SAT4SUD • SELF-ASSESSMENT TOOL FOR SUSTAINABLE URBAN DEVELOPMENT STRATEGIES
25 NOVEMBER 2021

URBAN DEVELOPMENT NETWORK

European Commission

ZOOM user guide

Technical Preparation & Meeting Setup

Recommendations for a smooth running of the webinar session:

- Make sure you have already downloaded the Zoom desktop application to ensure that your IT environment can support the software: https://zoom.us/download.
- Join the webinar room 10 minutes in advance to test your Zoom connection
- Use a computer/laptop connected to a power source
- Your camera and microphone will be turned off by default
- Feel free to turn on your camera if you would like to. However, **please keep yourself muted** at all times
- If you wish to ask questions, **please use the Zoom chat box.**

How to join the webinar on Zoom:

1. To join the webinar, click on the link that you received when you registered.
Alternatively, you can go on the following link: **https://zoom.us/join** and enter the meeting ID provided before the event by the Secretariat.

2. If your device doesn't have the ZOOM app yet, you will be automatically directed to a pop-up window inviting you to download ZOOM.
Please accept and wait, it will only take a few seconds and you will then automatically join the meeting.

3. When you join the meeting, a pop-up window will appear.
Please select the option "Join with my computer audio"

4. You will then be connected to the Zoom call.

5. Waiting for the host to start the webinar. If the host hasn't started broadcasting the webinar, you'll receive the following message:
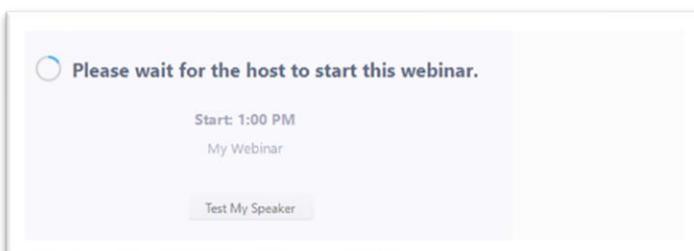

*If you have issues, or need more information on how to join a Zoom meeting, please watch the video available at this link.

In-Meeting Functionalities & Tools

**YOUR PERSONAL SETTINGS: CAMERA & MICROPHONE**

Although your camera and mic will be turned off by default, you will be able to turn your camera on if you wish to. However, **please keep yourself muted** at all times.

You can start your video using the button circled below (bottom left of the Zoom window). By clicking on the small arrows beside this button you get options allowing you to change the video input and output.
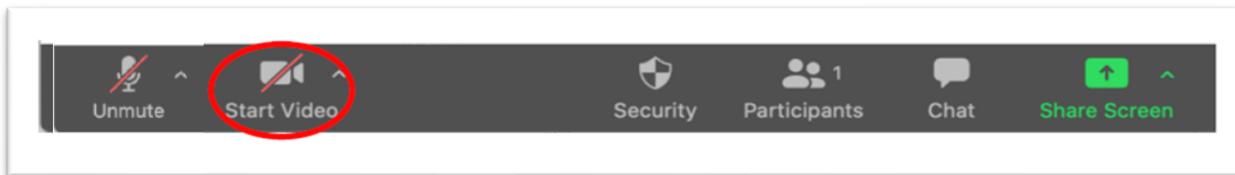

ACTIVE SPEAKER OR GALLERY VIEW

By default, you will have an active speaker view, where you will be able to see a limited amount of participant's images and the image of the person speaking in the bigger window. To see all participants, you can click on gallery view (upper right corner), the button is circled in the image below.
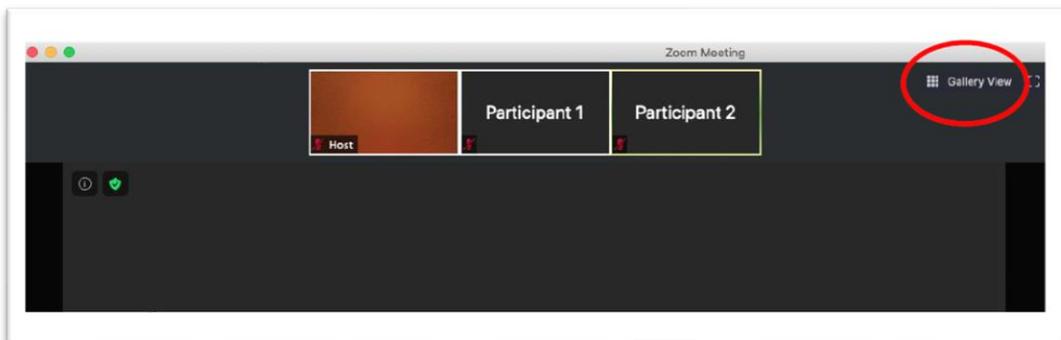
CHAT WINDOW

By clicking on the Chat button, you will open the right side a window with the participants and the chat box. You will be able to **send questions** that might be seen by all participants.
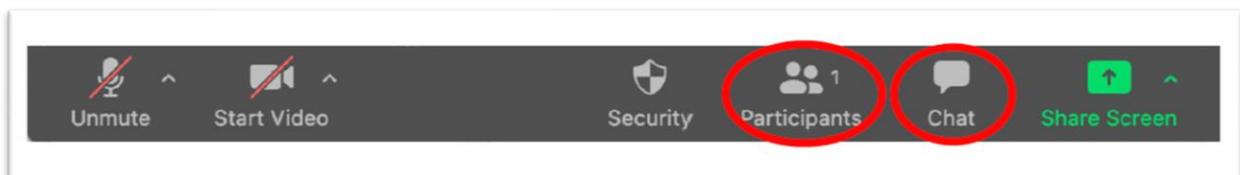
If you want to address a question to the speakers or the Moderator in private, you have to choose instead of "Everyone" the Moderator and Speaker name.