

## ZOOM Platform Manual - Organization of trainings in SYNERIGA project

### Table of contents

1. ZOOM SOFTWARE/PLATFORM .....	2
2. LOGGING IN TO ZOOM .....	2
3. WHAT IS IMPORTANT TO REMEMBER? .....	3
4. BREAKOUT ROOM - TEAMWORK .....	4
5. PROBLEMS WITH INSTALLING OR LOGGING IN TO ZOOM .....	5



## 1. ZOOM SOFTWARE/PLATFORM

### 1.1. If you **have not used** ZOOM before:

- 1.1.1. Please, install ZOOM on your own device. You can download the software – ZOOM Client for Meetings here: <https://zoom.us/download>

**Note:** The site is originally in English.

### 1.2. If you **have used** ZOOM before:

- 1.2.1. If you use Zoom on your computer, please make sure you update to the latest version.
- 1.2.2. You can see how to update here: [How to update Zoom](#)

**Note:** Only the latest version of Zoom Client for Meetings allows you to use all the functions. If you launch Zoom via browser, you may not be able to use some functions.

## 2. LOGGING IN TO ZOOM

- 2.1.1. You will get a link via email or ID (number and passcode) which will allow you to log in.

- 2.1.2. To connect to the training session you can:

- Join using ID (number and passcode).
- Using the link and join from your installed application, not your browser.

**Note:** Please do not log in to your own account, if there is one. You can only join a session using a link or meeting ID using the installed application.

- 2.1.3. Click on the link. A dialog box will appear:

- For MacOS and Safari: „Do you want to allow this page to open zoom.us?“. Click on „Allow“.
- For Windows and Google Chrome: „Open Zoom Meetings?“. Select „Open Zoom Meetings“.

- 2.1.4. In the next dialog **box please enter your name and surname**. Then click „Join Meeting“.

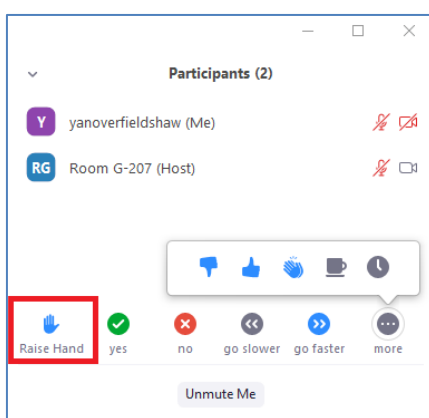
- 2.1.5. In the next dialog box please select „Join with computer audio“.

- 2.1.6. The platform is ready to use.

