# 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

Graphical user interface, text, application, email

Description automatically generated

**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**

Graphical user interface, text, application, chat or text message

Description automatically generatedGraphical user interface, text, application, email

Description automatically generated**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”