

Joining a meeting

To join the meeting, **use the link that you have received in an e-mail “2021 GLOBE Regional Meeting for Europe and Eurasia Confirmation “.**

If you haven't received an e-mail with ZOOM access link, please contact Csilla Barkasz at csilla.barkasz@terezanet.cz.

After clicking the link, you will see a window with text:

“Please wait for the host to start this meeting” – in case the meeting has not started yet. Please wait for the meeting to start.

“Please wait, the meeting host will let you in soon” – if the meeting is already in progress. The host will let you in within a few moments.

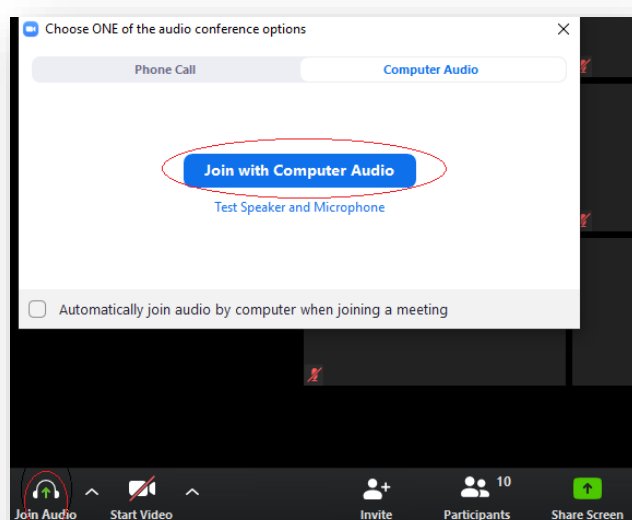
For detailed instructions on joining a Zoom meeting, please see video guide and article at:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

You have joined the call

A new window will appear with an ongoing call, you will see participants with the cameras turned on or black windows for those who have the camera turned off. You will see several boxes in the bottom bar.

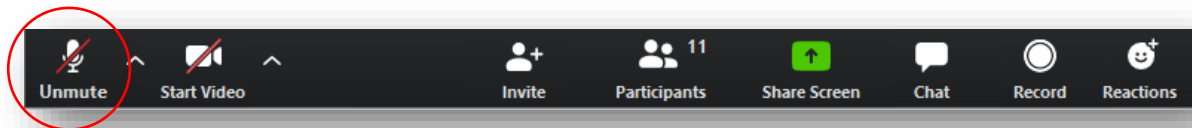
A window with text “Join with computer audio” will pop up automatically or after clicking on a picture of the headphones. Click on "Join with Computer Audio" to join with Computer audio.



In case of technical problems during the meeting, please contact the meeting host via chat.

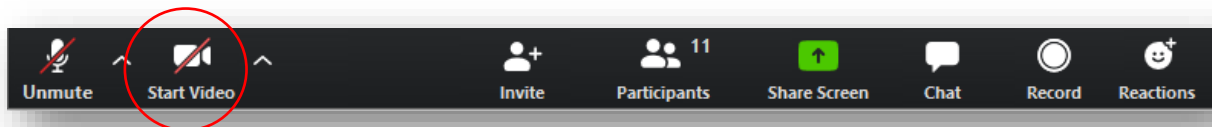
Mute/unmute microphone

Your microphone is connected, but everyone starts with a mute microphone (the microphone is crossed out). Click on “Unmute” to speak. **If you do not want to speak, keep the microphone muted.**



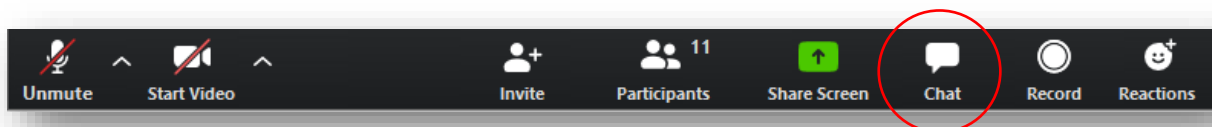
Camera on/off

You might also start a call with the **camera** off. Click “Start Video” if you want other participants to see you. The meetings will be recorded. **Stop your camera, if you don’t want to be visible in the record.**



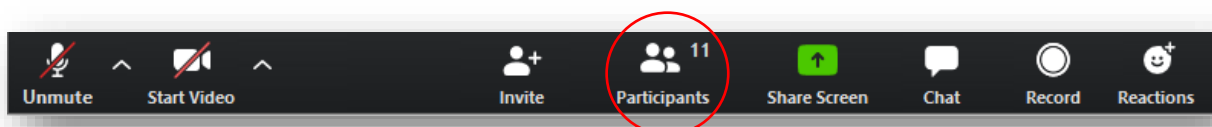
Chat

To ask questions or add comments, please use a chat window. To open the window, click on Chat button. The window will open on the right side of your screen. You can write to everyone or send private messages to other participants.



Participants

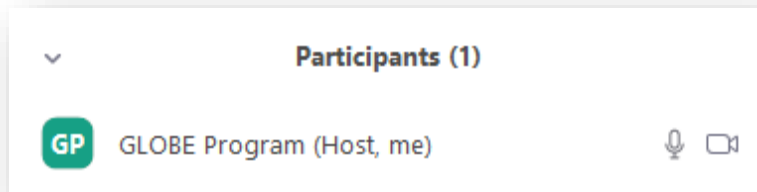
If you click on "Participants" on the right, you will see a window with all the participants in the call. You can also chat with them during the call – click on „Chat“.



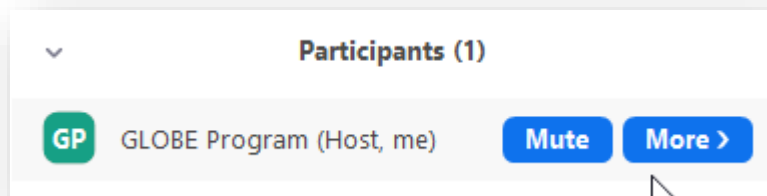
How to change you name

We will ask you to set your name in ZOOM to format: Name, Country. To change you name follow these steps:

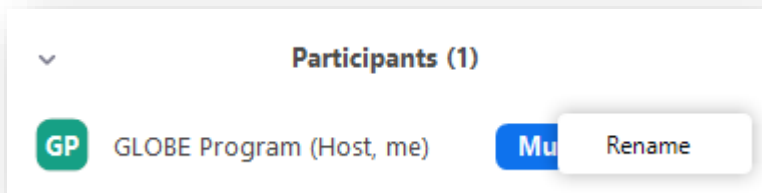
Step 1: Open participants list



Step 2: Mouse over your name to open menu



Step 3: Click on More and choose Rename



Step 4: Type your name and confirm

