

## Arts 4 Dementia Zoom Guide

### Opening Zoom:

- On a Computer or Laptop:

Click on the **Zoom Invitation Link**, Zoom will open on your internet browser.

- If you have not used Zoom before, clicking the link will automatically download Zoom (this takes a few minutes.)
- If you have used Zoom before, you will be automatically connected.

- On a Tablet, iPad or Smartphone:

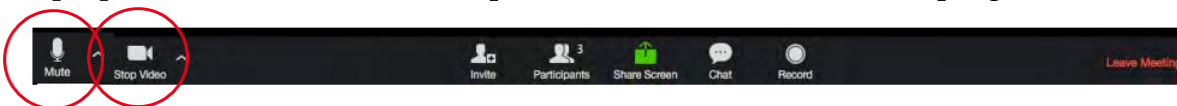
If you are using a phone or tablet, download the Zoom Cloud Meetings app.

- Go to the App Store (for iPhones and iPads) or Google Play (for Android phones and tablets).
- Click on the **Zoom Invitation Link**, you will be automatically connected.

### Zoom Controls:

- **Audio:** To control if other people can hear you in the meeting, you can click **Mute/Unmute**.
  - **Unmuted** - If the microphone has no red line, you are not muted and can be heard.
  - **Muted** - If the microphone has a red line through it, you are muted.
- **Video:** To control if other people can see you in the meeting, you can click **'Stop Video'** or **'Start Video'**, which is next to the audio function.

(On a computer or laptop these are in the bottom left corner of the screen on a computer or laptop, on a tablet, iPad or smartphone, the controls are in the top right-hand corner)



Often it is recommended that you keep yourself **muted**, unless there is a discussion or an interactive exercise which requires you to contribute – this ensures there is no background noise for everyone else.

### Gallery View/Speaker View:

The **Speaker View** and **Gallery View** button will allow you to change how you view the rest of the participants in the meeting:



- **Speaker View:** The video of the current speaker fills most of the screen and the videos of the other participants are in much smaller squares at the top of the screen.
- **Gallery View:** All the participants are visible, with each of their videos the same size.

(On a computer or laptop these are in the upper right-hand corner, on a tablet, iPad or smartphone, you can swipe left or right to switch between Gallery View and Speaker View)