# Zoom Guidance

**Schedule a meeting**

* Login to Zoom - <https://zoom.us/>
* Login Details: \*\*\*\*\*
* Click Meetings
* Click Schedule a meeting
	+ Add **topic**
	+ Enter **Start time** and **duration**
	+ Ensure audio is set as **both** and **location is UK**
	+ If it is a **large meeting** ensure that **mute participants on entry** is selected
	+ If you are **recording** the meetings make **sure automatically record** meeting and ensure that it will **save locally**. (After the meeting ends the file will automatically download on the hosts computer)
	+ **Save meeting**, and **copy invite** information



**Start meeting 15 minutes before**

* **Check you can connect to the audio and video**
	+ If this doesn’t work go into meeting settings in zoom, and double check that audio is set as both and not just phone.
* **Test sharing something on screen**
	+ If this doesn’t work, ensure you are the host.
	+ If you are, click on Share settings in zoom, and all for everyone to share their screen.
* **Say a few words to see if auto captions are working**
	+ If the captions do not work, close down zoom and start the meeting again.
* **Make sure all the team have access to presentations**

**During the meeting**

* **If you are unable to unmute someone**
	+ Click in the call settings and select “participants can unmute themselves”
	+ Ask participant to unmute themselves
* **If someone presenting can not get their camera to work.**
	+ Ask them to log out and log back in
* **If a presenter cannot share their screen**
	+ Ensure the share settings are set as “anyone can share their screen”
* **Dinging constantly happening during the call**
	+ Click on call settings and unselect “chime when new person enters”