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# Zoom Guide

For the SMCBS Workshop + + held on-line on 5th through 9th Nov 2021

### **STEP 1:** DOWNLOAD AND INSTALL THE LATEST ZOOM VERSION: <u>HTTPS://ZOOM.US/DOWNLOAD#CLIENT\_4MEETING</u>



It will automatically replace any older version you had previously installed.



Make sure you have a stable internet connection. Best not to use wi-fi.

Please do not join the workshop via internet browser. It may cause problems with connection. And you don't want to miss the fun.

#### **STEP 2:** JOIN THE WORKSHOP

SMCBS 2021

Zoom	Cloud Meetings	– 🗆 X	
	zoom		
	Join a Meeting		Everyone's microphones will be initially muted. Remember to unmute your microphone if you wish to speak.
	Sign In		Here you can see the Zoom version you are using. rease, make sure it is <b>5.3 or higher</b> version.
	Version: 5.7.8 (1247)		

# STEP 3 (OPTIONAL): IF YOU ARE A SPEAKER, OPEN THE PRESENTATION FILE ON YOUR COMPUTER.

When the time for your presentation comes, choose the Share Screen option and share it with everyone.

Select a window or an application that	you want to share				×
	Basic	Advanced Files			
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Screen	Whiteboard	iPhone/iPa	d		
Zoom guide - Prezentacje Googl	My presentation - PowerPoint (A				
Share sound Optimize for vi	deo clip			(	Share
Se	curity Participants	Chat Share Screen Reco	ord Breakout Rooms	et Reactions	

## **STEP 4:** WHEN THE POSTER SESSION BEGINS, CLICK ON THE BREAKOUT ROOMS ICON.

t Room



🕒 Breakout Rooms -	In Progress	×
		Join
+ Room 2		Join
• Room 3		Join
✓ Room 4		Join
+ Room 5		Join
• Room 6		Join
✓ Room 7		Join
+ Room 8		Join
+ Room 9		Join
		Join
✓ Room 11		Join
+ Room 12		Join
+ Room 13		Join
		Join
	Broadcast Message to All	Close All Rooms
<b>2</b> 1 ^	• •	•
Participants	Chat Share Screen	Record Breakout Room

YOU WILL SEE A NUMBERED LIST OF ROOMS, EACH ONE WITH A HOST PRESENTING HIS/HER POSTER. CLICK TO JOIN THE ONE YOU WANT. BUT THERE ARE ONLY NUMBERS SO OBVIOUSLY YOU HAVE NO IDEA WHICH ONE. CONFUSING? WE KNOW.

TO FIND OUT GO TO:

HTTPS://WWW.SMCBS.PL/SMCBS2021/POSTERS

Poster number = room number on Zoom

Stay in the room and chat with the host for as long as you want, but remember that the poster session only lasts 2 hours.





TO LEAVE THE ROOM CLICK **LEAVE ROOM** IN THE BOTTOM RIGHT CORNER.

CONFIRM BY CLICKING LEAVE BREAKOUT ROOM.



If you have submitted a poster make sure to join your room as soon as the poster session begins.



OPEN THE POSTER PDF FILE ON YOUR COMPUTER, THEN GO BACK TO ZOOM, CHOOSE THE **SHARE SCREEN** OPTION AND SHARE THE POSTER IN YOUR ROOM.

Select a window or an application that you	want to share			×
	Basic	Advanced Files		
Screen	Whiteboard	iPhone/iPad		
Poster.pdf - Adobe Acrobat Read	ter.pdf - Adobe Acrobat Reader DC			
Share sound Optimize for video	clip			Share
Se	Curity Participants	Chat Share Screen Rec	ord Reactions	

### If you want to change your camera background (recommended for chairpersons)



### SELECT **SETTINGS** AND THEN **BACKGROUNDS&FILTERS**, THEN UPLOAD THE GRAPHIC YOU DOWNLOADED FROM THE CONFERENCE WEBSITE



#### STEP 5: ENJOY THE WORKSHOP!



YOU CAN FIND A MORE DETAILED TUTORIAL HERE:

HTTPS://SUPPORT.ZOOM.US/HC/EN-US/ARTICLES/115005769646

IN CASE OF ANY PROBLEMS DURING THE WORKSHOP, PLEASE CONTACT THE TECHNICAL SUPPORT:

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