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ORGANISATION AND IMPLEMENTATION OF TRAINING ACTIVITIES ON

VETERINARY AND FOOD SAFETY IMPORT CONTROLS IN BORDER INSPECTION POSTS – CONTRACT 2016.96.01

UNDER THE "BETTER TRAINING FOR SAFER FOOD" INITIATIVE

ZOOM USERS' GUIDE

VIRTUAL CLASSROOM

Project implemented by:





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Dear Participant,

The BTSF Virtual Classroom training session that you will attend will be organised on [Zoom](#).

This users' guide aims at helping you familiarize with Zoom and understand how to use the different functionalities available during a meeting. **Please carefully read this document.**

In addition to this guide, in order to help you further prepare and feel comfortable, you will have the possibility to join the Event Manager on Zoom **the week before your planned training session** and **run tests** with him/her, **train** and **ask questions**. The Event Manager will be available “on call” on Zoom several office hours a day on several days of the week prior your virtual classroom training session. The days and hours of these “on call” sessions as well as the details (link, etc.) to join him/her on Zoom will be **communicated to you upon registration**.

Requirements

To attend the Virtual Classroom on Zoom, you **need**:

- A computer
- The **Zoom Desktop Client Application** installed on your computer OR a reliable internet browser (preferably Google Chrome or Mozilla Firefox)*
- A good and stable internet connection – **high broadband** wired or wireless
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam – built-in or USB plug-in

For **general** information on Zoom, please check [here](#).

For further details on the **recommended system** requirements, please check [here](#).

For **video tutorials** for Zoom, check [here](#).

*Please note that your experience on Zoom will be slightly **different if you attend** the Zoom meeting on the **Desktop Client Application** or via your preferred **Web-browser**:

- In the way you join a meeting: [Desktop Application - Browser](#)
- In the way you can interact non-verbally with the rest of the audience (raise hand, non-verbal feedback and meeting reactions): [Desktop Application - Browser](#)
- In your possibilities when it comes to sharing content: [Desktop Application - Browser](#)
- In what you can do when viewing another attendee's shared content: [Desktop Application - Browser](#)

Ground rules during BTSF virtual classroom sessions

- Join the Zoom meeting **on time** and come **prepared**. **Be prompt** in arriving to the meeting and in returning from breaks.
- Keep your **microphone muted** unless being given the floor to speak.
- **Raise your hand** via the meeting non-verbal reactions to ask for the floor and wait until the Event Manager invites you to unmute before speaking.
- Be ready to **turn your camera on** for few seconds upon request several times a training day.
- **Follow all the instructions** you will be given by the Event Manager and the tutors, especially when **moving to breakout rooms**.
- If you have any doubt on what to do or experience troubles fulfilling tasks you have been assigned, please **address the Event Manager immediately** (either by phone, via [private messages](#) in the chat or by using the “[Ask for help](#)” button when in breakout rooms).



1. Join a Zoom meeting

You can join a Zoom meeting either

- on your computer desktop [using the Zoom application](#) or
- directly [through your web browser](#) (preferably Google Chrome or Mozilla Firefox)

Please note that, in any case, a Zoom account is **not required** if you are strictly joining Zoom Meetings as a **participant**.

If someone invites you to a meeting, you can join as a participant **without creating an account**.

A Zoom account is **only required** if you need to **create your own meetings** and send invitations to participants.

1.1. On your computer, using the Zoom Desktop Client Application

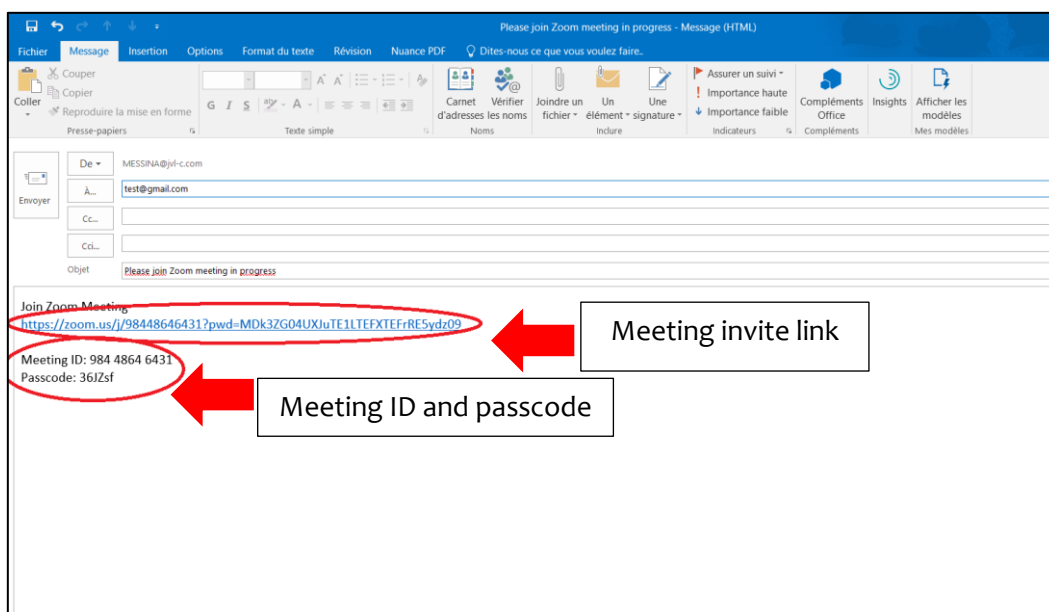
Video tutorial: click [here](#)

If you want to attend a Zoom meeting on your computer desktop using the **Zoom Desktop application**, you can download it [here](#) and install it. The process is quick and easy to complete.

