## Some Important Issues Upfront:

1. Presenters should **open the files they wish to share <u>before</u> starting up and entering Zoom**.

2. It is important to enter the meeting using the link in the invitation e-mail:
   Join Zoom Meeting
   https://uni-due.zoom.us/j/93860410643?pwd=SndacXQvOHpVUmJvcEI2bUxDZE02Zz09

3. Please join the meeting using **your real name and surname** (for attendance purposes).

4. If you experience **audio problems**, you may need to **change browsers** to get uni-due.zoom to work properly.

5. It's very important to <u>**MUTE**</u> **YOUR MICROPHONE** as soon as you enter the meeting room to prevent feedback for all participants:

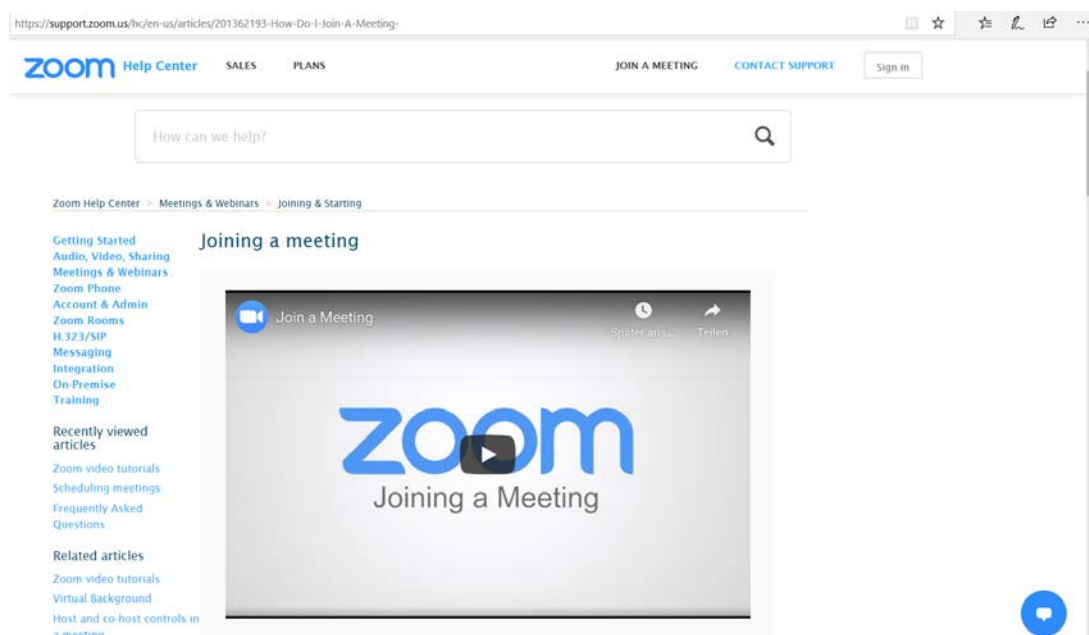 | The muted mike icon is crossed out in red: |
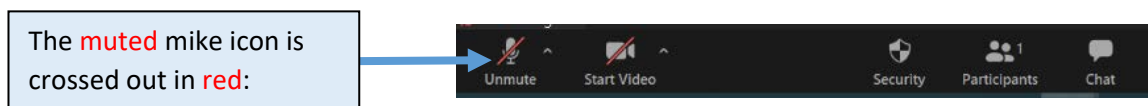
6. **Only unmute** the microphone if you are presenting, hosting, or have been indicated to speak (the unmuted mike icon is then black).

