

## A Guide to Zoom, our virtual classroom.

### Download Zoom

Please go to [Zoom.us](https://zoom.us) and download the desktop app before the class begins. Please ensure you do not have any firewalls on your computer (e.g. a work laptop may have them) that will block the download.

- Please ensure that you [update Zoom](#) before the 30<sup>th</sup> May 2020.

### Sign in and Join

After launching Zoom, click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click Sign In. You will be sent your joining link before class begins.



Join a Meeting

Sign In

To sign in, use your Zoom, Google, or Facebook account. you don't have an account, click Sign Up Free. If you have a Zoom account but cannot remember your password, click Forgot. When joining the classroom, you will be automatically muted but please share your video so we can see everyone's face. You may join the meeting before the trainer does so you are welcome to chat to fellow students, to get to know your class.

### Sign In

[Sign Up Free](#)

Email

Password

[Forgot?](#)

Keep me signed in

Sign In



Sign In with SSO



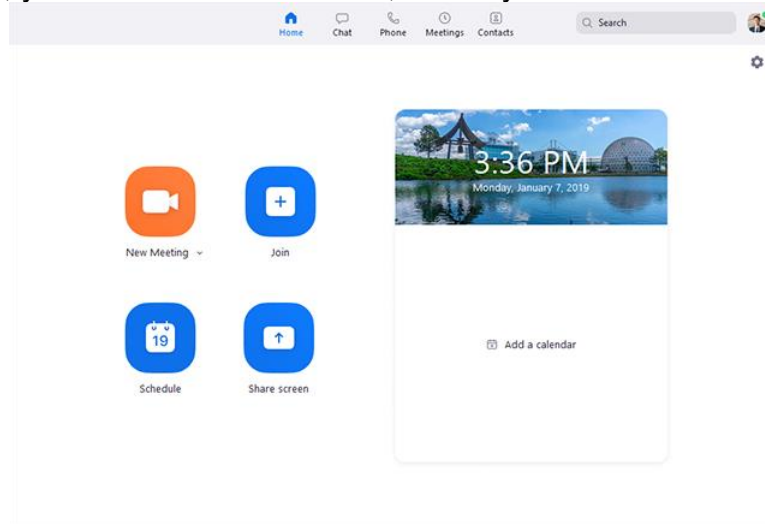
Sign In with Google



Sign In with Facebook

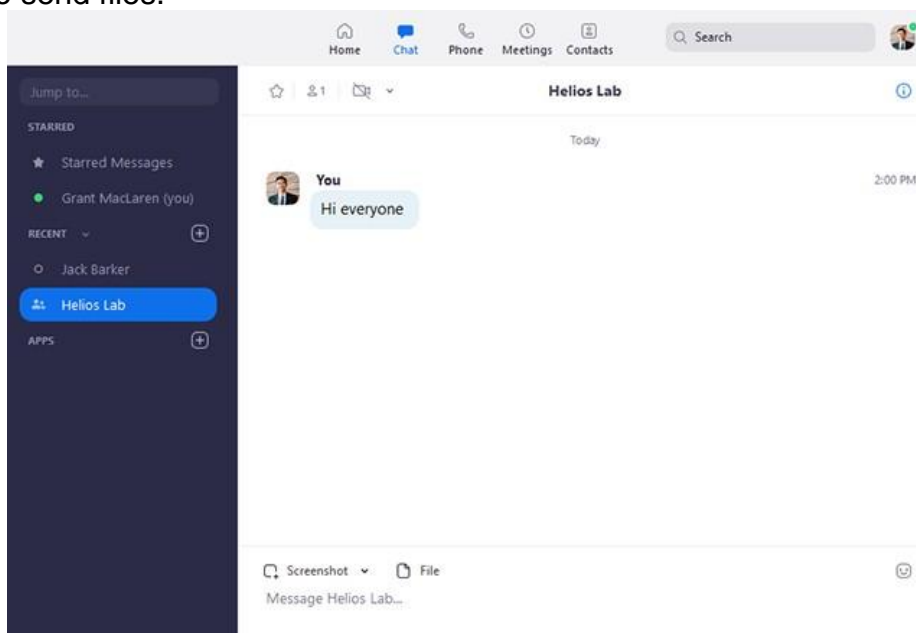
## Home

After signing in, you will see the Home tab, where you can click these options:



## Chat

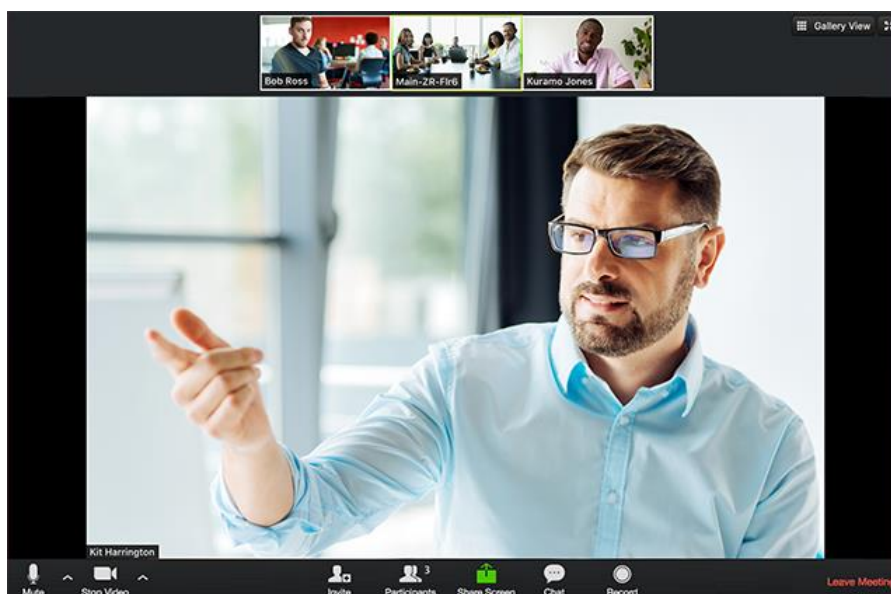
During the meeting you will be able to chat to your trainer and fellow classmates. You can send private messages or messages to everyone. You can also use this function to send files.



## In-Meeting Controls

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

You can also join a test meeting on Zoom to familiarize yourself with meeting controls before joining a scheduled meeting.



### **Breakout rooms**

During your course, your trainer may put you in breakout rooms. This means a private room with a fellow classmate. This is usually so you can do an activity that does not require all of the class to participate. There is no action required from you. Your trainer can come in and out of your 'room' as they please.

### **Sharing screen, Whiteboard and Polling**

Your trainer will also share their screen when presenting the slides, using the functionality of the whiteboard and offer polling during the class. There is no action required from you unless you are asked to share your screen for an activity.

### **More Resources**

Zoom have a full library of resources for you to familiarise yourself with the platform.

Join a Meeting

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Meeting controls

[https://www.youtube.com/watch?v=ygZ96J\\_z4AY](https://www.youtube.com/watch?v=ygZ96J_z4AY)

If you have any questions, please let us know by contacting the office at [info@cb-training.com](mailto:info@cb-training.com)