Once the application is installed on your computer, you can join a Zoom meeting either

- via a [meeting invite link](#) or
- with a [meeting ID or by passcode](#)

You will find these in the **invitation email sent to you by the organisers** prior to the start of the online meeting (see picture below)

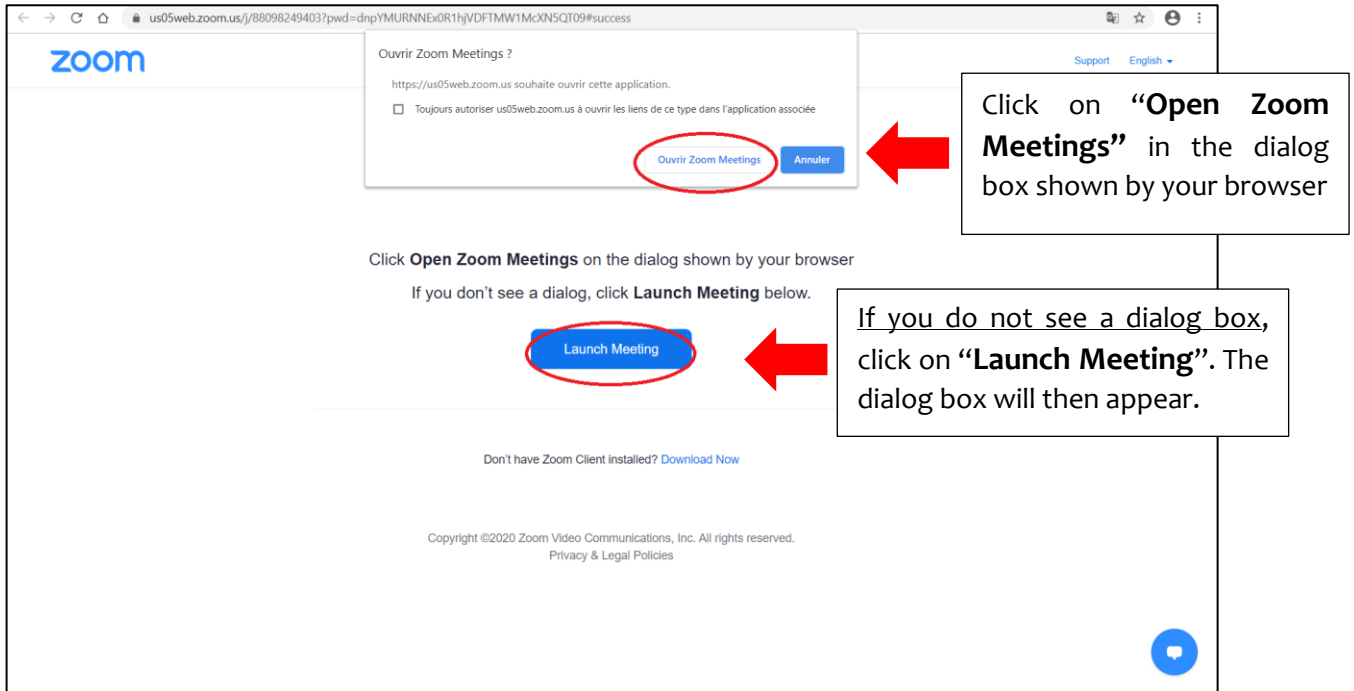


Example of invitation email sent by the organisers to the participants



1.1.1. Joining a Zoom meeting room via a meeting invite link

1. Click on the received by e-mail from the organisers (see picture above), your browser will open a new webpage (see picture below).

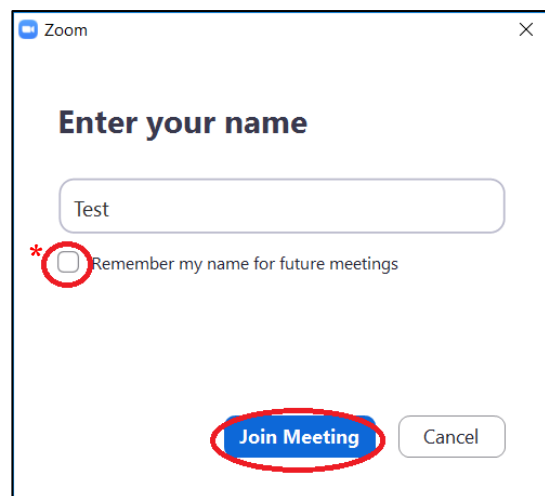
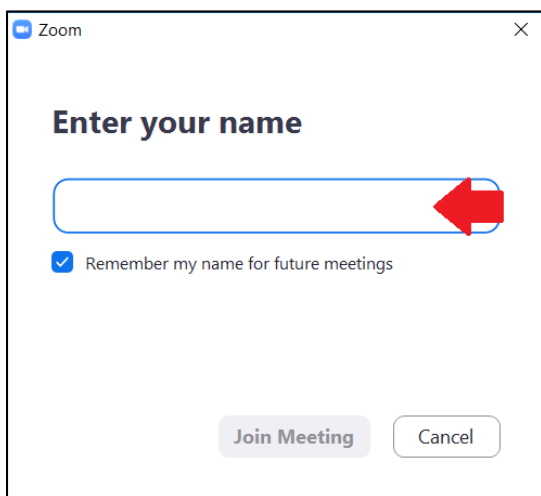


Example on Google Chrome

2. After clicking on “Open Zoom Meetings” or “Launch Meeting”, the Zoom application on your computer will open. Enter your name.