7. Use the **Chat function** to communicate to the whole group e.g. for troubleshooting or indicating you wish to speak, raise a question, share your screen etc.
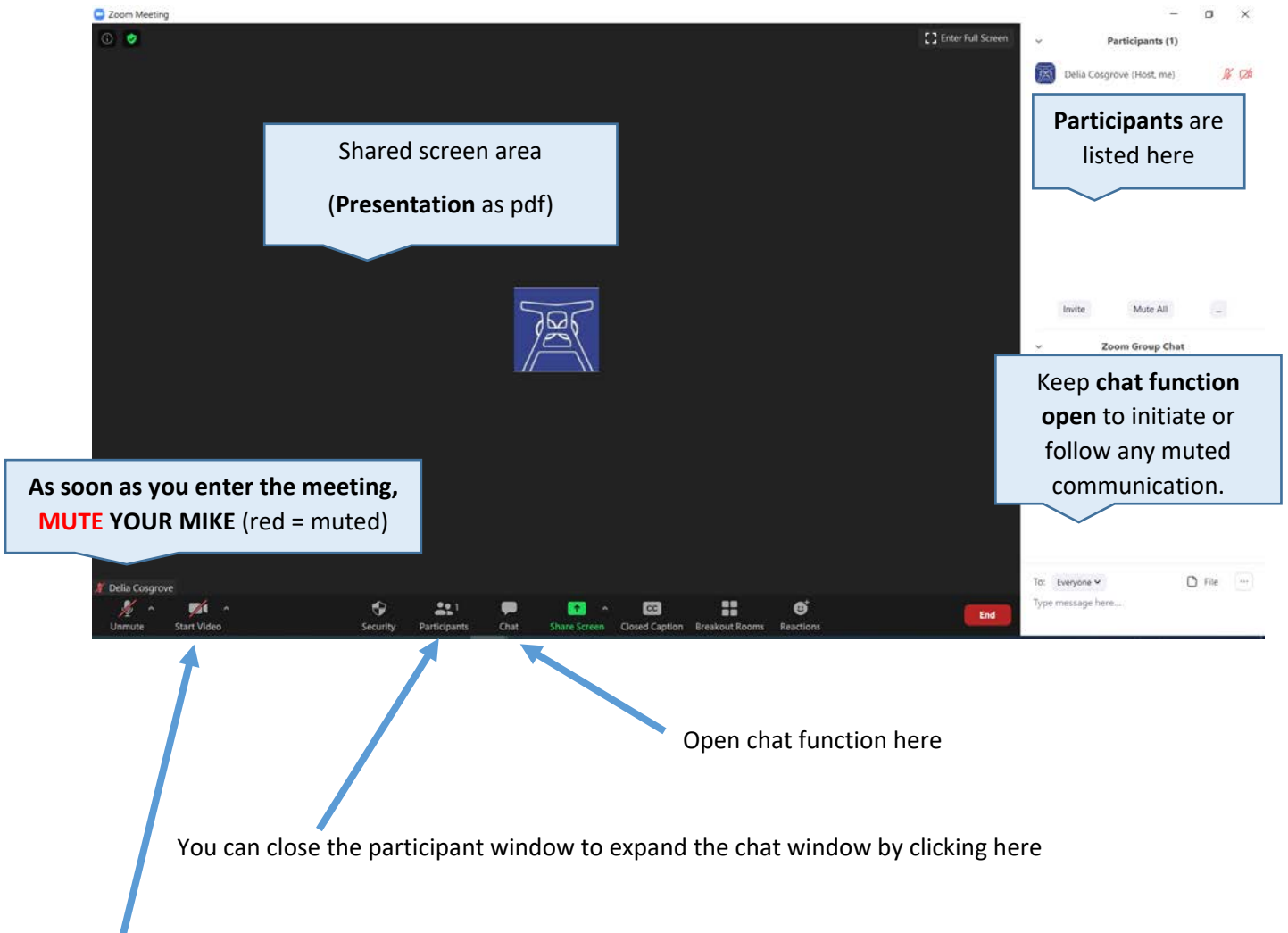
Joining a Meeting:

Here is a **Zoom video tutorial** to get you started:

https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-

Zoom Meeting Room Layout:

Shared screen area

(**Presentation** as pdf)

Participants are listed here

Keep **chat function open** to initiate or follow any muted communication.

As soon as you enter the meeting, MUTE YOUR MIKE (red = muted)

Open chat function here

You can close the participant window to expand the chat window by clicking here

Use of Video/Camera during Zoom Webinars:

The <u>host</u>, <u>presenters</u>, and <u>those participants currently posing a question</u> during discussions are encouraged to switch on their camera/video for human interaction during the webinar. All others should mute this function so as not to overload the platform, especially for larger groups.


