

## Guidelines for using

### What is Zoom?

During lockdown we've been working hard to organise lots of fun online activities so that you can still take part and socialise from the safety of your homes. Zoom is an online video app that we've been using to host sessions online.



We've put together these guidelines to help you get the most out of your Zoom sessions but also to make sure that you, and everyone else, can take part in the activities safely and feel comfortable doing so.

### 1. Choose the right spot

- You might find that you get better internet signal in certain rooms in your house. Try and pick a room that has good signal so that you get the best out of the session! This might be the room where your internet router is kept.



- Sit in a chair, on your sofa or at a table—don't join us from your bed or the bath!




- If more than one person in your house is doing the activity then you'll either need to share one device or sit in separate rooms on your own devices—otherwise we'll get a nasty echo when you both connect!

### 2. Set up your space

Before the activity starts think about what you'll need and get everything ready so that you're set for the start time and won't disrupt the session. What might you need to do?

- Go to the toilet. 
- Get a drink—you may get thirsty if there's lots of chatting involved!



- Sit somewhere comfortable.
- Have a pen and paper near you. 
- Check the activity details to see if there's anything else you need.
- Turn off your TV, radio, games console...Think about anything that might be noisy for others on the session.
- Put your phone on silent and don't answer any calls during the activity.



### 3. During the activity

- Remember to dress appropriately. This doesn't mean you have to wear a suit but do get dressed, as you would to attend one of your usual activities!



So no going topless, wearing your pjs or your dressing gown. And don't forget your camera's on so no changing outfits during a session!

- Make sure your camera and microphone are turned on by clicking on these buttons:



- Use your own name when you sign into the activity so we know who's taking part.

- Try not to interrupt or talk over people as this can get very loud and confusing! Wait until others have stopped speaking before you talk.



- Don't swear, shout or use language that might upset anyone else on the activity.

Remember that there will always be Innovate or SVC staff present during Zoom activities. If anyone doesn't respect these guidelines they will be removed from the activity. Let them know if you feel unsure or unhappy about anything—it's their job to make sure these guidelines are respected!