3. Once you have entered your name, click on “Join”

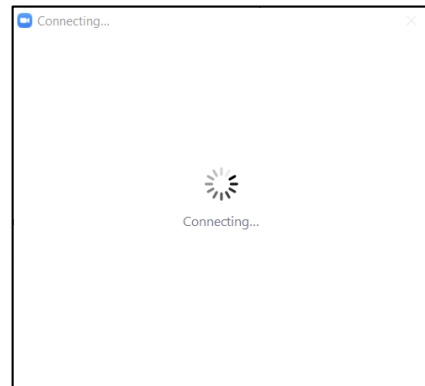
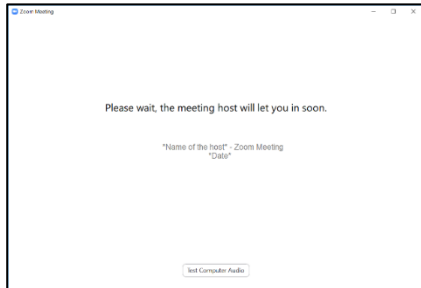
* Before joining, you can choose to let the system remember your name.



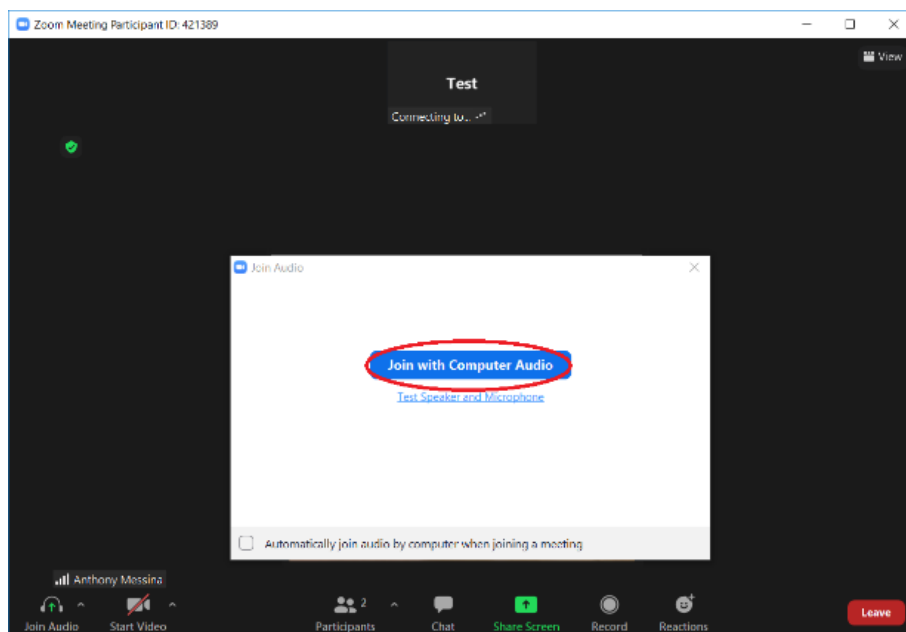


4. Once you have clicked on “Join Meeting”,
the host will let you in the virtual meeting
room. You may have to wait a few minutes.

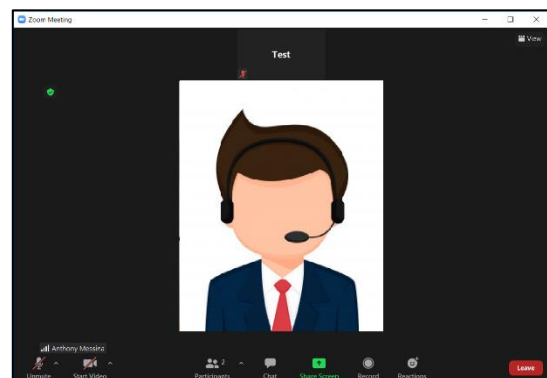
5. Once the host has accepted your request to
enter the virtual meeting room, Zoom will be
connecting.



6. When you enter the virtual meeting room, a “Join Audio” dialogue box may pop up on your
screen. Click on “**Join with Computer Audio**”



7. You are now connected on the virtual meeting
room. Your microphone is **muted** and your video
camera turned **off**.
You can see the host/speaker on the screen.

