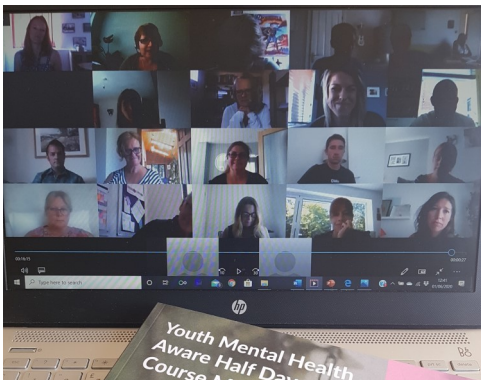
Online Training with Zoom - How to Guide



Thank you for registering to take an online course with Positive Energy Being.

This document contains a quick how to guide to help you familiarise yourself with Zoom and the functions we will be using throughout the training. Please feel free to email: diamond.key@btinternet.com if you have any questions before the start of the training.

This guide will cover the following relevant information:

- Accessing the training
- Technical Equipment
- Basic Zoom Functions
- Housekeeping

Accessing the Training

Prior to the training you will receive an email containing a link to the meeting. Please keep this safe as you will need to click this link on the day to join the training. The email should look like this (**please do not attempt to use this log in and password as it has expired).**

> Christine Moran is inviting you to a scheduled Zoom meeting.
>
> Topic: MHFA Mental Health Awareness course - Instructor Christine Moran
>
> Time: Log on from 8.30am. Course begins 8.45am
>
> Join Zoom Meeting

Please click the link prior to the training starting (please give yourself enough time to set yourself up and make sure you're ready to start on time) we will open the room 15 mins before the training starts to give you time to set up and ask any technical questions. Once you click the link it will take you to the Zoom website. It will then ask you to open Zoom.
Click open Zoom and it will take you to the meeting. It may sometimes ask you to log in first or sign up if this your first time using Zoom. Just sign up/log in and then click the link again. You will be put into the "waiting room" and then admitted individually by the trainer. This is to ensure that only persons registered for the training are attending.

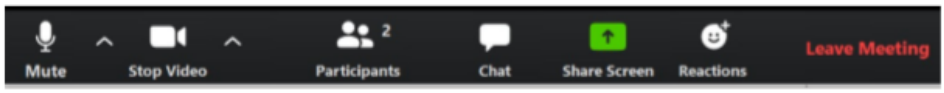
Technical Equipment

For the meeting you will need your microphone, webcam and speakers. When you log in to Zoom it should give you the option to test that these are working. When the training starts, we will mute all participants to avoid any background noise that may be going on.

This will mean that we won't be able to hear you, but we will still be able to see you via the webcam.

Basic Zoom Functions

If you would like to join us in the 15 minutes prior to the training to play around with these and get familiar with them you are more than welcome to. The trainer will also be on hand to answer any questions. Throughout the meeting you will have a tool bar at the bottom of the screen that will look like this:



Mute – This button allows you to turn your microphone on and off. When the training starts all microphones will be switched off. You should then see a red line through the microphone icon. The trainer will be able to turn your microphone back on or you can press the space bar to talk (please see housekeeping for more information on this).

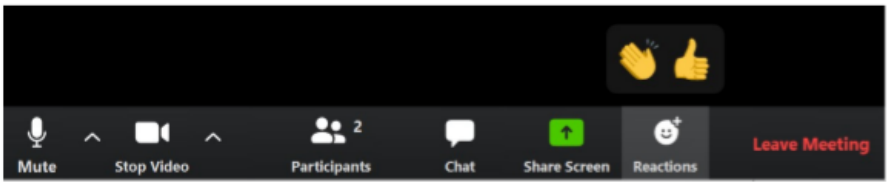
Stop video – This button allows you to turn your video on and off. You will still be in the call if your video is off. We recommend all participants have their video turned on.

Please do speak to the trainer beforehand if you would prefer not to.

