



## How to use Zoom

### Overview

If you are registering and joining a Digital DHIS2 Academy. You have received an email confirmation from the organizers.

To join the Academy, click the link that the Organizers provided you. Example below.

You have been invited to the following event.

**DHIS2 Design for Analytics Academy**

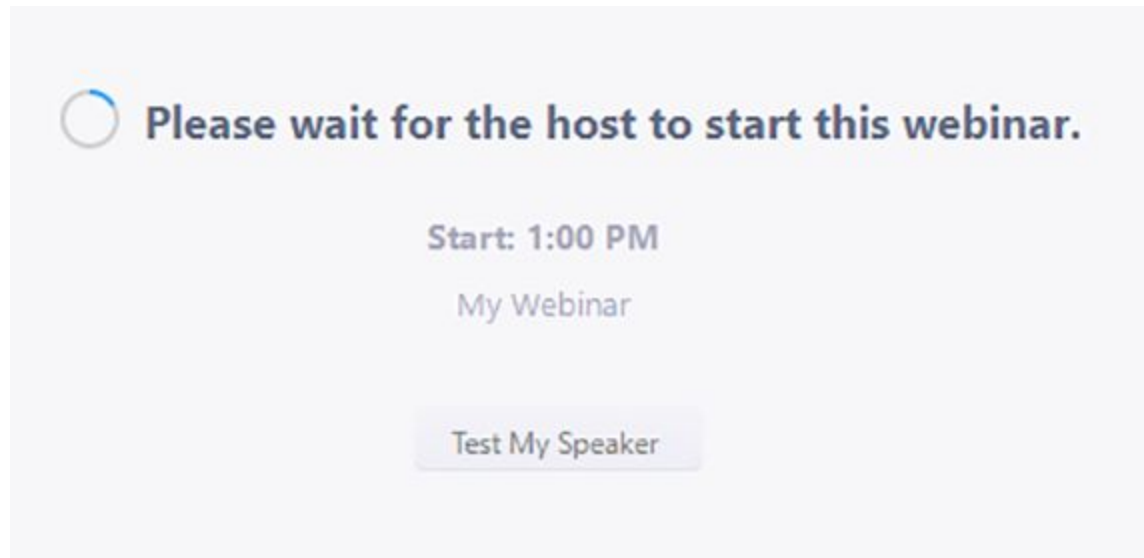
When Daily from 2pm to 5pm from Mon Aug 10 to Sat Aug 22 except Sat Aug 15 2pm or Sun Aug 16 2pm East Africa Time - Nairobi

Where <https://zoom.us/j/96746626635> (map)

Once you click on this link, you will be in the process of joining the Academy.

### Waiting for the Academy team to start the Academy

If the Academy has not started, you'll receive the following message:





**My Webinar** [Leave](#)

⌚ Waiting for the host to start this meeting

**Meeting ID:** 319-833-382

**Date:** Tue, September 11

**Time:** 10:00 AM

If you are the host, log in to start this meeting

[Sign In](#)

If you receive a message showing the date and time of the Academy, check the date and start time of the Academy including the timezone. Make sure to join when the Academy starts.

**The webinar is scheduled for 9/18/2018.**

**Start: 10:00 AM**

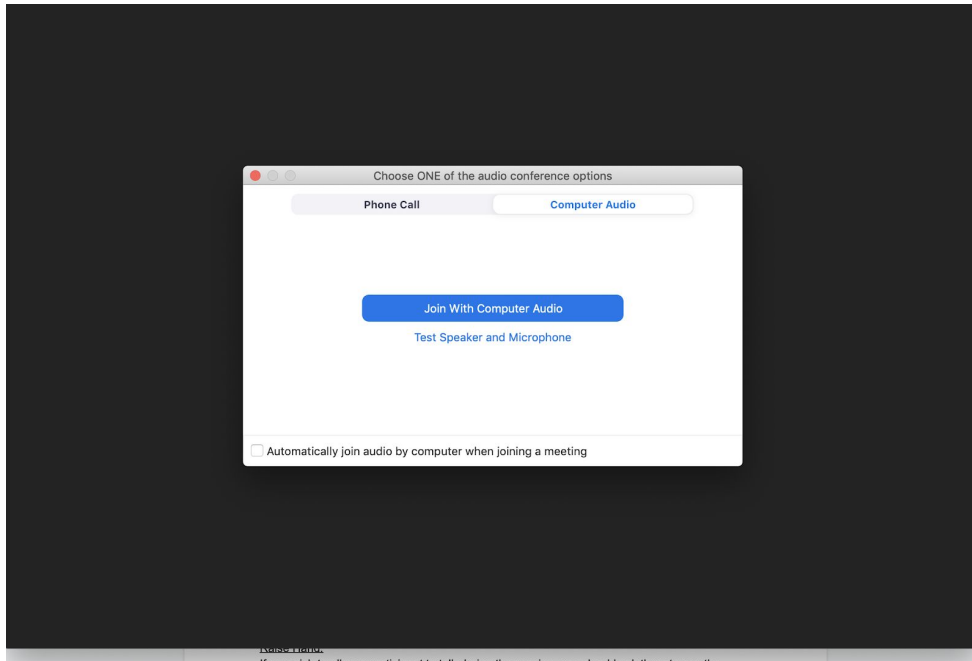
My Webinar

## Joining the Academy

Important: Please make sure to mention your name and surname when registering your username on Zoom so that we can easily identify you in the participants list during the live sessions.



