

Zoom Meeting Notes

When you click to join the meeting you will be placed in the **'Waiting Room'**, please be patient and we will let you in as soon as we are ready for you.

You may need to install the Zoom application however on certain devices you may have the option of joining via your browser. It would be better for us if you signed up using your name so we can easily identify you. If you already have a Zoom account you can amend your name easily in the **Settings** under **Profile**!

Please attempt to join at least **5 minutes** before your scheduled time to ensure you are set up and ready. When you connect you must;

- click 'Join **Audio** by **Computer**' and
- test the volume and output of your speaker device **'Test Speaker'**
- locate the **'Chat'** feature just in case there are issues with the video connection

If you're using a phone or tablet, ensure Zoom has access to your device's microphone.

- **iOS:** Go to **Settings > Privacy > Microphone** and switch on the toggle for Zoom
- **Android:** Go to **Settings > Apps & notifications > App permissions > Microphone** and switch on the toggle for Zoom

Be mindful of your environment, please;

- have a quiet space for the call
 - turn off or move away from noise sources like air conditioners, open windows etc
 - your sound quality may also suffer if you're in an empty room with hard surfaces that produce lots of echoes, instead, pick smaller rooms filled with furniture, curtains, or carpeting
 - We would prefer that you did not wear headphones, as there can be interference from the microphone and the sound doesn't always come through very well
- Finally...
- do not sit with a window behind you, we will only see your silhouette
 - instead, be sure to have some kind of light source in front of you