

# The SBT Guide to Zoom



Springboard Trust is now offering all programmes and workshops in a remote environment. To achieve this, we will be using the videoconferencing app Zoom.

## 1. We invite you

Your PM will send you an invite to a workshop, event or debrief.

The calendar event contains a link to the video call.

**A999 Emma's Test Booking**  
Mon 23/03/2020 1:30 PM - 7:30 PM  
Zoom02  
No conflicts

## 2. Join In!

When it's time for the call, click the link in your invite. It should be in the format of: **<https://zoom.us/12345678>**

This will open the meeting in your browser, or in the Zoom app if you have it - the app is preferred!

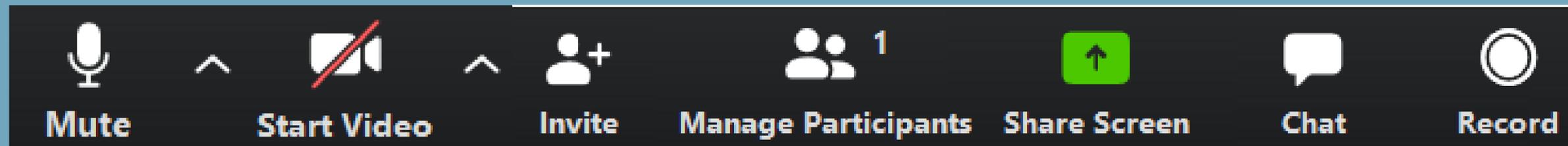
**You don't need a Zoom account to join - just click!**



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When you enter a Zoom meeting, you might be unfamiliar with what's happening - here's what you will see below the video chat, and what each of the buttons does!



## Mute / Start Video

Use these buttons to toggle your **audio and video** on and off.

Make sure to **mute your mic** when not talking, to minimise background noise!

## Invite / Manage

Your host can use these to **invite** other people or **manage** the group settings.

## Share / Chat / Record

**Share Screen** lets others see your screen - your host may use this for presentations or whiteboard sessions.

**Chat** is a text chat box - use it for comments and feedback without talking over others!

**Record** can record your session

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For many of you, video conferencing might be a new experience - here are some handy tips for making the most of the experience!

## Do:

- Come prepared - read your agenda in advance, and check your mic / sound is working.
- Use Chat or put up your hand to comment while someone else is speaking
- Mute your mic when not speaking to limit background noise
- Keep your video on - we'd love to see your face!

## Don't:

- Sit in front of a bright window - you'll look like a silhouette!
- Talk over others - it can be easy to miss valuable input on video calls, please be mindful!
- Worry - our Programme Managers are well-versed in Zoom and can help get you set up. Just get in touch!