

Zoomguide | Getting started

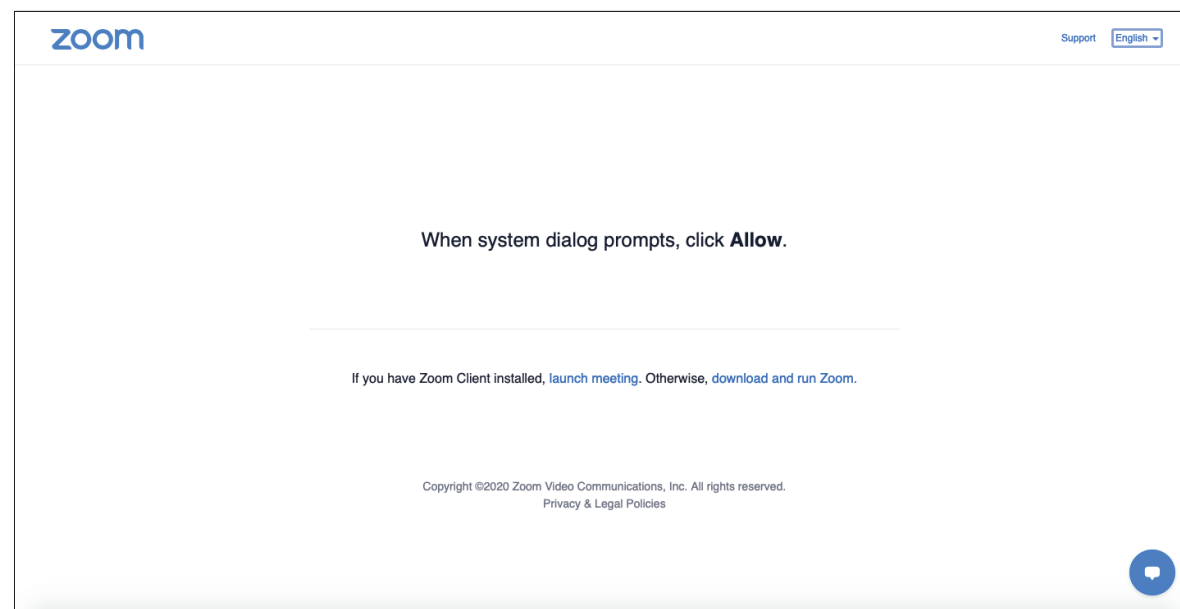
Meeting date: 10-11 th December 2020

You will receive an email with the [invitation-link](#) to the zoom meeting.

Click on the link, and your browser will start and open the link.

Usually, a small system dialog window will appear and ask if you allow this page to open 'zoom.us'. Click 'allow'. If the dialog doesn't appear, click on 'launch meeting'. The zoom client will start.

If not already done, we highly recommend to download and install the zoom client for your device: <https://zoom.us/support/download>



For best user experience, we recommend that you preferably take part at the meeting with your PC or laptop with a stable and preferably wired stabil internet connection.

Before the meeting starts, maybe you will be asked to give the host the

permission to mute and unmute you remotely. Please grant this permission by clicking 'allow'.

Also, if you are asked to give zoom permission to access your microphone and your camera, please click 'allow'.

Zoomguide | In the meeting

Once the meeting has started, you will find a toolbar as shown below with buttons on the bottom of your zoom client window.

Audio and Video

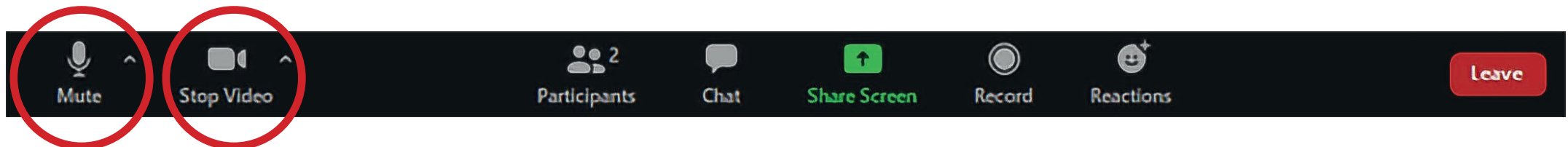
Please check the audio and video settings on the bottom left so that everyone can see and hear you properly, as well as so you can hear everybody else.

Clicking on the small up-arrows next to the microphone and camera icon will open a menu where you can change and test your audio and video devices.

For example, if you are using a headset, make sure to activate this headset for audio input (microphone) and output (speakers). Do similar if you use an extra camera.