Presenters of lectures and seminars can **loan headsets and cameras** from BIOME for their scheduled talks. Please just contact Delia by mail a couple of days beforehand at biome@uni-due.de to arrange this.

Uploading a Presentation (preferably as pdf not pptx):
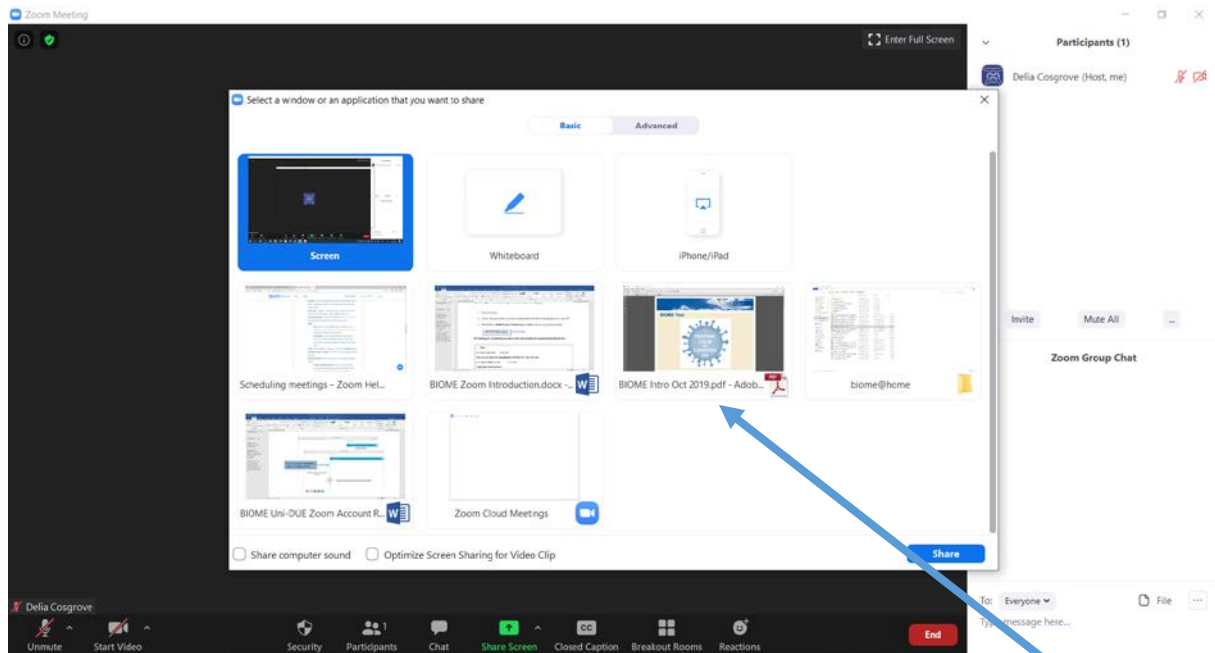
1. Click on Share Screen icon

2. Click on the presentation you wish to share (which should already be opened on your PC)

3. Remember to **UNMUTE your microphone** just before you start your presentation:

UNMUTED mike icon is **not crossed out**
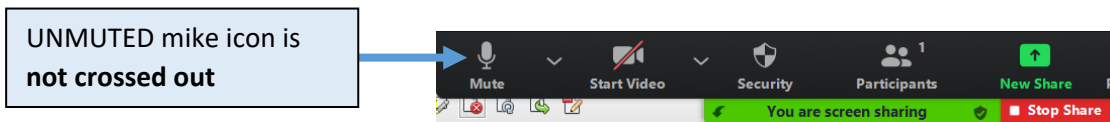
The hosting SC should keep an eye on the chat window for questions/problems etc.:

| Chat |
|---|
| Von Adam Ant an alle: 11:22 AM |
| **Hey, can you check your microphone's switched on? I can't hear you.** |
| Von Brigitte Bardot an alle: 11:22 AM |
| **I can't hear anything either…** |
| Von Christopher Columbus an alle: 11:41 AM |
| **Could I ask the speaker a question, please?** |
| Von Doris Day an alle: 11:43 AM |
| **I have some highly relevant new data on that topic that I'd like to share with you. Could we switch to my screen for a moment, please?** |

