Instructions for zoom meeting

(1) Before the meeting please download the zoom software to your computer (https://zoom.us/download) and test it out / explore it on your computer.

(2) On 26 March 2020, at 09:15 AM sharp, please access the following link https://zoom.us/j/4823793519 (please do not access this link before the dates/times mentioned below). It will probably take a minute or so until we have everyone online.

(3) In zoom please mute your computer audio and video; if we ask a question to you, the audience, you can always unmute your audio in zoom.

(4) We will then use the screen sharing function to show and walk you through the slides (you do not need to have the file with slides open).

(5) If you have a question or a problem hearing us etc. you can use the chat function in zoom.

(6) For those who cannot be present, we will record the zoom session and make it available to you.

(7) Before 40 minutes are up we will need to interrupt the meeting and have a break; this is because the basic zoom version does not allow for meetings that last longer than 40 minutes. We will then specify a new time after the break and will end the 1st meeting for everyone; after the specified time you can then log into the 2nd meeting using the same link as above.

(8) (further details on how to use zoom can also be found in the pdf file called "further details for zoom users).