

How to use Zoom

Zoom has a very helpful guide on how to use Zoom on their website:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

You will need to download Zoom to be able to join the Open House panel sessions. You can download Zoom for free here: <https://zoom.us/download>

You will need a computer or device (phone, iPad etc.) with a webcam/camera and microphone to participate in a Zoom session. For greater accessibility, we recommend using a computer/laptop. We also recommend you use headphones, as the sound quality will be better.

If you do not have a device with a webcam, you can join the meeting 'without video'.

On the morning of Open House with Penguin Random House event, we will email you a link to 'join the meeting'.

Step 1: From 9:50am you can click on the link provided in the email to join the meeting.

Step 2: You will be prompted to either start or download Zoom. If you have not already downloaded Zoom, you can follow the prompts to download the correct Zoom desktop application for your computer. However, it will be quicker if you download Zoom ahead of the meeting.

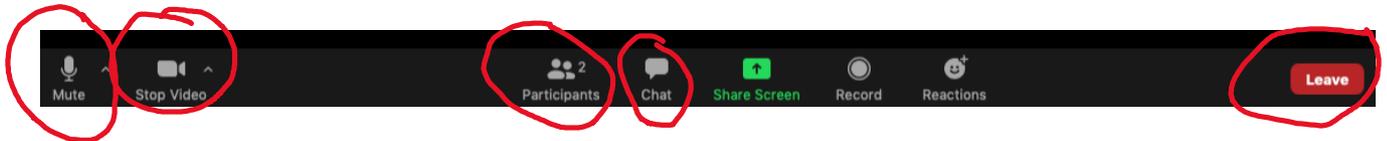
Step 3: A little box will appear and you have the option to click 'Join with Video' or 'Join without Video.' It's up to you which you'd prefer. If you have slow internet, we recommend joining without video, as using video may slow down your Zoom. Once you have selected the option, you will then be asked to 'join with computer audio', or with 'internet audio' if you're using a phone. Click the relevant one for you.

Please ensure the Zoom name you use, is the same name as your booking was made under. This is because when you click on the link, you'll be taken to a virtual waiting room, and we will be letting people in by checking their name is on our enrolment list.

If you drop out at any point due to connectivity issues, please just come back to this email and click on the link again, and we will let you back in promptly.

Controls in Zoom

On the bottom bar you will see multiple buttons. Please see a brief description below of the ones you're likely to use during these panel sessions.



Mute: when there is a red line through this, it means you are muted. During this Zoom meeting, you will not be able to unmute yourself.

Stop video: This button will stop your video

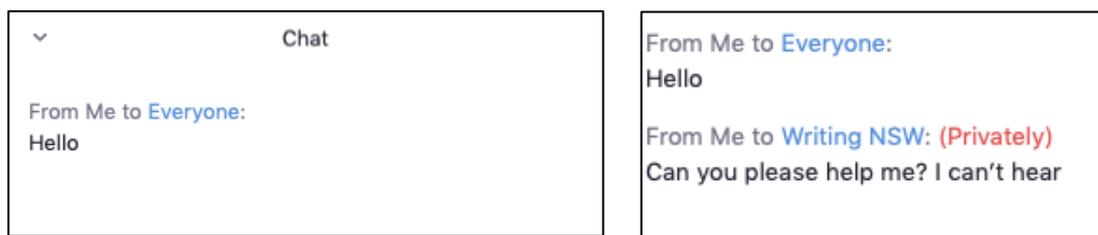
Leave: Once the panels have ended, you can click 'leave' to leave.

Chat

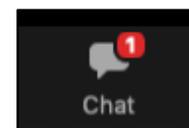
This button opens a panel to the right of the screen, where you can send messages to Writing NSW if you have technical issues. You can use the dropdown menu to change who will be able to see your message.



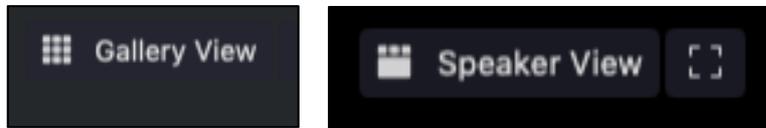
The messages will appear in the chat box.



Every time someone posts something in the chat box, you'll get a notification. You can leave the chat box open so you don't get a notification on your screen every time someone writes something.



The final thing to note, is there are two different ways of viewing the panels. Gallery view and speaker view. At the top right corner you can switch between these. Gallery view shows you everyone's faces at once, whereas speaker view only shows the face of whoever is speaking.



An understanding of the above information should allow you to participate successfully in the panel sessions.

Please make yourself familiar with Zoom before the panel sessions to minimise interruptions.