Participants – This button allows you to see a list of participants in the meeting.

Chat – This button allows you to chat with the trainer. Please click this button before the training starts to enable it throughout the meeting. Here you can send the trainer a message if you have a question you'd rather not share with the group. Share screen – This button allows you to share a document from your computer to the group in real time. We will use this button when we use the breakout rooms to share a copy of the participant notes with the rest of your mini group.

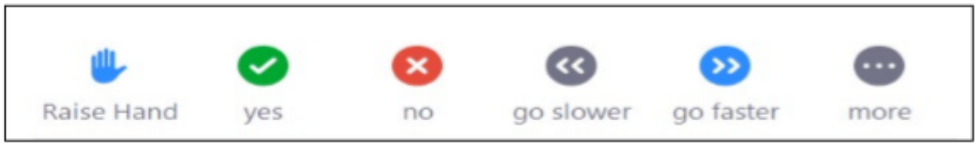
Reactions – This button allows you to send a thumbs up icon and an applause icon to the group. Useful as a quick "I agree" or "good point":



Leave meeting – This will remove you from the training.

When you click **participants**, a pane will appear on the right hand side of the screen.

This pane contains another bar of buttons that looks like this:



Raise hand – Allows you to virtually raise your hand to ask a question

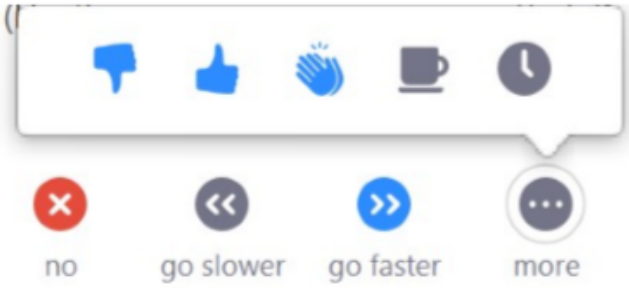
Yes – Agree

No – Disagree

Go slower – Prompts the trainer that you are struggling to keep up with the pace

Go faster – Prompts the trainer to speed up the content

The **more** button provides you with the following buttons:



Thumbs down - Disagree

Thumbs up – Agree

Clap – Well done

Cup – Ready for a break

Clock – Use this button if you need to step away for a moment

Housekeeping

Speaking – As previously mentioned all microphones will be muted upon the training starting. The trainer will nominate people throughout the training to answer questions or give their thoughts this is to avoid everyone trying to speak at once. You can also use the raise hand button to ask a question. The trainer will be able to see this and then ask you to contribute.

Distractions – While in the training session we ask that you keep avoidable distractions to a minimum. Please choose a time to attend the training when you will be disturbed the least and please treat the training as you would a face to face session. Please dedicate the time away from work and avoid answering calls, emails and texts throughout the training. There will be a break halfway through for you to make refreshments etc. Should you need to step away from the training for a moment please send the trainer a message using the chat button to let them know why and how long you will be.

Resources – Depending on the course, you may be sent resources prior to the training you. If so, you will likely reference them during the training.

Breakout Rooms – Throughout the training we will use breakout rooms. These will be used in the same way we would in face to face training.

They allow small groups of participants to be put in their own “room” to do small group work. The trainer will be able to pop in and out of these rooms to see how everyone is doing. The breakout rooms will have a timer on them, and the trainer will let you know how long you have to discuss the topic.

In your group please nominate a speaker to feedback once the breakout room has ended. If you need help when in the breakout room please click the ‘ask for help’ button and invite the host into the room.

Q&A – The trainer will be available 15 minutes before the training begins for any technical issues or questions related to the training. The trainer will also be available for up to 15 minutes at the end of the training for any questions you may have that we didn’t get time to cover. You are under no obligation to come early or stay later.

Enjoy your training—Looking forward to meeting with you

Thank you for taking the time to read this guide and for signing up to 5 online training.