

# ONLINE TALKS

## ZOOM 'HOW TO'


### What is Zoom? 🤔


Zoom is a video conferencing tool we use to deliver our online sessions. If you've never used Zoom before, you can [download the software](#) for free on your device. We also recommend you check out Zoom's very own [getting started guide](#) for new users.

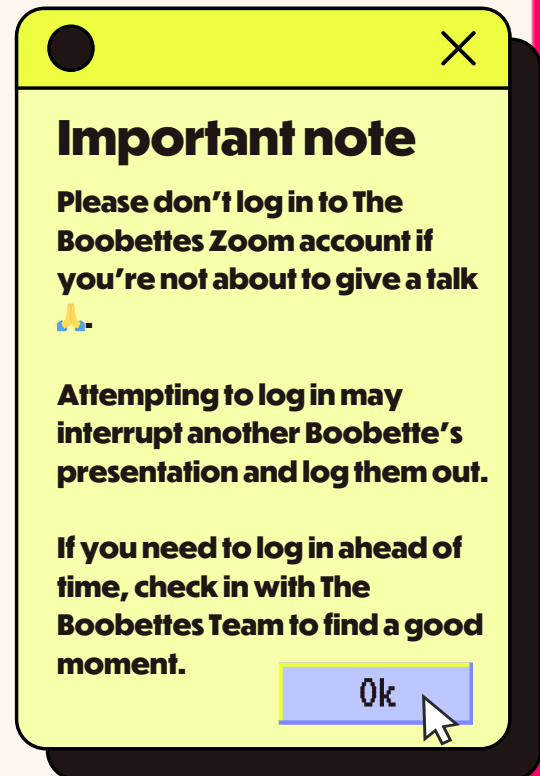
The Boobettes Team have a paid Zoom account for you to use when delivering online talks. The account has no time limit to meetings, and a maximum number of 100 attendees can join the session.

Some settings will look slightly different depending on your device, operating system, and the version of Zoom you're using. Our number one top tip is to ask The Boobettes Team to set up a [practice Zoom call](#) to try out key functions and get comfortable hosting and presenting on your device.

### LOGIN DETAILS

 **boobettes@coppafeel.org**

 **Boobies!2345**

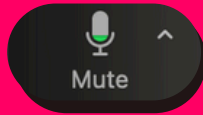


## Quick Links

- [What is Zoom?](#)
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- [What is a Zoom Host?](#)
- [When you're the meeting host...](#)
- [When the organiser is the meeting host...](#)
- [Presenting via Zoom](#)
- [Possible issues](#)

[Click here to watch the video version of this guide!](#)

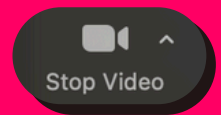
## Mute/Unmute and Audio Settings



You can mute and unmute yourself. If you click on the arrow next to the mute button, you'll see more choices for audio settings.

There, you can change your microphone, (e.g. to select an external mic), leave the computer audio, or access advanced audio options.

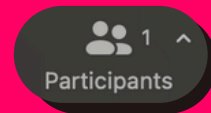
## Start/Stop Video and Video Settings



You can turn your camera on or off with the Start/Stop Video button.

Clicking the arrow next to it lets you switch between webcams, adjust your Zoom video settings, and blur or pick a virtual background.

## Participants



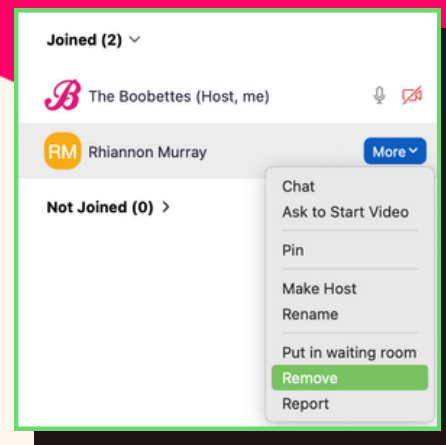
See who's currently in the meeting or in the waiting room. As the host, you can mute, admit, or remove participants here.

To remove someone, click on 'Participants', hover over their name, click the blue 'More' button, then choose 'Remove' from the menu.

