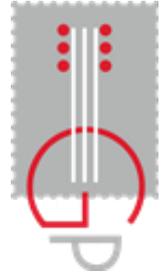


## INTRODUCTION TO ZOOM

It is important to have a microphone and speaker connected to your PC and possibly a webcam for video. Laptops and mobile phones already have them.



### HOW DOES IT WORK?

Download and install the Zoom Cloud Meetings app/program (free)

*Windows or Linux Computer:*

Go to the Zoom download page: <https://zoom.us/download>

Download Zoom Client for Meetings (which is the top one in a row of possible downloads). Install it on your computer.

*Android phone or tablet:*

Go to the Google Play Store, find the Zoom Cloud Meetings app and install it.

*iOS, iPhone or iPad:*

Go to the App Store and search for the Zoom Cloud Meetings app. Download and install it.

### LOGIN CONCERT

1. Click on the link in the email from Guitarists Podium
2. Click on: Join a Meeting
3. Enter the password when prompted
4. You will be taken to the waiting area of the Zoom meeting and admitted to the concert as soon as possible.

### BUTTONS

At the bottom of the Zoom screen, you will find a bar.

- To switch your microphone on or off, click on the microphone button. (**Mute**)

- To switch your camera on or off, click the video button (**start/stop video**).

Please participate with video on.

*With these buttons you can also adjust your audio and video settings, choose another speaker, microphone or webcam, if desired.*

- Ask your questions to the guitarists via the **Chat** button (bottom centre). Type your message and send it by pressing the Enter key.

- At the top right of the screen you can choose to have only the speaker on screen (Speakerview) or everyone on screen via small screens (Gallery).

- Do you want to leave the concert? Click on **Leave Meeting** at the bottom right.

**Please note: if you use two devices in the same room, make sure that the sound is switched off on one of them. Do this before you enter the concert, otherwise the sound will reverberate and echo for all visitors and that is very annoying.**

Have fun with Zoom and wish you great guitar concerts!