

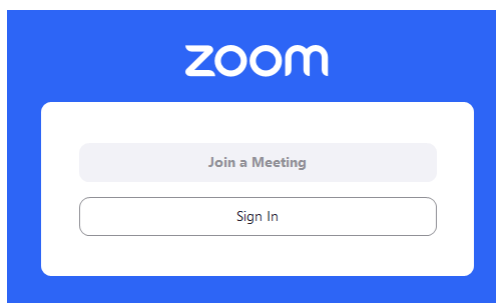
Guideline for entering and using Zoom

Necessary equipment

- PC/Laptop with microphone
You may use Zoom also with smartphone or tablet, but the functionalities may be different.
- Microphone, such as the built-in microphone, a USB microphone or an inline microphone on headphones
- Speaker or headphones
- Please note that a webcam is not necessary. You can decide for yourself whether you want to activate or deactivate the video function.

Getting to the Zoom-meeting for the webinar

- To get to the webinar, please use the access data sent to you via email after your registration on proWiss-Online:
 - use the Zoom link
 - or open your Zoom desktop client and click *Join a Meeting*.



Enter the meeting ID and password. Access will only be granted when you have entered your full name as indicated when you registered on proWiss-Online.

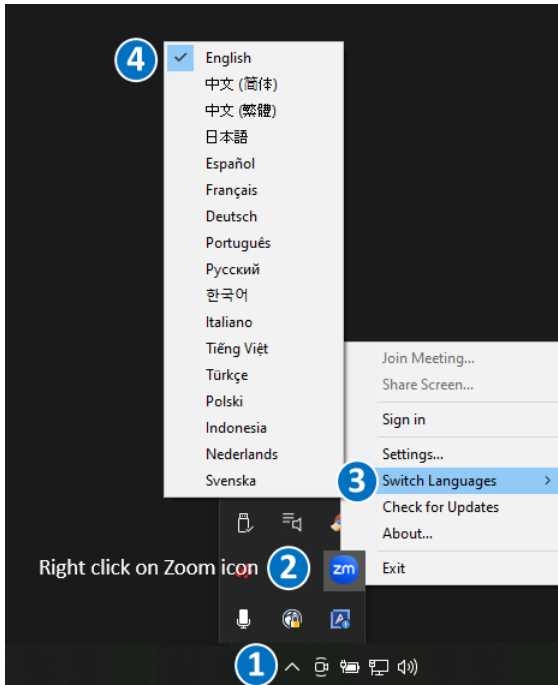
- You are now in the waiting room area. The host will let you in to the virtual classroom of the webinar one by one. Please be patient.
- **The waiting room will be open and accessible 10 minutes before the start.**

Troubleshooting

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

How to switch the desktop client language

On Windows:



Zoom will restart and you will need to sign in again.

On Mac:

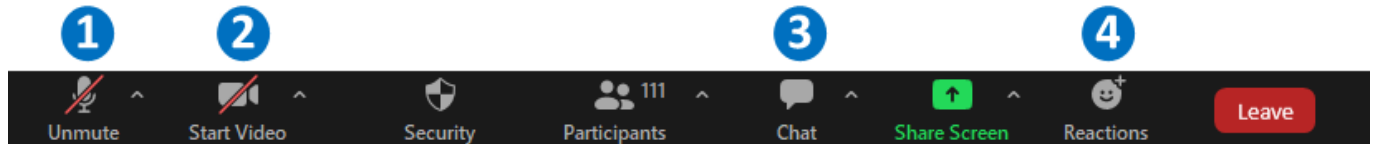


Zoom will restart and now be in the language of your choice once you confirm your selection.

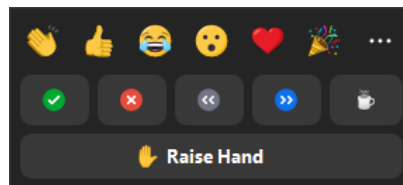


Using the Zoom functions

Basic functions

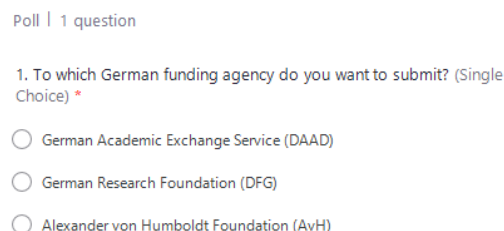


- 1 The desktop client will ask you how you would like to connect your sound. Please click on *Join with Computer Audio*. Your microphone will be muted at the beginning of the meeting. Unmute: Only if the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.
- 2 You can turn on your camera when you have entered the classroom. However, this is not necessary and is up to you to decide. If you decide to turn on your camera, all participants will be able to see you.
- 3 If you like to ask a question during the presentations and in the Q&A session, please click *Chat* in the control bar at the bottom. This will open the chat on the right and you can type the question into the chat box. [Please keep the questions short and to the point.](#)
- 4 You can send simple non-verbal feedback by icons while the workshop is running. By sending, e.g. a *Thumbs up* or *Clapping* you may express your consent. To do that, click *Reactions* in your control bar and choose the one you would like to show. Reactions will be displayed on your screen and will automatically disappear after 5 seconds.



Polls

- The presenters may launch polls during the webinar. Once the poll is launched, you will see a box with the polling question and single choice or multiple choice answers.



- You will now be prompted to answer the polling question. The presenters will be able to see the results live.
- Once the presenters stop the poll, it disappears.
- Then the presenters can share the results with the participants. The box will appear again.

Netiquette

- Please always be polite, considerate, and respectful.
- Please refrain from using vulgar, violent, discriminatory, racist, sexist, hateful and/or unlawful statements or content in all contexts, as well as aggression in any form (for example through written communication in capital letters or aggressive emojis).
- **Violations of this netiquette will result in exclusion from the webinar without refund.**