Help

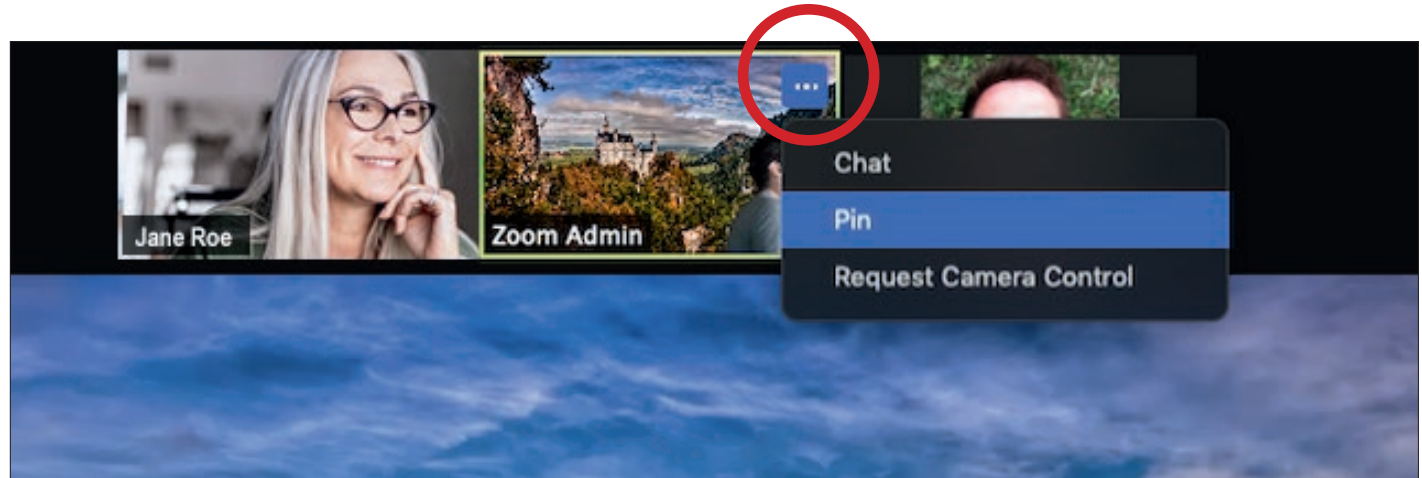
If the setup doesn't work, please contact us on 10th December between 09:15 and 09:45 am. Tel.: 0040 749 040440



Zoomguide | How to pin a video

We recommend that you pin the video of the 'Akademie der Künste Berlin'.

At the top of your meeting video hover your mouse cursor over the participants video you want to pin and click the three dots (...). From the opening menu, click 'pin'.

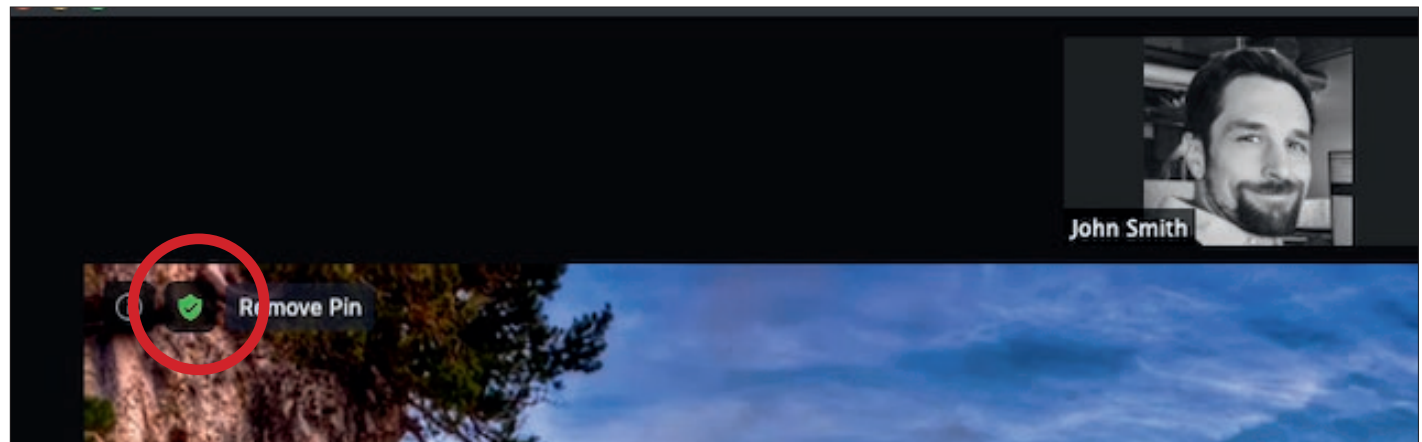


How to cancel the pin

To cancel the pin, click 'remove pin' in the upper left corner of the video pinned currently.

Full screen mode

Double click in the pinned video to change into full screen mode. Double click again or press ESC to cancel full screen mode.