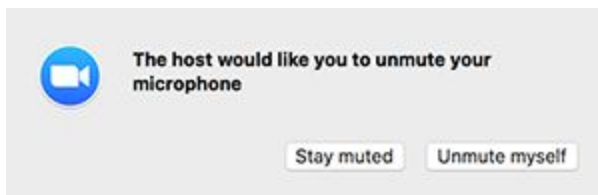
Audio Issues: Troubleshooting: Participants who have not previously selected “automatic” on their computer’s audio settings must click to allow their computer to use their audio when they sign in. It is relatively common that new Zoom users miss this step. If logging on using the Zoom app, a pop-up window should appear. If logging on via a web browser, this will be in the lower corner of the user’s window.



## Zoom controls

### Mute/Unmute:

Unmute/Mute: Once the Organizers give you permission, you can unmute and talk during the Academy. All participants will be able to hear you. If the Academy team invite you to talk, you will receive a notification.

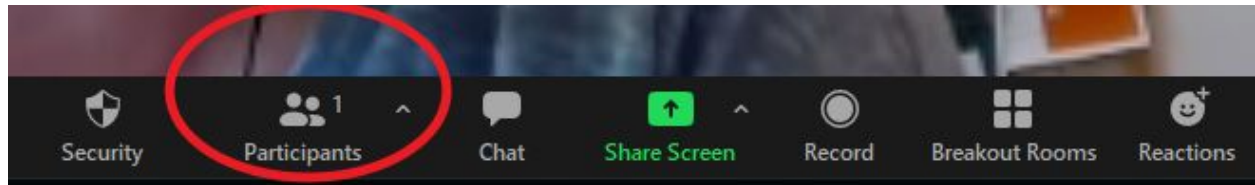


To raise your hand during the Academy:

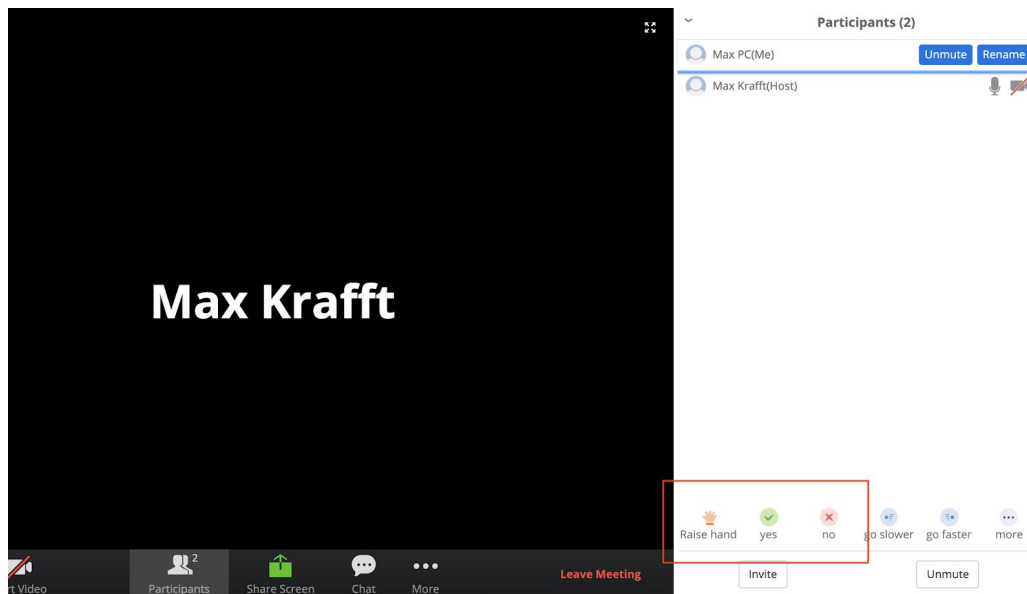


If you wish to ask a question during the session, you would need to use the “raise hand” feature. The Host or Co-host can unmute you to allow you to speak. You will “lower their hand” when you are done speaking.