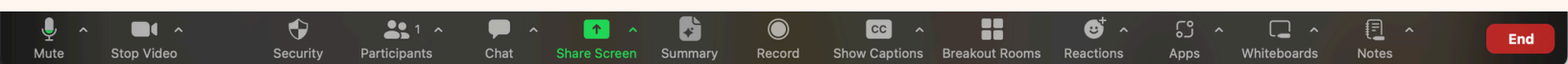
# Meet your control panel 🙌

Once you join or start a Zoom meeting, you'll see a control panel along the bottom edge of your window; this panel helps you manage different aspects of the meeting, including adjusting audio/video settings, and managing participants.

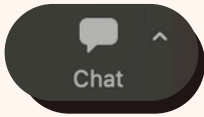
If you can't see all the options pictured in this guide, tap the ellipses icon (...) in the bottom right corner of your screen to see more controls.



**CoppaFeel!**  
the boobettes



## Chat



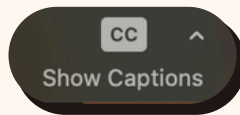
Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** in order to change who you are chatting with.

## Share Screen



You have a few different options for screen sharing; you can share your whole screen, (where participants will be able to see everything, including anything you type in the chat, and any notifications that pop up - not ideal!), or you can share a specific application window like the Boobette presentation.

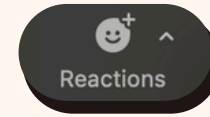
## Show Captions



Participants can turn captions on or off as they like. The first person to do so, whether it's you or someone else, will need to choose the caption language for the meeting. This will default to English.

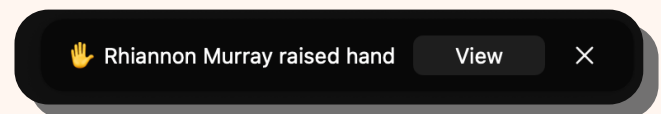
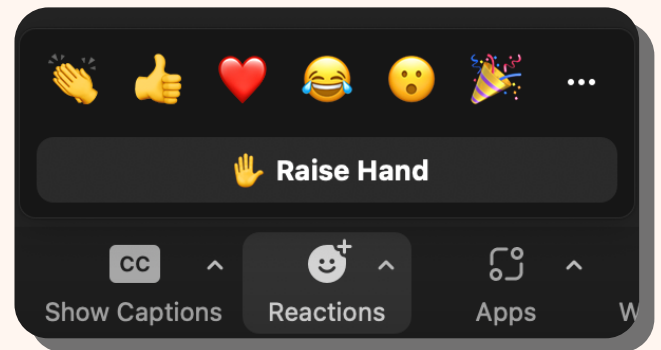
Keep in mind that Zoom Captions may not always be accurate. They might misinterpret certain terms, like 'CoppaFeel!' as 'Copperfield'. Also, they can have trouble with background noise, so try to find a quiet place for better accuracy when delivering your talk.

## Reactions



Participants can use emoji reactions to give feedback during the session, even when muted. They can also raise or lower their hand here.

Emoji reactions vanish after 10 seconds, but Raise Hand stays until lowered by the participant or host. You'll be notified when participants raise their hand, making this a good option for whenever you'd ask for a show of hands during an in-person talk.



## End



Tap this button to exit the meeting. If you're the host, you can either **End meeting for all** and finish the call for you and the participants, or **Leave the meeting**, where you assign a new host and the call continues without you.

# What's a Zoom Host?



A host is the “owner” of a meeting and has control over meeting functions such as muting sound (audio), screen sharing and more.

When you sign up to an online talk in Timecounts, the event details will say whether the call will be hosted by The Boobettes Zoom account, or the organiser’s Zoom account. Usually, it’s The Boobettes account which hosts. Venues will sometimes host the call if they expect more than 100 participants to join, as this is the maximum limit for The Boobettes Zoom account.