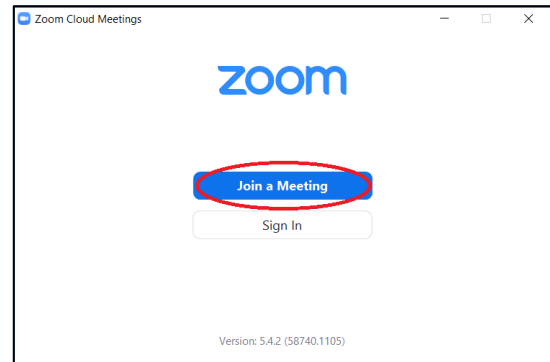




1.1.2. Joining a Zoom meeting room with a “meeting ID” and “passcode”

1. Open the Zoom application on your computer and click on “Join a Meeting”

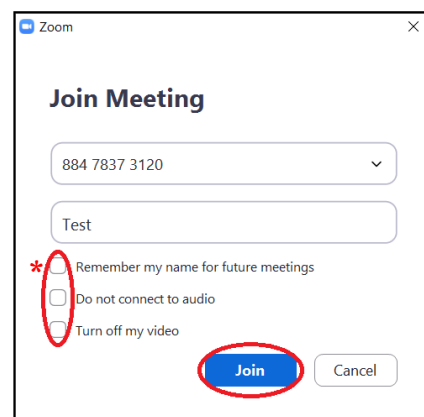
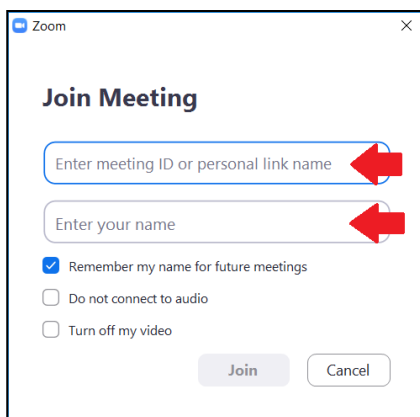
Signing in is optional. As a participant to a Zoom meeting, you **do not need to have a Zoom account** to join



2. Enter the “meeting ID” (provided to you by the organisers in the invitation email) and your name

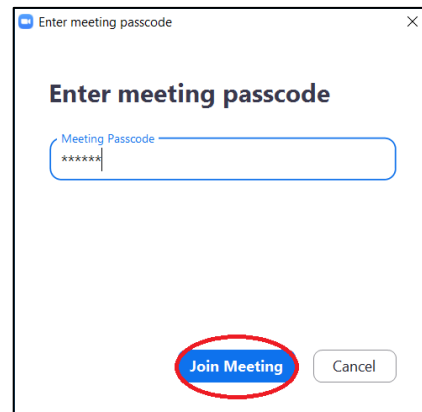
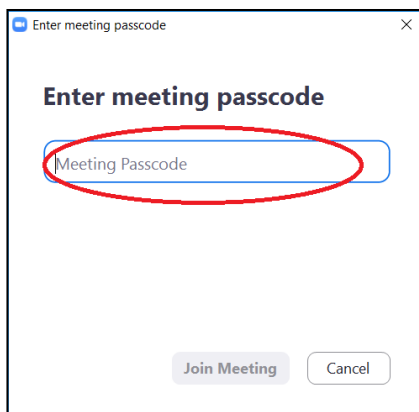
3. Once you have entered the “meeting ID” and your name, click on “Join”

*Before joining, you can choose to let the system remember your name, not to connect to audio and to turn off your video



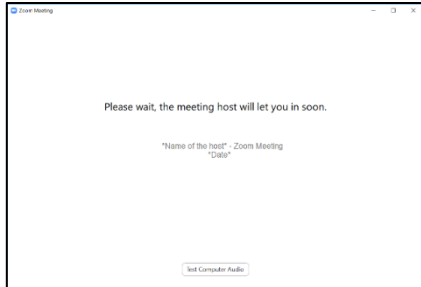
4. Enter the **meeting passcode** provided to you in the same email as the “meeting ID”

5. Once you have entered the meeting passcode, click on “Join Meeting”

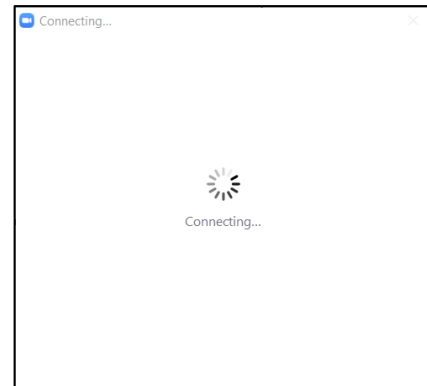




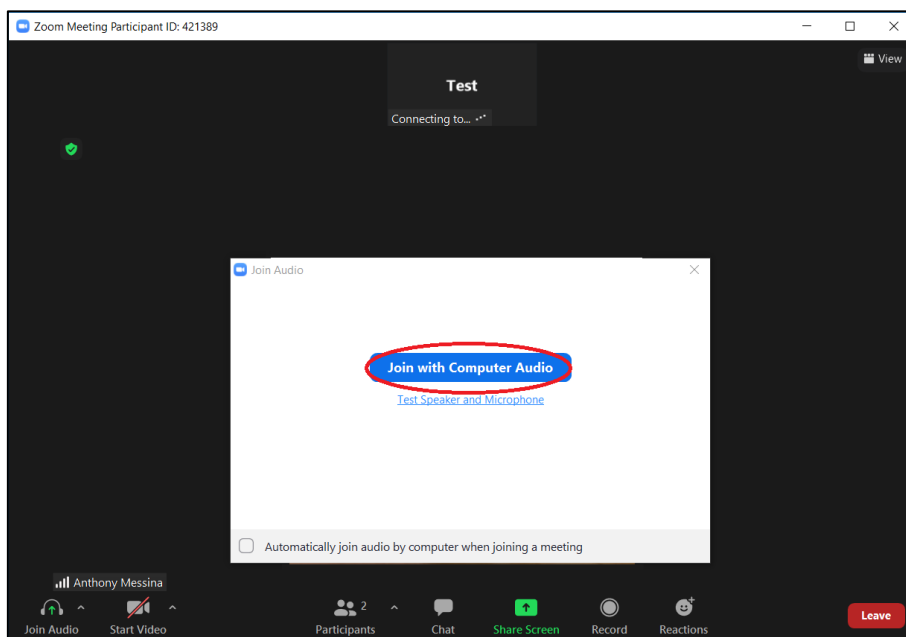
6. Once you have clicked on “**Join Meeting**”, **the host will let you in** the virtual meeting room. You may have to wait a few minutes.



