

Zoom FAQs - Edenbridge Character Area Assessment Consultation

Virtual Drop in Sessions for the Edenbridge Character Area Assessment will be held via Zoom on Wednesday 2nd July 2020. The details of the four Virtual Drop-in Sessions is as follows:

Time	Link	Meeting ID	Password
10 - 11am	https://us02web.zoom.us/j/89416896093?pwd=akxjTmxPbkJTYk9UZFRvMENkZDIyZz09	894 1689 6093	832709
12.30 - 1.30pm	https://us02web.zoom.us/j/87513485815?pwd=bitRcmQ3TS9XUDNtCHFvWUpNZjVvZz09	875 1348 5815	569377
3 - 4pm	https://us02web.zoom.us/j/89697971764?pwd=NmpEZUppc3VoRCthRUZCbGJTb3lwZz09	896 9797 1764	995225
6.30 - 7.30pm	https://us02web.zoom.us/j/89852349589?pwd=NldZRFg5MWJlUWVjZz09	898 5234 9589	754014

Below is a How to Guide for using Zoom.

Download Zoom and Register for free

On a PC/Laptop go to: <https://zoom.us/signup> and follow the instructions to register an account.

On a mobile device: Visit your app store (play store on Android devices) and download the Zoom Cloud Meetings App. Follow the instructions to register an account.

Joining a meeting

Click on the link listed above or on our website. The important information you will need is the Meeting ID and password.

Mute/unmute your audio

It is probably best if you mute your audio/microphone in a Zoom meeting unless you need to speak. This prevents lots of feedback and background noise making it more difficult for others in the meeting to hear.

Positioning your device for the best video and other etiquette

Try and position your device so that you are directly facing the camera and it is at approximately eye level.

It is also best if there are no overly bright light sources in the room you are in and any light is as far as possible in front of you. A bright light behind you, such as a window, will make you appear as a dark silhouette on video. Light sources to the side of you will put your face in shadow also.

Bear in mind what you are wearing as you will potentially be on camera, in a public meeting where anyone can see you.

For the same reason, be aware of your surroundings and background.

Even when someone else is speaking, people will be able to see your video too.

If you would prefer to not be on a camera, you can turn this function off by clicking the video button.

Your display name in a meeting

Please ensure your correct name is displayed once you join the meeting. Your name is displayed in the bottom left of your video window.

If this is not correct: Right click your name, Select Rename and type your correct name to be displayed.

How to 'Raise your Hand' to show the meeting host you wish to speak

There is a keyboard shortcut for the 'Raise Hand' option, press and hold the Alt button on your keyboard and then press the Y key.

Alternatively, click the 'Raise Hand' button which can be found by clicking on the 'Participants' button at the bottom of your Zoom window.

Virtual Drop in Sessions

Please note that these Virtual Drop in Sessions are open to the public to join at any time.