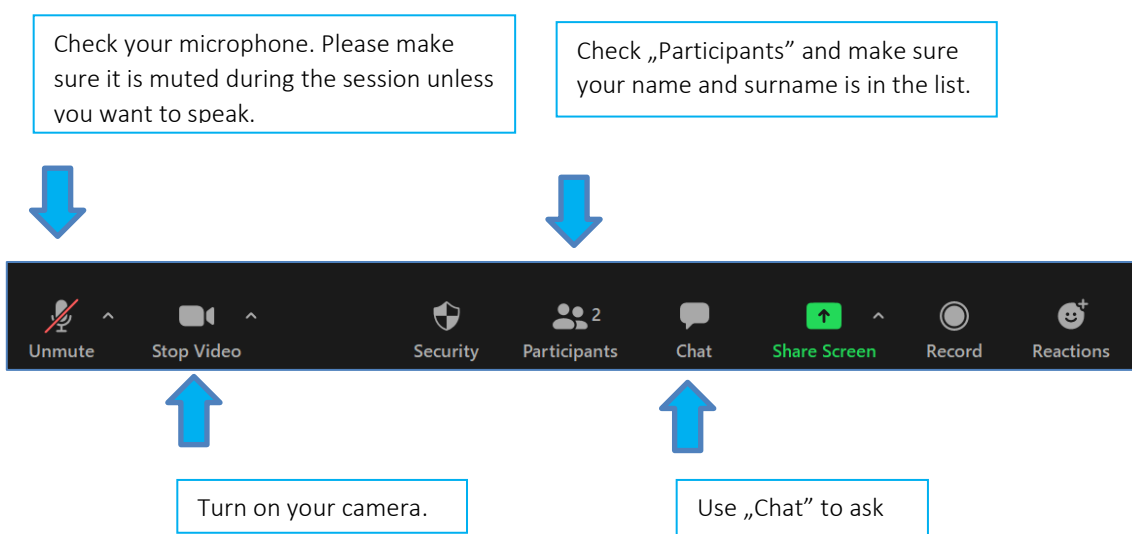


### 3. WHAT IS IMPORTANT TO REMEMBER?

- 3.1.1. When you join the meeting make sure you write your **full name and surname**.
- 3.1.2. The **camera should be turned on**. In order to ensure sound quality please **turn off your microphone**, unless you want to speak.
- 3.1.3. To ask questions please use **„Raise hand”**. Click on **„Participants”**; you can also type your question in the **„Chat”** or turn on your microphone to speak.



- 3.1.4. In **„Chat”** you can write your questions to all participants (to everyone) or you can choose to write privately to specific participant.

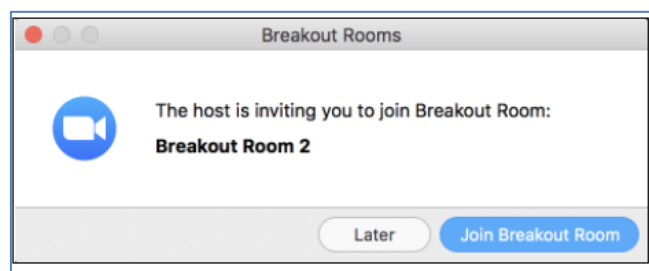


3.1.5. It is recommended to use a permanent internet connection.

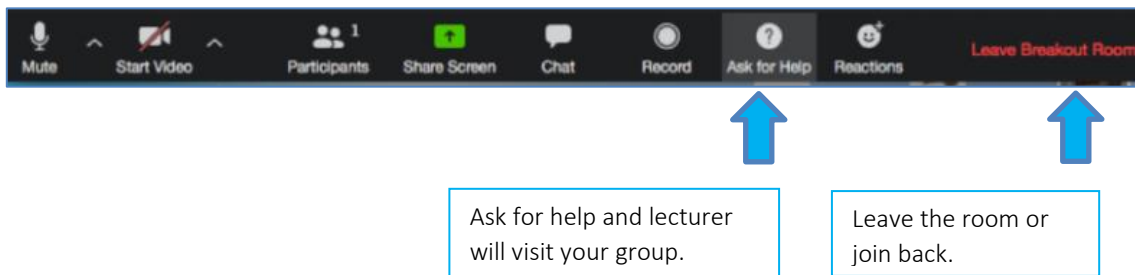
## 4. BREAKOUT ROOM - TEAMWORK

4.1.1. During the session you will be divided into groups. Therefore it is highly required that you are present during the group and pair work.

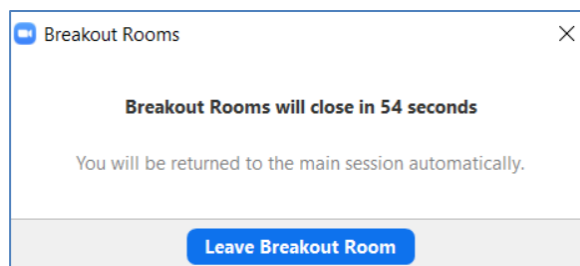
4.1.2. When breakout room will start, you will see notification.



4.1.3. While you are in the breakout rooms you can chat only with your room members. If you have question, you can ask lecturer to visit your room (ask for help) or you can return to the main session and ask your question in chat or use your microphone.



4.1.4. When group work is coming to finish you will see notifications telling you time that is left and when it is finished you will automatically return to the main session together with other participants.



## 5. PROBLEMS WITH INSTALLING OR LOGGING IN TO ZOOM

5.1.1. When you have technical questions during the session please write in „Chat”.

5.1.2. In case of any problems you encounter while installing or logging in to ZOOM, please contact us at:

- [synergia@ksap.gov.pl](mailto:synergia@ksap.gov.pl)

*Prepared by: SYNERGIA Team*



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