7. After the host has accepted your request to enter the virtual meeting room, Zoom will be connecting.

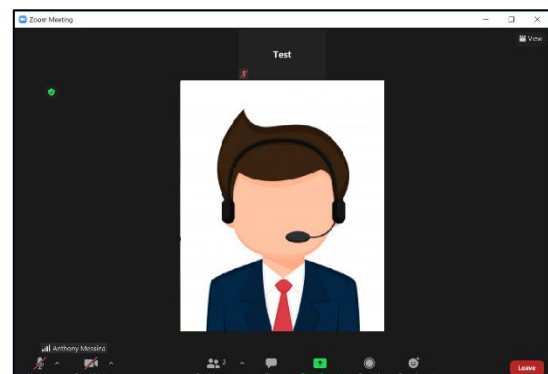


8. When you enter the virtual meeting room, a “Join Audio” dialogue box may pop up on your screen. Click on “**Join with Computer Audio**”



9. You are now connected on the virtual meeting room. Your microphone is **muted** and your video camera turned **off**.

You can see the host/speaker on the screen .



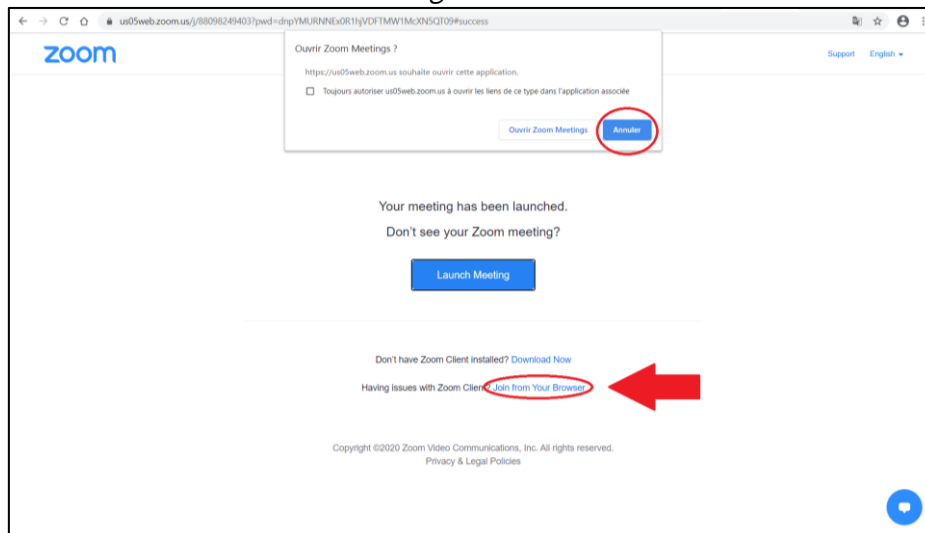


1.2. On your computer desktop, through a web browser

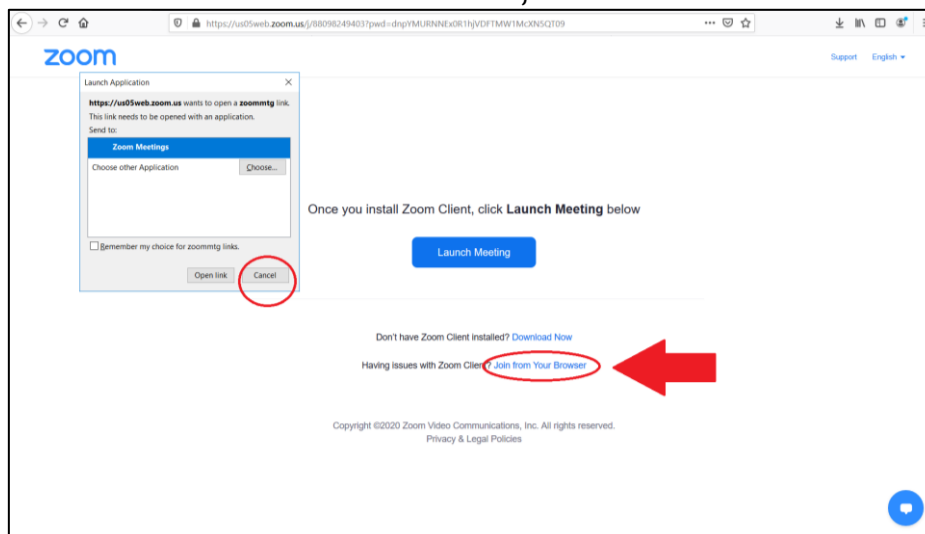
If you do not want to download the Zoom application and install it on your computer desktop, you can **directly join a Zoom meeting through your web browser** (preferably Google Chrome or Mozilla Firefox).

