

Tips for your EMHFC@home Zoom meeting

Technical settings

- Install the Zoom app >> (<https://zoom.us/download>)
It's recommended to check regularly for updates
- Entering the meeting, allow Zoom to use the computer sound (best is, to allow Zoom using all it's asking about)
- You may **change your name** with a right-clicking on your video frame / name / name in the participant list, and then selecting "rename"
- You can't hear / see yourself? Click on the small arrow next to the **microphone / camera** and try another source
- For best sound, please click on the arrow next to the microphone, select "audio settings" and a,) raise the level of your micro, b.) set "suppress background noise" to "low", c.) set "suppress intermittent background noise" to "disable"
- Got the look: Best is to **position the camera** at about your eye level, showing face and shoulder
- If possible, **turn off all sound alerts** on your PC; all messengers, operating system messages, etc.

Not so very technical, but

- please speak clearly and slowly, it helps levelling possible delays
- if you wonder about data protection: the session is generated via a license

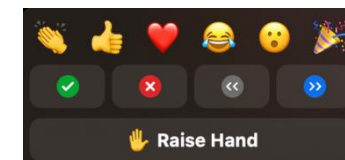
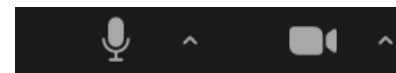
of the Ruhr University Bochum >>

Want a try? Go to >>
(<https://zoom.us/test>)



How to speak out

- Raise your virtual hand, using the button in the Reactions selection on the toolbar. The host will be notified, as you may see in the list of participants. Try not forget to lower your hand down after speaking.
- You may also post your comment or question in the chat.
- The Reaction button offers icons such as applause, which appear for a moment in your video frame and then disappear.
- Please mute when you're not speaking. To unmute, click again on the microphone icon or press the spacebar while speaking.



Micro muted
[unless you are speaking]

Video on

Chat
to all or private

Raise hand [say something]
or show a quick reaction