

Tips on using Zoom

Please note that Zoom looks slightly different depending on whether you use the Zoom website or App and what device you use to access it. Usually the icons are at the bottom right for Windows laptops and top right for iPad users. The location of the icons may change but the icons and their functions should be consistent across devices.

Changing your display name.

Showing your real name helps us to identify who has attended an event. It would be very helpful if the name you display could match the name your membership is in.

If you log in via the website after you have entered your email address the next box is the name you will display to other members (fig 1 below). For other methods look for the participants' logo, clicking on this and then selecting yourself you should find the option to rename (fig 2 below).

Both of these options only change the name you display to other members it does not affect your Zoom account.

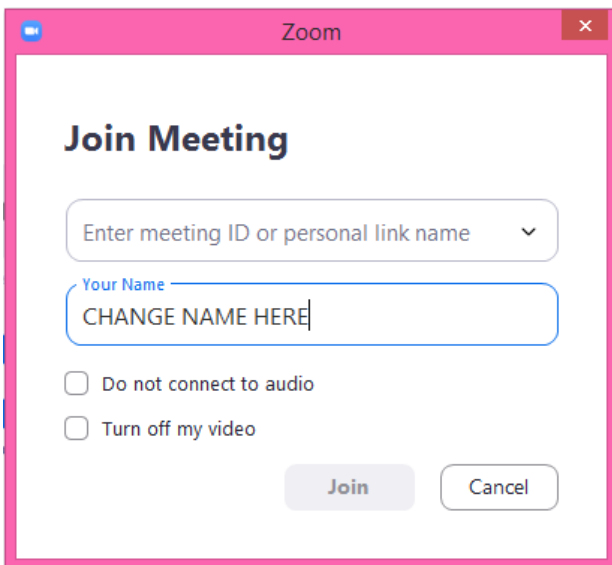


Fig 1

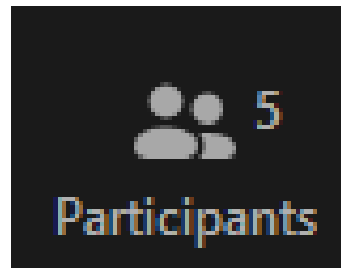
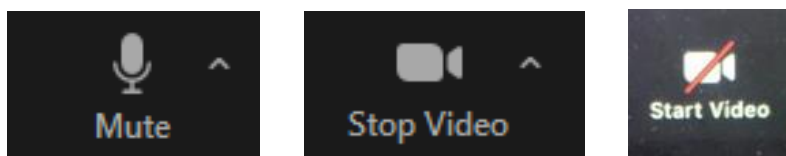


Fig 2

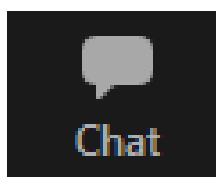
Alternatively when using an iPad to change your name, DON'T click on the link info. Instead:

- Open the Zoom app.
- Join a meeting
- Enter the meeting ID
- Enter your name on the line "Your name for display". **This option permanently changes your name** for future links.
- Enter the password
- Join

Mute and Stop Video These turn your microphone or webcam on. If they have a red line through them they are turned off. As a courtesy please mute your microphone during lectures and presentations.



Chat – Clicking on this will open a new panel or window where you can send a message to either a particular participant or to all participants. This is a good way of raising questions during a lecture, they can be viewed and answered at the end of the talk.



Share screen – This allows you to bring up an image or presentation on your device that you wish to show to all of the other participants. The host may need to give you permission.



Reactions – Use this to raise your hand or show appreciation