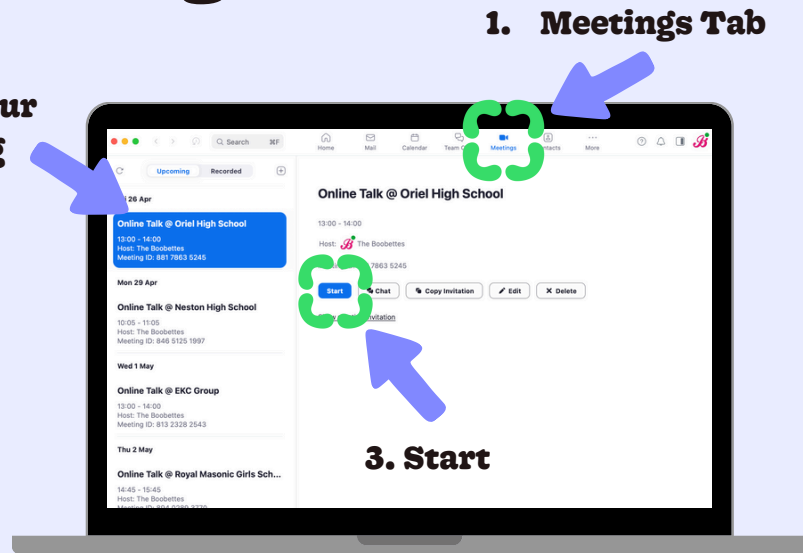
## When you're the meeting host...

This means we've created the session via the Boobettes Zoom account, and have shared the joining details with the organiser. **Boobette Host** will be written in the Timecounts details.

### On the day, you'll want to...

- 1 Have your personalised Boobette presentation file open on your computer, laptop or tablet.
- 2 Make sure Slido is up and running, (you can start the first question ahead of the talk).
- 3 Launch Zoom and log in to the Boobettes Zoom account 5-10 minutes ahead of the event start time, (no more than 10 mins earlier).

### 2. Find your meeting

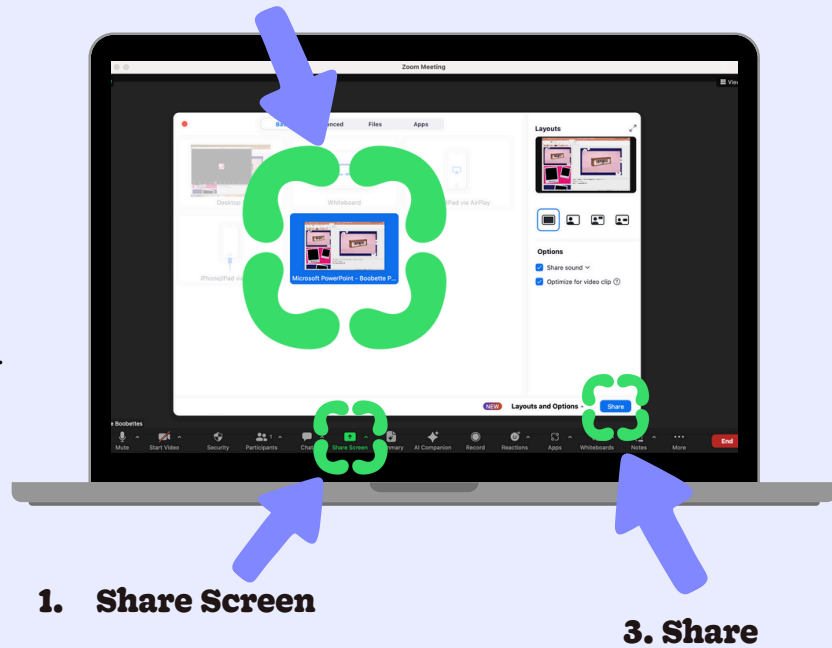


- 4 Head to the **Meetings Tab**, and look for your event in the **Upcoming** section on the left-hand side. Click on your event, then start the meeting.

**2. Select the presentation file**  
(open in PowerPoint or another presenting software)

- 5 Tap **Share Screen** in the control panel, then choose the open presentation file, (not your desktop!), then tap **Share**.

We recommend making sure **Share sound** is ticked to give the audience the best experience with embedded videos - be warned, this means any sound played by your computer will be shared, so make sure your notifications are muted!



