**How to use Zoom**

If you haven’t used Zoom previously:

* Zoom is an online video conferencing tool.
* Zoom allows free access for anyone joining the meeting (Discovery SVS uses Swansea University licence so there is no cost to you to join).
* You will need an internet / data connected device such as a smart phone, laptop, tablet or PC to take part.
* Most devices will have a webcam and microphone, but if you don’t, you can still join and view the meeting but we will not be able to see or hear you (you should be able to use the text ‘chat’ function though)
* If you haven’t used Zoom before, when you click the link that we have sent you for the event, you may need to type your name (you may be prompted to download an app) - this will be visible to other people attending the event.
* If prompted, enter the ‘passcode’ which we sent to you as well.
* Please select ‘use computer video and audio’ when joining the meeting.
* Click ‘join’ or ‘launch meeting’ (By default, we have turned off attendees video and muted your mic for the event – you can find buttons to switch these on at the bottom of your screen, and we’d love to see you; but please remain muted unless invited to speak by the organisers to limit background noise).

For more information, visit: [Video Conferencing, Web Conferencing, Webinars, Screen Sharing - Zoom](https://zoom.us/)