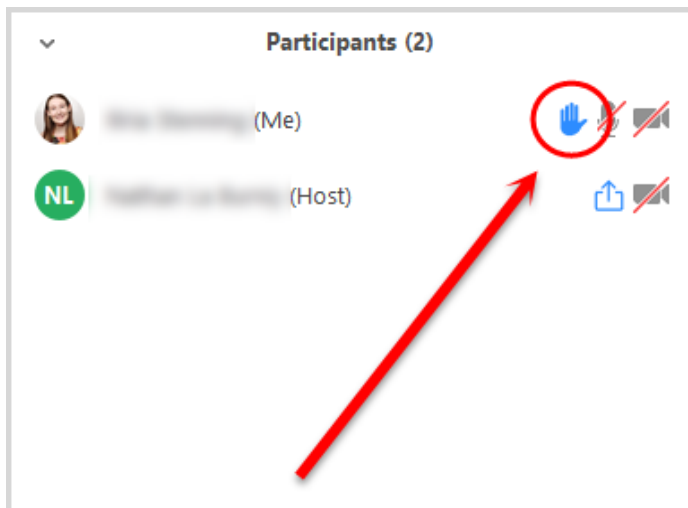
1. Move the mouse pointer to the bottom of the Zoom window. Click on Participants.



2. A list of the participants is displayed on the right. At the bottom of the list of participants you will find some symbols for activity. To ask for permission to speak, click the “raise hand” icon.

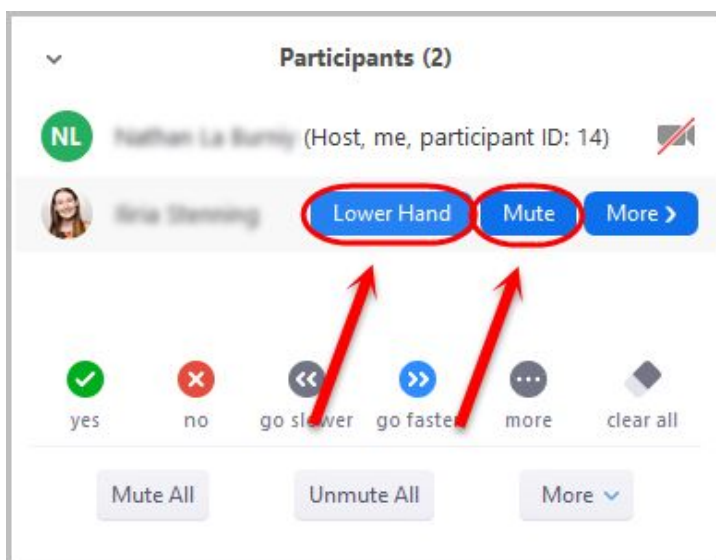


3. The hand icon will appear next to your name in the list, and the Organizers will let you speak when it's your turn.



Remember to turn on the sound when talking and turn off the sound again when you are done (mute/unmute). You can do this by clicking on the microphone icon next to the hand icon in the list.

If you change your mind and do not want to say something anyway, you can lower your hand by holding the mouse pointer over your name and click Lower hand.



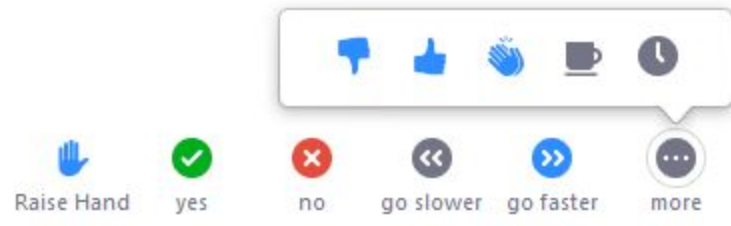
## Providing nonverbal feedback during the Academy



To provide nonverbal feedback to the Organizers:

1. Click one of the icons to provide feedback to the Academy team. Click the icon again to remove it.

**Note:** You can only have one icon active at a time.

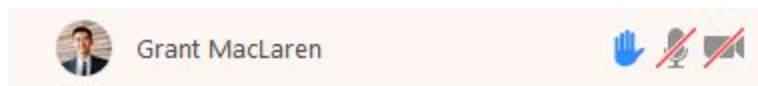


- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster

Additional icons are available by clicking the more button:

- agree
- disagree
- clap
- need a break
- away

The icon will appear next to your name in the participants list.

