

## How to join a Zoom meeting in a Lecture Theatre and Seminar Room

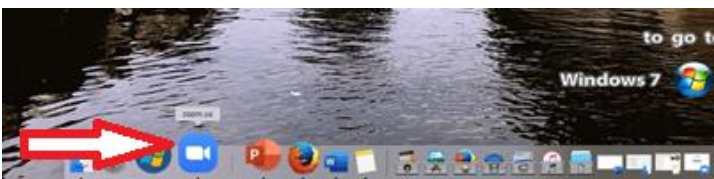
1. Please **only use the Mac desktop** because Zoom may not work properly on the Windows desktop. To switch from Windows to Mac, press **CTRL + Left Arrow**.
2. In the taskbar, right click the **Windows app logo** and select **QUIT** (this will help prevent technical issues with your Zoom meeting).



3. In the taskbar, right click the **parallels app logo** and select **QUIT** (again to help prevent technical issues).



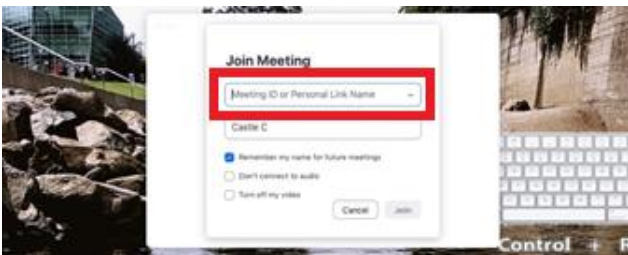
4. In the taskbar, click on the **Zoom icon** to open the Zoom app.



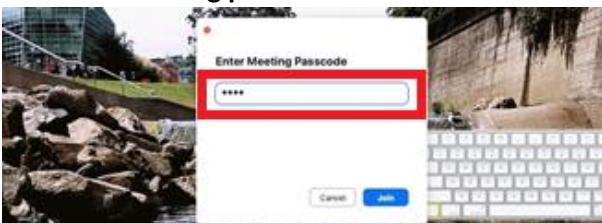
5. Click the **button saying Join a Meeting**.



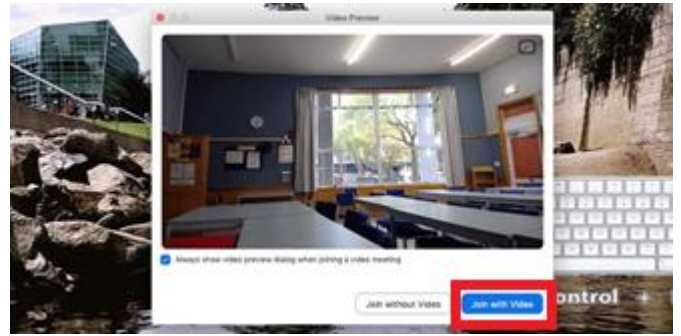
6. Enter the **Meeting ID**.



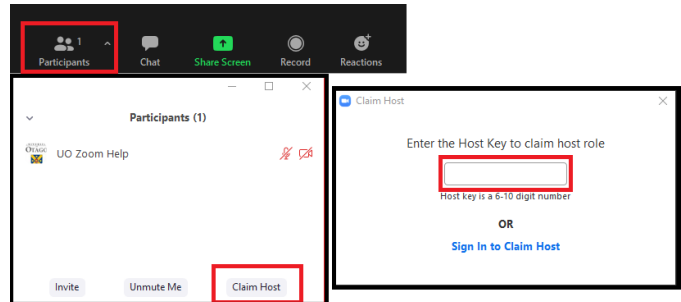
7. Enter the **meeting passcode**.



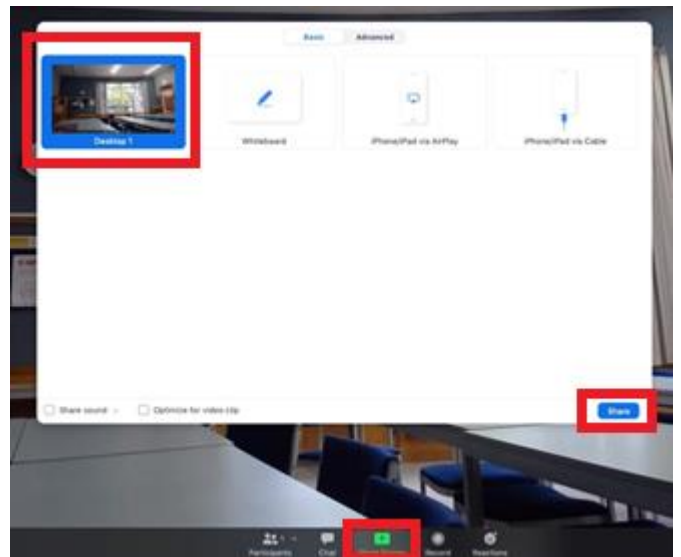
8. If prompted, click the **button Join with Video** so you can be seen on Zoom.



9. To **host the meeting**, click the **button Participants**, then the **button Claim Host**, then enter your six-digit **Host Key**, which you received when you set up the recurring Zoom meetings.



10. To **share the screen**, in Zoom click the **green button saying Share Screen**. In the **pop-up window**, leave the **default option selected (Desktop 1)**. On the **bottom right**, click the **blue button saying Share**. (This shares the whole desktop so people online will see the same as you see i.e., your PowerPoint, browser window, Word doc, Excel, YouTube, etc.).



11. If the room has **microphones on stands** (see below), please **use them for Zoom meetings**. Otherwise, the room will have a **small desktop mic**.



12. The **webcam** can be **manually repositioned** to better capture the presenter or audience.