat', and I will try to pick that up. Please do NOT send chat messages to everyone during the talk, because other people can find the messages popping up rather distracting.

We will mute everyone but the speakers during the talk, and probably unmute people at question time, but if your phone rings or someone starts talking in your room before or after the talk, please check that your device is muted. While the actual talk is taking place it might be a good idea if everyone turned their video off, please, because the 'host' connection may be on wifi, not an ethernet connection

All that said, I look forward to 'meeting' you, and hope you enjoy the lecture,

Janet Britnell
15.03.22

See Page 2 for information about Zoom Breakout Rooms

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Introduction to Zoom Breakout Rooms

To join a Breakout Room:

1. Hover your mouse over the bottom of the screen¹ to bring up the various Zoom icons and you should see a square icon made up of four smaller squares.
2. Click on the square icon: then you should see a small white screen with a list of Breakout Rooms. Anyone already in those rooms will be listed. (If necessary, expand the list of names in any of the rooms, by clicking on the down arrow at the left of the room name.)²
3. To **join one of the rooms**, click on <join> on the righthand side of the list. (If this option is not possible on your device, please ask for help in the <Main group>)
4. Once you are in a room, if you wish to:
 - a) **move to another room:** return to the list of Breakout Rooms, then just click <join> for the chosen room;
 - b) **return to the <Main Group>:**
 - (i) be sure you are in <Full screen> mode [Hover your mouse top right of the screen], then you should see a <leave> button, bottom right of the screen;
 - (ii) click <leave>, then choose <leave room>, you should then be returned to the <Main Group>.
5. When the lecture is about to begin, all Breakout Room participants will get a notice warning that the rooms will be closing in 30secs. You can either choose to return to the <Main Group> immediately, or just wait for the rooms to close.

¹ or wherever the main Zoom icons normally appear on your device. Sometimes the words <Breakout Rooms> appear rather than the logo.

² not available on all devices, but you should see a list of the people in whatever 'space' you are in by clicking on the <participants> icon.