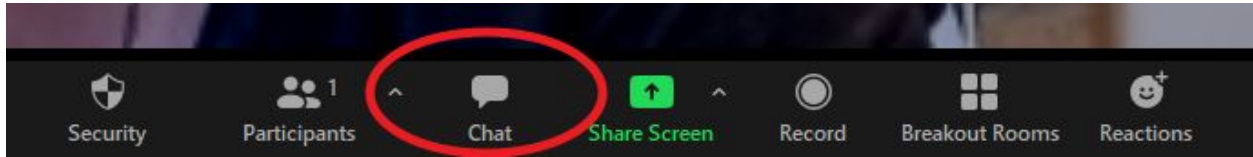


## Participate in the chat:

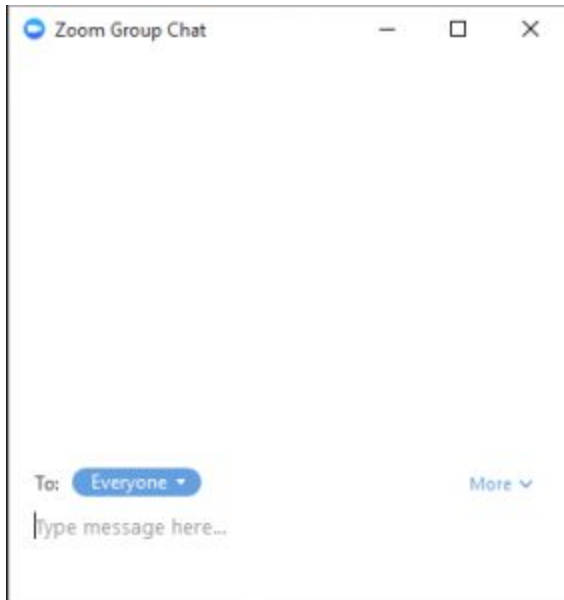
You will be able to use this feature only if the Organizers have enabled the chat.

In case there is a chat and you just want to send a message to one or all participants:

1. Move the mouse pointer to the bottom of the screen. In the menu bar that appears, click the Chat icon. If the Chat icon does not appear, click the More icon (three dots) to display more icons.



2. You will see the Chat window. All participants are displayed in the To drop-down menu, and you can choose whether the message you write should go to only one participant or to all.

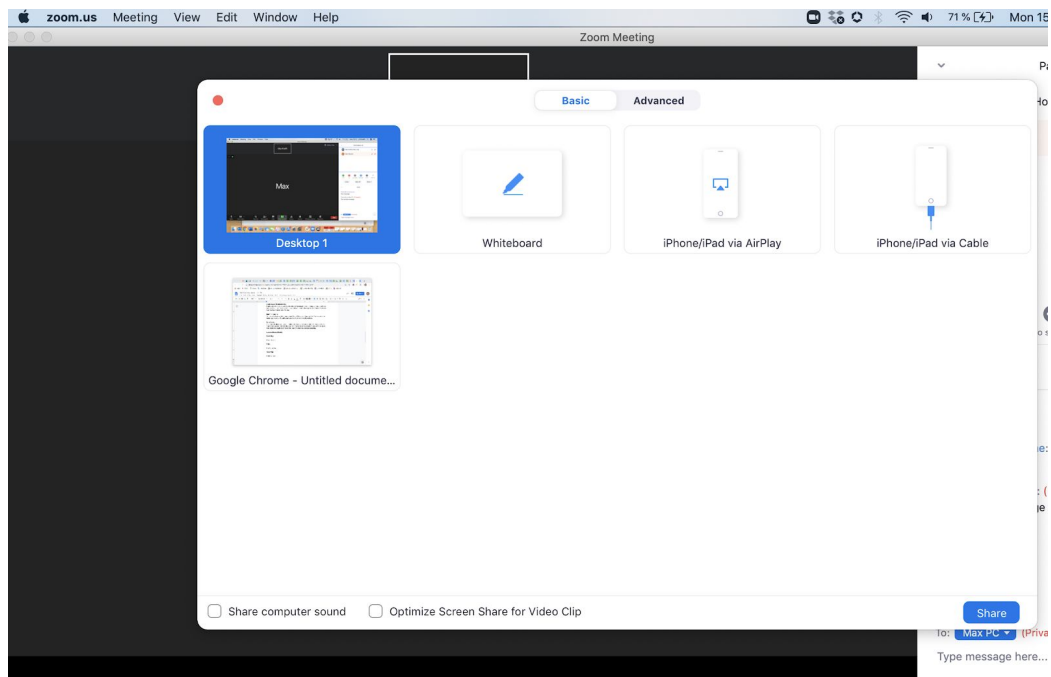


## Share your screen:

Only the Organizers can give you the right to share your screen. If you are authorized by the Academy team to share your screen:

1. Click Share Screen to start sharing. You will then get a pop-up prompting you to select whether you want to share an individual window, device, or your entire desktop.

**NOTE:** If you share your entire desktop and leave your desktop notifications active (ex: Slack, email, etc.) these notifications will appear on screen for anyone viewing, and will also show up in the recording. For this reason, it is recommended to only share the specific window on your desktop that participants need to see, or to disable all desktop notifications before beginning the Academy.



## Leave the live session

Click Leave meeting to leave the Academy once the session is over. If you leave, you can rejoin if the Academy is still in progress, as long as the Academy team has not locked the live session.