Stop Sharing your Screen:

This button can be used to stop sharing your screen:
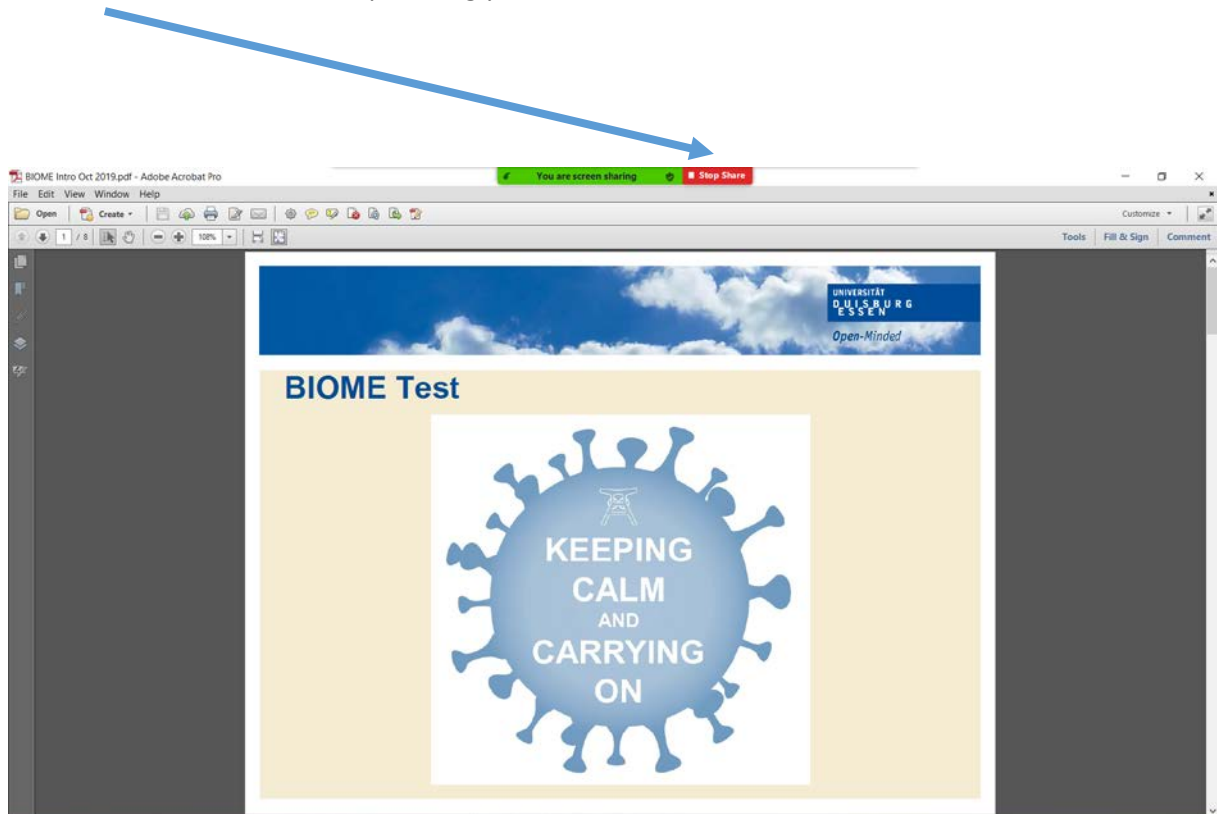
If this button doesn't work or appear at the top of your screen, then just briefly exit the meeting room and re-enter again.

BIOME Attendance (for accreditation purposes):

The **hosting scientific coordinator** will take a screenshot of all meeting attendees at a random, undisclosed time point during each BIOME lecture or seminar webinar session and send these to Delia after the meeting for doctoral accreditation purposes.

We would like to wish you all the best possible "biome@home" experience.

Glück auf, and stay healthy!