- Click on the **meeting invite link** received by email from the organisers.
– Your browser will open a new webpage.
– The page might urge you to download/open the Zoom application.
– If so, ignore by clicking on **“Cancel”**
– Click on **“Launch meeting”**
– The page might urge you again to install/open the Zoom application. **Ignore it again.**
– A new message will appear at the bottom of the page: **“Having issues with Zoom Client? Join from Your Browser”**
– Click on **“Join from Browser”**

Google Chrome

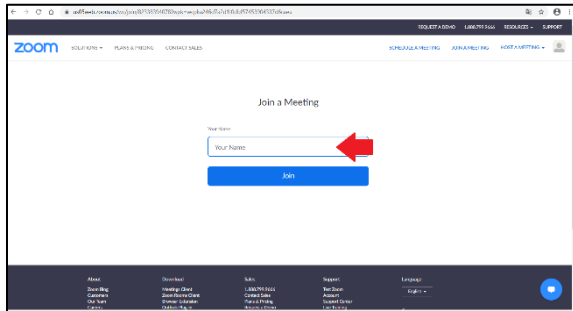


Mozilla Firefox

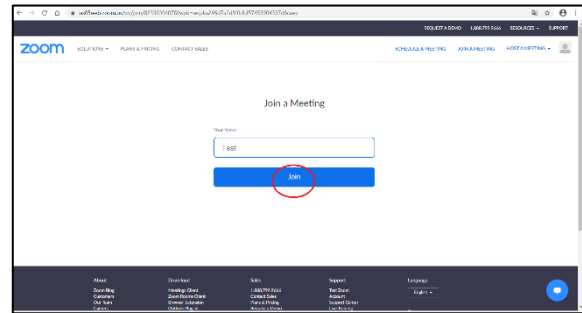




2. You will be moved to the “Join a meeting” page. Enter your name



3. Once you have entered your name, click on “Join”

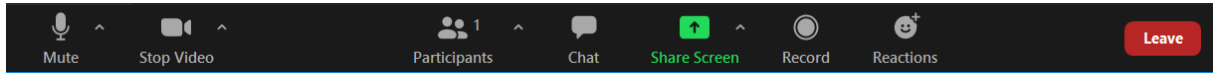


The next steps to join a Zoon meeting room through a browser are the same as when joining with the Zoom Application. Please follow the instructions 4 to 7 [here](#).



2. During a Zoom meeting

Once you have joined a Zoom meeting, the Zoom toolbar will appear across the bottom of the screen:

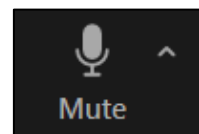


With the Zoom toolbar, the participants to a Zoom meeting have access to various features.

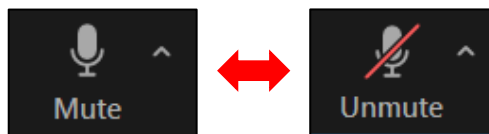
2.1. Mute/Unmute your microphone

Video tutorial: click [here](#)

To mute yourself during a Zoom meeting, click on the “**Mute**” button (which looks like a microphone) on the toolbar.



The Mute icon will change into a crossed-out microphone and the text will now say “**Unmute**”. Your microphone is now turned off and no one on the call can hear you.



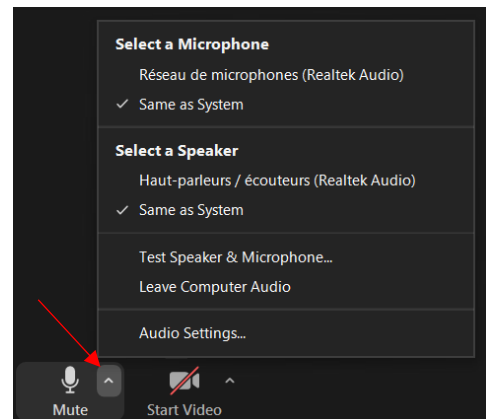
To turn your microphone back on, click on the “**Unmute**” button.

By clicking on the “up arrow” on the right of the Mute symbol, you can access the “Audio Controls” menu.

It allows you to:

- change the microphone and speaker that Zoom is using on your computer
- Test your Speaker and Microphone
- Leave the computer audio
- Access the full audio settings.

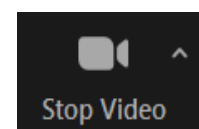
*Unless you are using an external microphone and external speakers, make sure to select “**Same as System**” for both.



2.2. Turn your camera ON/OFF

Video tutorial: click [here](#)

To turn your camera off during a Zoom meeting, click on the “**Camera**” button (which says “**Stop Video**”) on the toolbar.





The Camera icon will change into a crossed-out camera and the text will now say “**Start Video**”. Your camera is now turned off and no one on the call can see you.

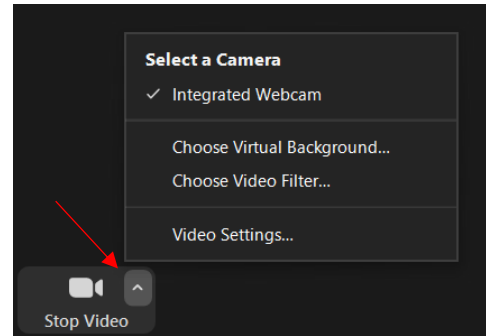


To turn your camera back on, click on the “**Camera**” button again.

By clicking on the “up arrow” on the right of the Camera symbol, you can access the “Video Controls” menu.

It allows you to:

- change the Webcam that Zoom is using on your computer
- Choose a Virtual Background and Filters
- Access the full video settings.



*Unless you are using an external Webcam, make sure to select “**Integrated Webcam**”.

2.2.1. If you do not appear clear on camera

There are several Zoom background troubleshooting tips to try. They mainly center on two things: the quality of your camera, and the ability to tell the difference between you and your background.

