

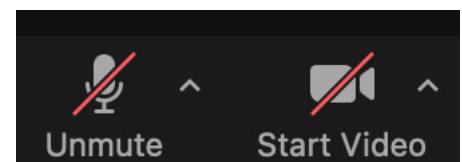
## Technical information using Zoom

### Log in to the meeting

Click on the Zoom-link provided. Choose to open via your app on your computer (recommended) or connect via your browser. You do not need to have your own account to participate. If you use a tablet or mobile, you need to have the application downloaded. Computers are recommended as you get a bigger picture when pictures and speakers are displayed, plus you can see the chat and the meeting itself at the same time.

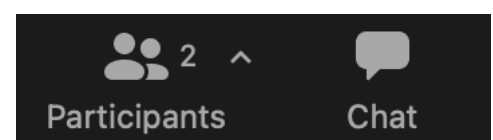
### Microphone and camera

When you enter the meeting, your microphone is muted. In the lower left corner, when you are logged in to Zoom, you will find a microphone and camera. According to the image to the right, the sound is muted and the camera is inactivated. Please keep both camera and microphone off if you are not presenting.



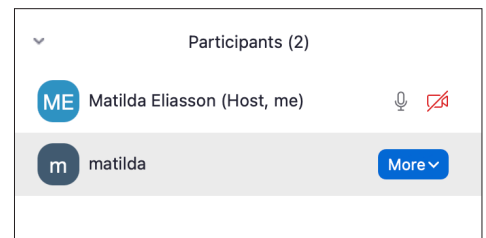
### Chat

You will find the chat icon in the lower part of your window. If you press the icon (see right), the chat opens. There you can choose to write your question or something else you want to communicate with us. If you have a technical question, we will answer it in the chat. Please wait and ask questions regarding the presentation until the Q&A slot at the end of each presentation.



## Change your name

In the lower panel you will see the button for participants. If you press it, you will see all participants in the meeting. There you can also change the name by pressing "More", the same function in tablet and mobile. Feel free to write your name and which organization you represent.



## Display mode

We recommend that you have the "Speakers view" display mode activated as shown above. Then you see the speaker in full picture. When a lecturer shares a screen, we suggest you have "Side-by-side: Speaker". Then you can see both the shared page and the speaker. Change the settings in the upper right corner via "View mode" and selecting "Side-by-side: Speaker".