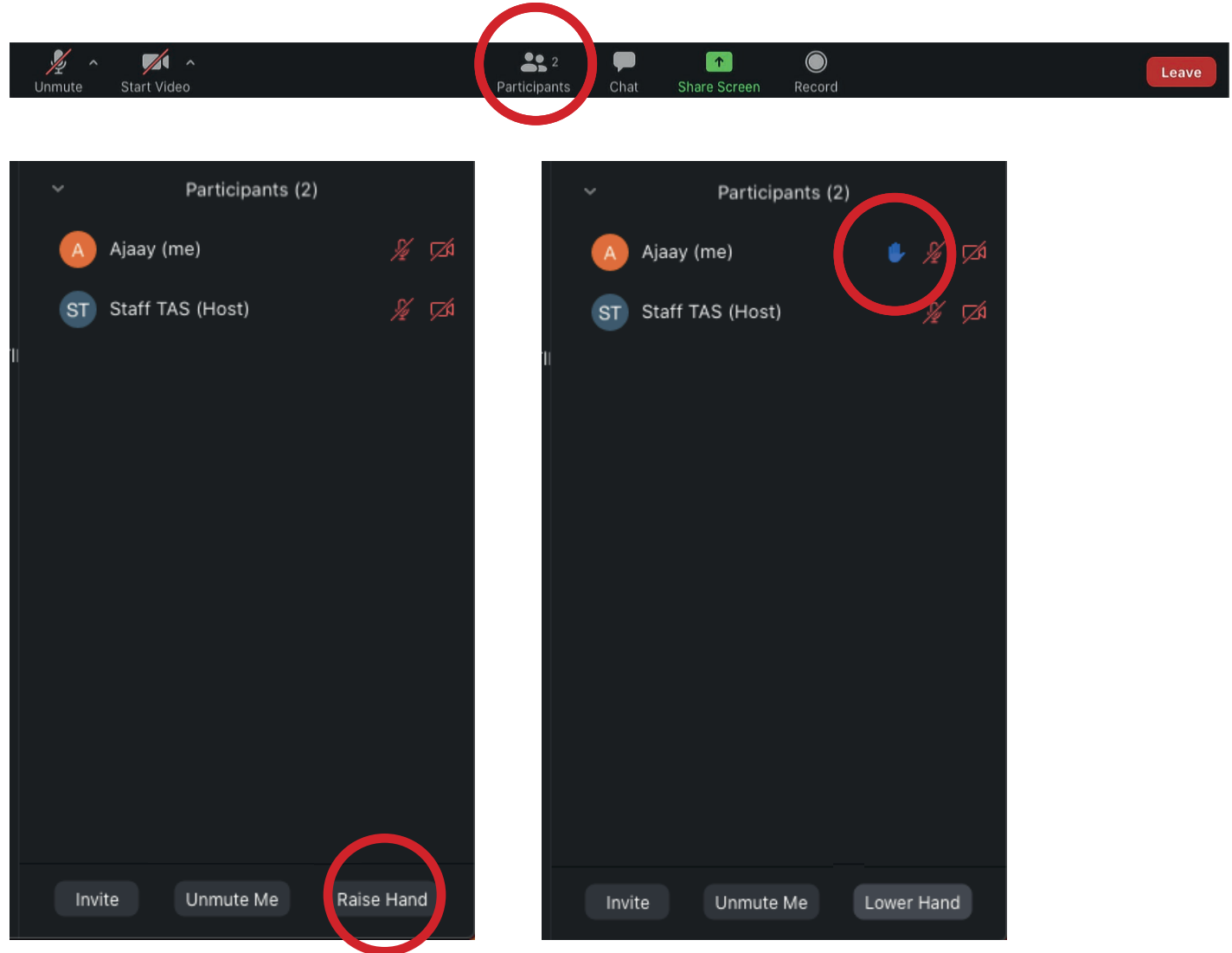
Zoomguide | Further options

Clicking on 'Participants' and/or 'Chat' will open a slot on the right side of your zoom client window.

Raise your hand

In the 'Participants' slot at the bottom right you will find a button called 'raise hand'. Click this button if you want to get the word to the audience or if you have a question. Click it again, to lower your hand again.

When you have raised your hand, a small hand icon will appear next to your name in the participants list. Zoom lists the participants in the order in which their hands were raised.

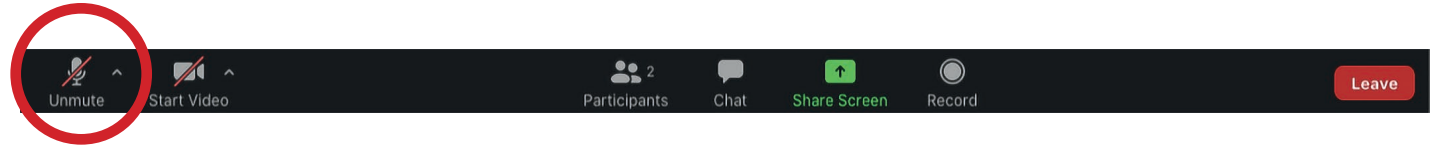


Zoomguide | Further options

Technical issues? Chat!

In the 'Chat' slot you can write a message to the host/everyone .

NOTE: Please use the chat only for remarks or questions regarding technical issues. For permission to speak please use the 'raise hand' option as written above.



Muting / unmuting

During the meeting, it can happen that the host mutes your audio in order to minimize audio interference and too much noise. If you get the floor and the host wants to unmute you (if it doesn't work remotely), you will be asked to either 'unmute now' or 'stay muted'. Click 'unmute now' if you want to speak.

You can also mute and unmute yourself by clicking on the microphone icon on the bottom left of your toolbar or next to your name in the participants list.