- **Find a better spot in your home or office.** If your face or shirt is close in value to the wall behind you (like a pale face and a light colored wall) your camera may have a hard time figuring out what is the background versus what is you. You can move to a different colored wall, change your shirt, or even hang a large, solid colored sheet behind you. There is a chance you will fix this and your camera still may not fully sense your background.
- **Fix your lighting.** Again zoom could be having a hard time figuring out what is the background and what is you and your shirt. Facing a window or having a lamp shining on your face may help.
- **Change your clothes.** If your zoom background is showing up on your shirt it is probably because your shirt doesn't stand out enough from your background. It could be a light pink top and a light beige wall, but to a computer trying to pick out the foreground and the background, they are the same “value” or tone.
- **Try a different device.** We found that if we use the zoom virtual background feature on different devices, even on the same desk, we have varying degrees of success on each one. This is because the camera on one device may be better, newer or stronger than the other device.

2.3. Raise your hand, non-verbal feedback & meeting reactions

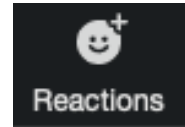
During a Zoom meeting, to communicate without interrupting the meeting you can **raise your hand**, **provide non-verbal feedback** and **react with an emoji** (the last one is only possible if you attend the Zoom meeting via the Zoom Desktop Application).



2.3.1. On the Zoom Desktop Application

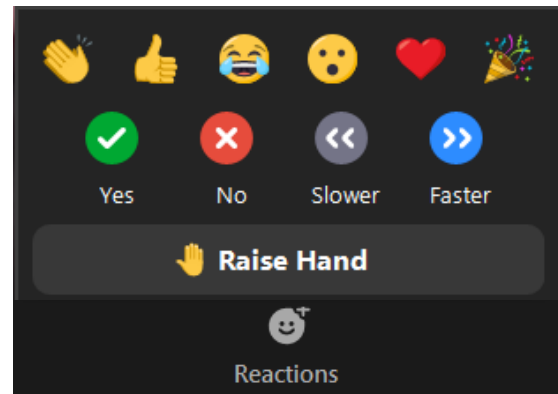
Video tutorial: click [here](#)

Click on the “**Reactions**” button location on the right-hand side of the Zoom toolbar located at the bottom of your screen.



A small window with reaction/feedback buttons/emojis will appear. Click on the reaction that you would like to send:

- Clapping Hands
- Thumbs up
- Tears of Joy
- Open Mouth
- Heart
- Party Popper (Tada, Celebration)
- Yes
- No
- Slower
- Fast
- Raise/Lower Hand*

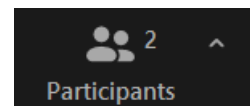


The selected reaction/feedback will be **displayed on your camera window** on the main Zoom meeting room screen AND **next to your name** in the participants list. The reactions/feedback will automatically disappear after 5 seconds.

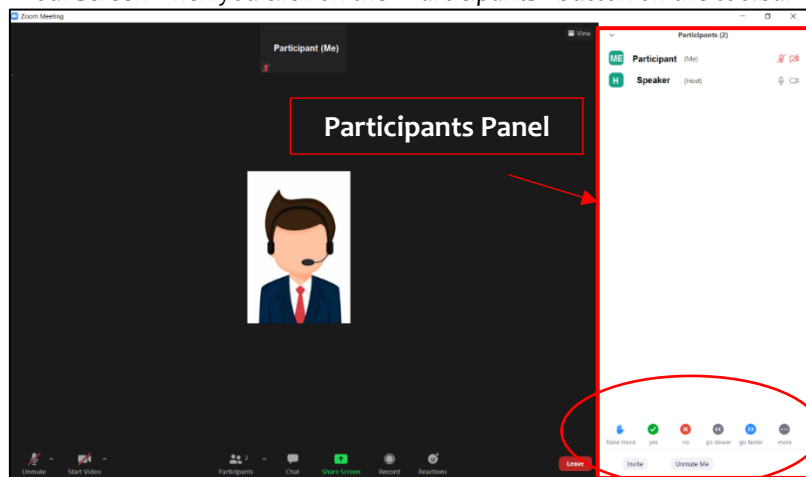
*Please note that contrary to the other non-verbal feedback/reactions, the “Raise Hand” feedback will not automatically disappear 5 seconds after you clicked on the “Raise Hand” button. You will need to lower your hand “manually” by clicking again on the button.

2.3.2. On your Web Browser

To raise your hand and/or provide non-verbal feedback during a meeting, click on the “**Participants**” button on the Zoom toolbar at the bottom of the screen. The Participants panel will open on the right-hand side of the screen.



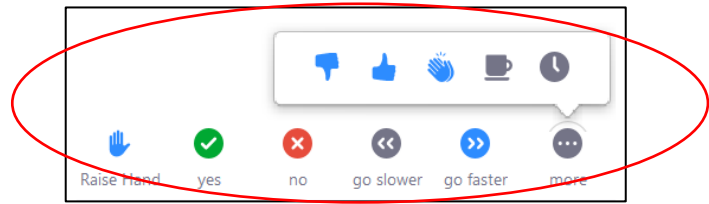
Your screen when you click on the “Participants” button on the toolbar





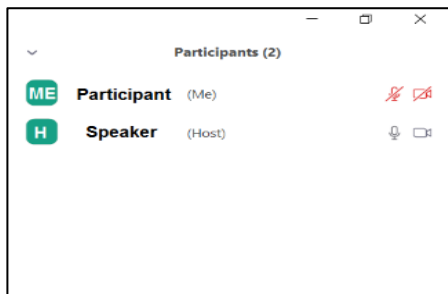
In the Participants Panel, at the bottom of the screen, a series of **other icons** are available:

- Raise Hand
- yes
- no
- go slower
- go faster

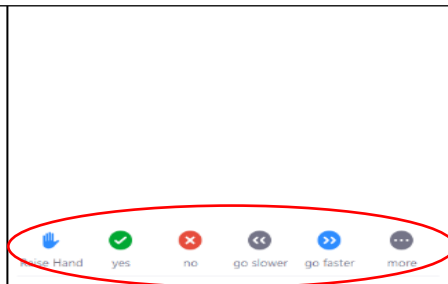


Additional icons are available by clicking the “more” button:

- agree
- disagree
- clap
- need a break
- away

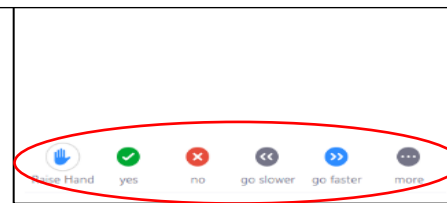


To « raise your hand » or send any other non-verbal feedback during a meeting, click on the corresponding button at the bottom of the screen in the Participants' panel.