- 6 Make sure the presentation is in full screen mode:  
You can do this by going to PowerPoint, tap **Slideshow > Play from Start**

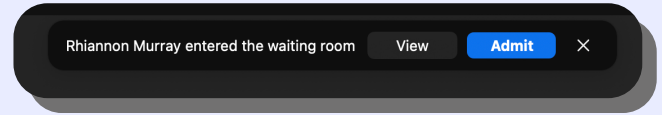
### Top Tip | notes

If you're using a single screen, you won't be able to use Presenter Mode to view your presentation notes. Whatever you see on your screen is what the audience sees.

You might want to write out some cue cards, print out your notes, or have the presentation open on another device.

7 Test the videos, (remember, these are linked in the slide notes as well - you can always use the links as a back-up if any video refuses to play).

8 When you're the host, it's up to you to admit participants to the session.

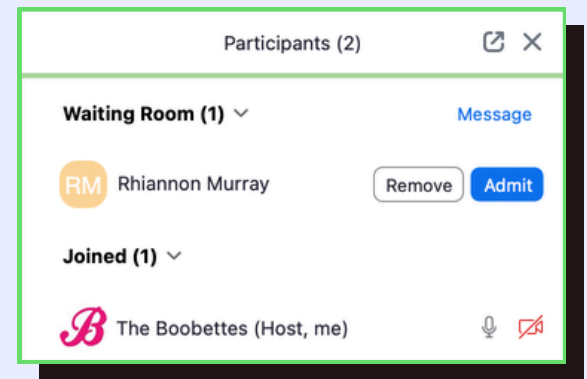


You'll see a notification pop up at the top of the screen as each participant joins.

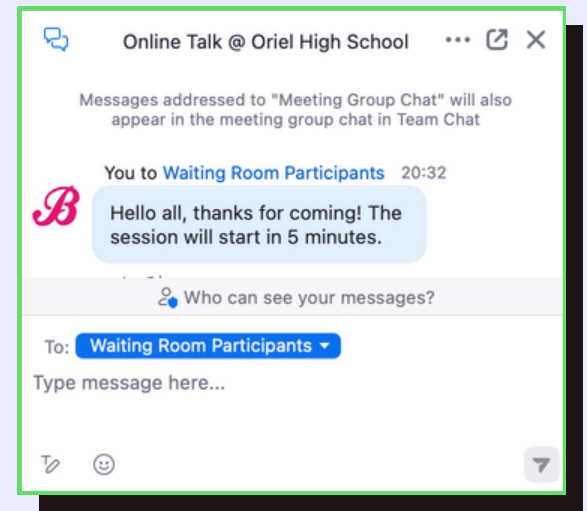
Tap **View** to open the **Participants panel**.



9 From the Participants panel, you can admit participants one-by-one, or wait for more people to join and click **Admit All** so everyone in the waiting room joins at the same time.



10 If you need to send a message to the waiting room, (for example, if you're waiting for the majority of participants to join, or you need to delay the start by a few minutes), click **Message** next to the Waiting Room to open the chat function, then send your message.



**Top Tip**

In some cases, you might just be waiting for a single Zoom account to join. Schools will sometimes join from the teacher's account and then project the talk to their classroom assembly/lecture-style.

# When the **organiser** is the meeting host...

This means the organiser has created the session and shared the details with us, **Organiser is the host** will be written in the Timecounts details. When you join a meeting hosted by the venue, Zoom considers you an 'attendee', and the host account will need to grant you permission to share your screen.

## On the day, you'll want to...

- 1 Have your personalised Boobette presentation file open on your computer, laptop or tablet.
- 2 Make sure Slido is up and running, (you can start the first question ahead of the talk).
- 3 Launch Zoom and log in to the Boobettes Zoom account **5-10 minutes** ahead of the event start time, (no more than 10 mins earlier).
- 4 Head to the Timecounts event details to find your Zoom link, tap the link and join the call. The organiser will admit you to the session.
- 5 Tap **Share Screen** in the control panel, then choose the open presentation file, (**not your desktop!**), then tap **Share**.



The organiser needs to enable you to share your screen, if they haven't already. To do this, they click the arrow to the right of **Share Screen**, select **Advanced Sharing Options**, and ensure **All Participants** is selected under **Who can share?**.

