1. *Hardware Requirements*

    1.1. Any of the following internet connected devices may be used

       1.1.1. Desktop Computer

       1.1.2. Laptop Computer

       1.1.3. Tablet/Ipad

       1.1.4. Smartphone

2. *Audio (Sound) Requirements*

    2.1. **Desktop Computer.** This will need to be connected to a speaker to hear the meeting. You will also need a microphone if you wish to speak to the meeting. Without one, you can still contribute using the Chat (text messaging) tab in Zoom.

    2.2. **Laptop/Tablet/Ipad or Smartphone.** No extra equipment is necessary as they all have built-in speakers and microphones, but alternative headphone, microphone etc, may be used.

3. *Video Requirements*

    3.1. **Desktop Computer.** A webcam will be needed if you wish other participants to see you. Please remember to adjust its position to ensure that your face appears in the centre of the screen. However, this is not necessary as even without one, you will be able to see everything that is going on at the meeting

    3.2. **Laptop.** Most modern laptops have a built-in camera. If yours does not. then a web cam will be needed if you wish others at the meeting to be able to see you. This is not necessary as, even without one, you will be able to see everything that is going on at the meeting. When using a laptop, please remember to adjust your screen position to ensure that your face appears in the centre of the screen.

    3.3. **Tablet/Ipad or Smartphone.** Nothing else is needed, as they all have built-in cameras.

4. *Getting a Meeting Link*

    4.1. If you get an invitation to register, clicking the link will take you to a page on the Zoom website where you will be asked to enter your name and email address. When you have done this, you will receive a Registration Confirmation email from Zoom containing the meeting link.

    4.2. You can also register for any scheduled event by going to the 'Events' section of the website. The 'Details' of each online event will include a "Click to Register" button. Clicking the link will take you to a page on the Zoom website where you will be asked to enter your name and email address. When you have done this, you will receive a Registration Confirmation email from Zoom containing the meeting link.

5. *Preparing for a meeting*

5.1. If you are likely to take part and be seen, please make sure that the lens of your camera is clean. If your laptop has been well used for some time, the camera near the edge of the screen may have accumulated dust and grime.

5.2. Make sure that you are positioned in such a way that you face is well illuminated. Face any window, do not sit with a window behind you.

5.3. Be sure to have your e-mail with the meeting link to hand.

6. *Joining a meeting*

6.1. Please note that ESFH member meetings are routinely recorded to enable them to be made available to all members when they are signed into the ESFH website. At the start of each meeting a 'Privacy Notice' will be displayed to inform and warn members, as follows:

> **PRIVACY NOTICE**
>
> This Zoom meeting will be recorded.
>
> - You have the option to display your name as first name and initial, nickname or pseudonym.
> - If desired, you may turn off your camera.
>
> **Please do not disclose any personal data that could identify other living individuals without consent.**

6.2. Because Zoom works with a wide range of devices and operating systems, it is not practical to give detailed instructions for each one here. This paragraph will describe the general principles of the operation and leave it to the user to follow the precise instructions that will appear on their screen when the process is started.

6.3. The joining process begins with the link you received in the Registration Confirmation email. Clicking on it will take you to the Zoom website. The first time you try to join a meeting, you will be offered the opportunity to download an application (App), or to continue to use the browser.

6.4. We recommend that you choose to download the App. When you select this option, you need to accept the offer in the way required by your particular browser.

6.5. Once the installation has completed you are returned to the Launch Meeting page. Usually, Zoom will attempt to start the meeting and you will get a prompt to enter the name you want to be known by within the meeting (the default is the name you log in to the computer with). To maintain your privacy. You may choose not to enter your full name. If so, use just your first name, and perhaps an initial, so that the host can distinguish you from other participants. You can use a nickname or pseudo name, if necessary, to be unique in the meeting

6.6. If this doesn't happen within a minute, then you may have to press the "Launch Meeting button".

6.7. To join most meetings, you should find that clicking the link will take you directly to the meeting.

6.8. With different devices, particularly tablets and smartphones, you may find that some of these steps will not be necessary.

6.9. To switch your microphone or camera on or off at any time, simply click on the appropriate audio or video icon on the Zoom taskbar. which will be at the bottom left or top left of your screen (depending on your device). If either has a line through, then it is turned off. With a tablet, the controls may only appear when you click on your name in the display.

7. *During the meeting*

7.1. During talks your audio may be switched off by the meeting host to avoid unwanted noises interrupting the speaker. The host can, if necessary, invite you to 'unmute'. This will let you to turn on your microphone.

7.2. If you need to attract the attention of the host to ask a question, please use the "Raise Hand" facility. You will find the 'Raise Hand' button on the Zoom taskbar or revealed by the 'Reactions' button. The Zoom taskbar is at the bottom of your screen (or at the top, on some devices). When the host sees the hand next to your name, she/he will invite you to 'unmute'. Please be patient because it is not easy to for the host to scan a long list. When you contribution is complete. Don't forget to click the 'Lower Hand' that will have replaced the 'Raise Hand' after you have activated it.

7.2.1. When you are speaking and your video is on, everyone else will be seeing you on their screen so they can see who is talking.

7.2.2. After the talk you may turn your audio back on if you wish to join the general conversation. Please remember, that if your microphone is on, everyone can hear whatever you, or anyone near you, say!