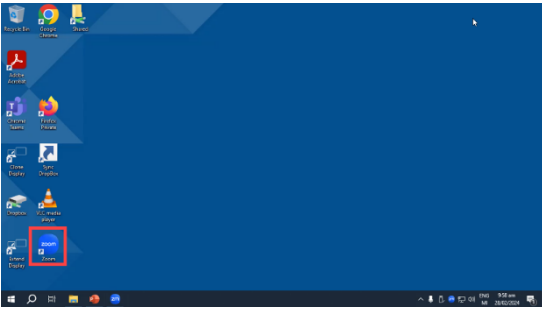


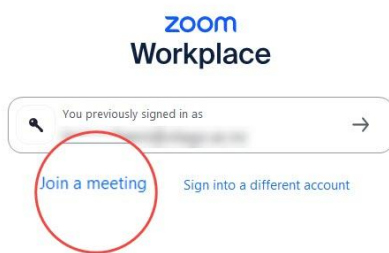
How to Join a Zoom Meeting in a Lecture Theatre & Seminar Room

Windows Desktop

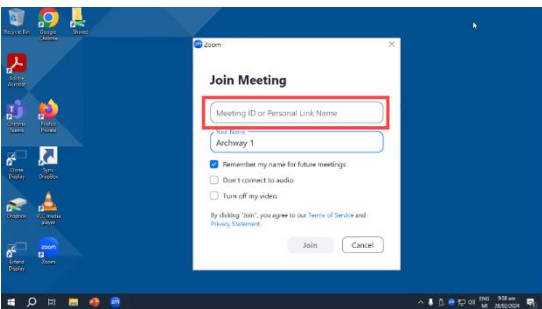
1. Click on the Zoom icon on the Desktop



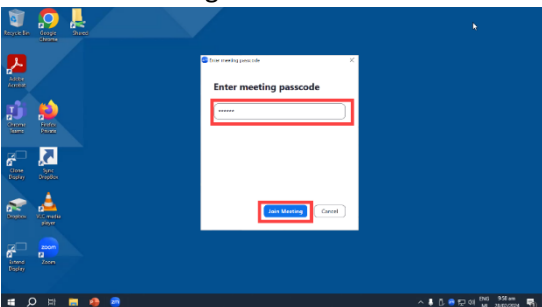
2. Click the 'Join a Meeting' Button



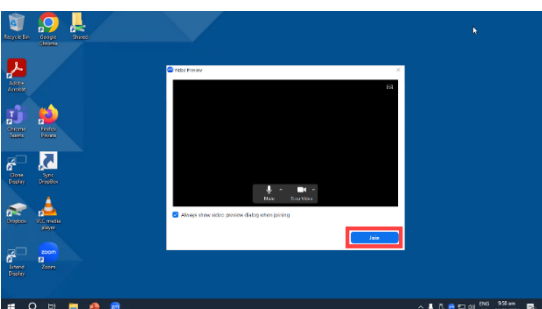
3. Enter the Meeting ID



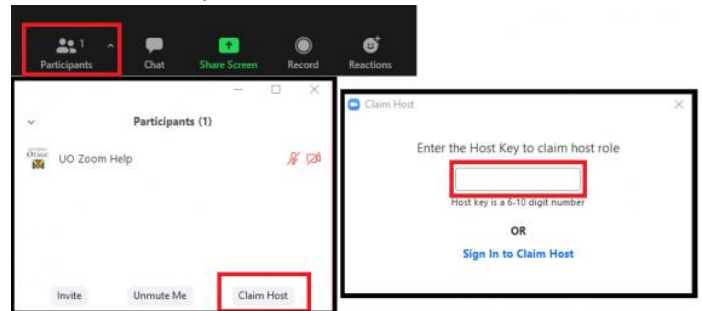
4. Enter the Meeting Passcode



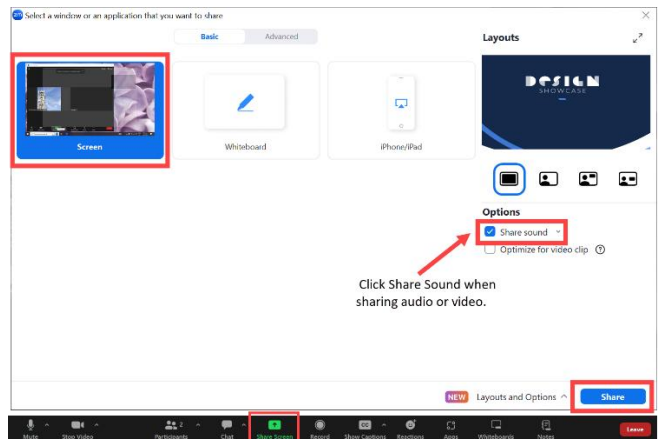
5. If prompted with a Video Preview, click 'Join'



6. Enter Host Key to host rights. Click the **Participants** button then **Claim Host** button. Enter your 6-digit Host Key*.



7. To share the screen, **Click the green Share Screen** button in Zoom, then, in the pop-up window, leave the default option selected (being 'Desktop 1') and simply click **the blue Share button** bottom right. (This will share the whole desktop so those online will see the same as what you see i.e. your PowerPoint, browser window, Word doc, Excel, YouTube, etc. or whatever you wish).



8. If the room has microphones like below, then please use those to be heard on Zoom. Otherwise, you will have a small desktop mic. The webcam can be manually repositioned to better capture the presenter or audience, to your preference.



* Your Host Key can be found under your Profile in Zoom on the Web: <https://otaqo.zoom.us/profile>.