- 6 Make sure the presentation is in full screen mode.  
To do this, go to PowerPoint and tap **Slideshow** > **Play from Start**.
- 7 Test the videos, (remember, these are linked in the slide notes as well - you can always click the links to open the videos online as a back-up if any video refuses to play).
- 8 The organiser will admit all participants to the session.

## Presenting via Zoom

- 1 Participants have the option to turn their microphone and camera on or off. We recommend suggesting they keep their video on but mute themselves during your presentation to avoid interruptions, like a doorbell or background noise.
  - ◆ If you're the host, you can mute everyone via 'Participants' on the control panel and clicking **Mute All**.
- 2 The organiser should check everyone in attendance is correct and give you the cue to start.
- 3 If the audience can't use Slido, ask them to write any questions in the chat while you're presenting - you can answer these at the end. They can use the **Raise Hand** function for a show of hands, or give a thumbs up or comment in the chat.
- 4 At the end of the call, remind the audience that they can head to our **website** to order our free awareness materials or for **more information**.
  - ◆ Sometimes global colleagues of UK institutions will tag along to an online session - let them know they won't be able to order our materials as our services don't operate outside of the UK, but they have full access to our **digital resources**.

- 5 Remind the audience that there will be a [feedback form](#) emailed to them after the session, and we'd be very grateful if they could spare a moment to complete this.
- 6 Click the red **End** button in the bottom right corner, then the red **End Meeting for All** button. If you're presenting and there's another session right after, aim to finish 10 minutes early so the next volunteer can set up. The team will let you know if this applies.
- 7 **Sign out** of the Boobettes Zoom account.

## Reminder

We don't allow filming or recording of the Boobette session, online or in person.

We let venues know this when they book, however if anyone does ask you on the day, please remind them that this is not allowed, but they can book another session for those who aren't able to join that day.

SYSTEM ERROR 



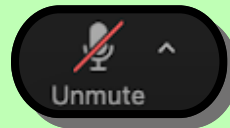
## Tech issues you might run into

### I've tried to log in to the Boobettes Zoom account and it's asking me for a code - help!

The first time you log into the Boobettes Zoom account, or after a long break, Zoom might ask for verification with a code sent to the Boobettes Team's email. Contact the Boobettes Team for the code.

If you have an online talk scheduled outside office hours (Mon-Fri, 9am-5pm), it's best to coordinate with the Boobettes Team beforehand and arrange a time to log in and verify the account ahead of your session, as the Boobettes Team will not be contactable outside of working hours.

### The audience can't hear me!



First, check the **Mute/Unmute** button in your control panel and make sure you're unmuted.

If they still can't hear you, ask them to (1) make sure their device's volume is on full, and (2) connect via computer audio in their settings. They can tap the arrow beside the Mute/Unmute button to access those audio settings.

While they're sorting out audio, you can use the chat function to communicate. You can also use the number in the Timecounts event details to give them a ring if that's easier. Remember to prefix **141** to the number you dial (e.g. **14107392885348**), if you'd like to keep your phone number private.



## The audience can't hear the videos!

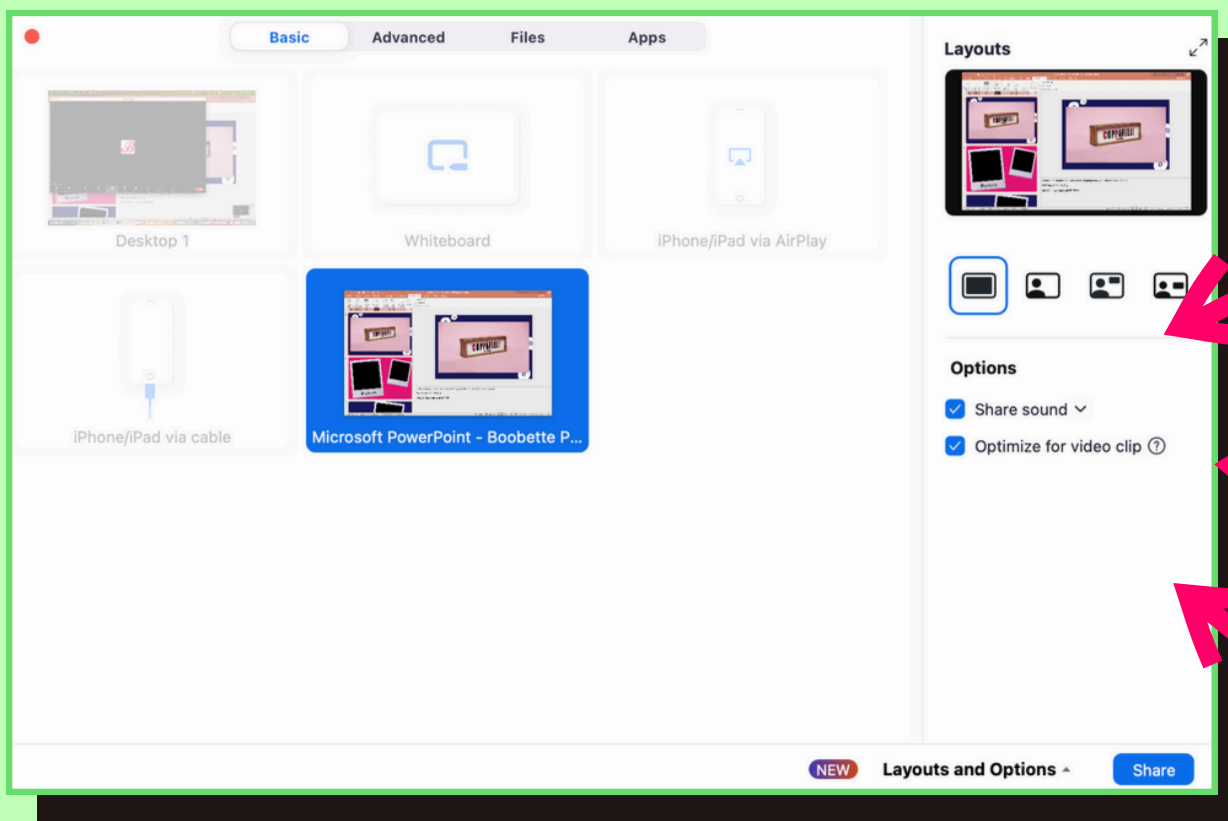
Tick **Share sound** when sharing your screen. This sends video audio directly to participants, instead of only using your computer's microphone to capture audio. They'll still be able to hear you speak, and they'll have a much better audio experience for the embedded videos.

## The audience says the videos are jerky!

Try ticking **Optimize for Video Clip** in the Share Screen window. This can sometimes cause other issues [see below], so we recommend testing ahead of time to see if your device can handle it.

## My audience can see random grey boxes when I share my screen!

Oops! It looks like your device can't handle 'Optimize for Video Clip'. Uncheck this, and try sharing your screen again.



# Audience behaviour

## Bad behaviour

We hope that everyone who attends a presentation will be respectful. Anyone displaying abusive or offensive behaviour must be removed by the host immediately.

If you're the host and need to remove a participant, see [above](#) for how to do so.

If the organiser is the host, please ensure they remove anyone displaying this behaviour or making you feel uncomfortable during the session.

## Unauthorised attendees

The session joining details are shared with the venue, and the audience should only be people that have been invited.

The organiser should notify you if there's someone unfamiliar, and the host should either deny entry or remove any unauthorised attendees.

## Delivering to a young audience

You should never be left alone with an audience of under-18s, either in-person or online. We tell venues this when they book, however if you ever find yourself delivering online without an adult present, please pause delivering and ask a student to step out and find a teacher. Do not re-start delivery until an adult is present. If a young audience member privately messages you via the Zoom chat, do not respond.

## Reporting concerns

The Boobettes Team is here to help and support you with any issues or concerns you may have. **If at any point you wish or need to end the session, please do so and contact The Boobettes Team as soon as you can.**

You can check [Zoom's Community Guidelines](#) for more information, and we recommend familiarising yourself with CoppaFeel!'s [Reporting Concerns Policy](#). To report a concern, get in touch with a member of the Boobettes Team below:


You can ring **Emily** at any time throughout the session on...



 07587742938

If you can't get through to Emily, contact **Rhiannon**...



 07392885348