Your non-verbal feedback has been sent (raise hand or others). The corresponding symbol appears besides your name in the Participants list and the button at the bottom of the screen is circled.

The speaker and the other participants in the meeting can see the icon corresponding to your feedback next to your name in their Participants list

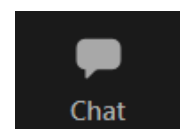


To lower your hand/stop your non-verbal feedback, click on the **circled corresponding** button at the bottom of the screen.

2.4. Use the chat

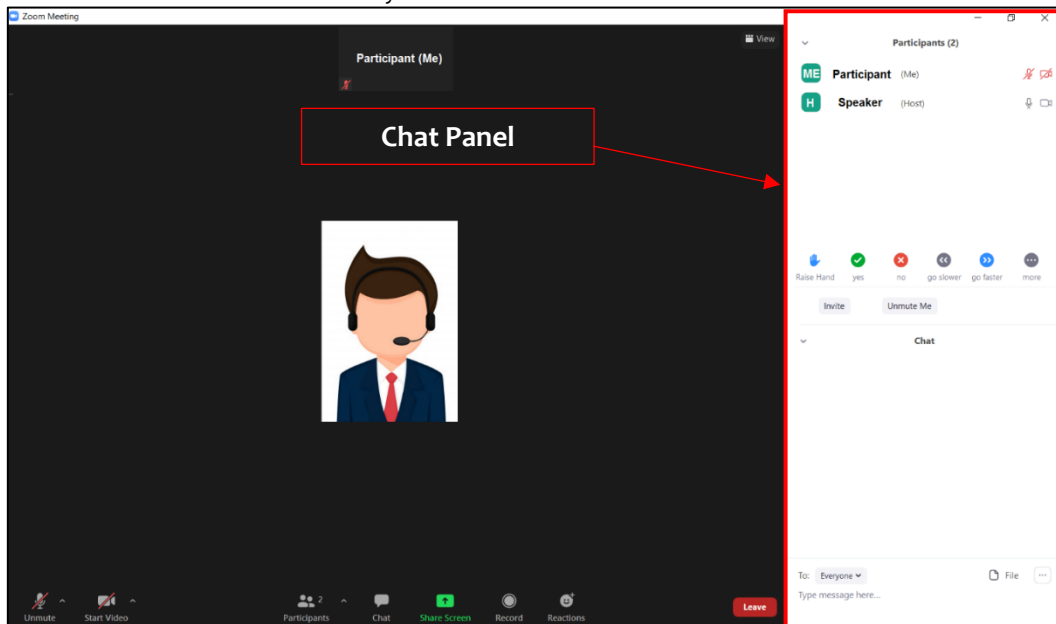
Video tutorial: click [here](#)

To use the in-meeting chat, click on the “**Chat**” button on the Zoom toolbar at the bottom of the screen. The Chat window will open on the right-hand side of the screen.





Your screen when you click on the “Chat” button on the toolbar

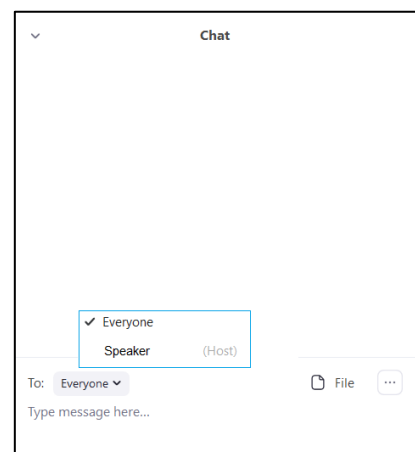


The in-meeting chat allows you to send chat messages to an individual user or to the entire group.

To send a message, just type it into the chat box and press the “enter” key on your keyboard.

Click on the down arrow next to “To” if you want to **send a message to a specific person**.

When new chat messages are sent to you or everyone, a notification and a preview of the message **will appear above the “Chat” button** on your Zoom toolbar.

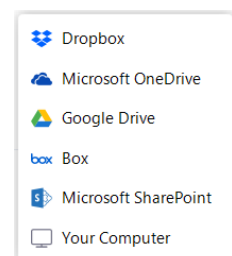


2.4.1. Send a file via the Chat

You can send files to everyone or a specific person via the Chat. Click on “**File**” in the **bottom right corner of the Chat Panel**.

You can send a file saved on a **third-party sharing service** like Dropbox, Google Drive, Microsoft OneDrive, etc. **or on your computer**.

Select the option desired, follow the on-screen prompts and send your file.

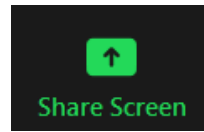


Once your file has been sent via the chat, the receiver(s) can open and download it on their computer.



2.5. Share your screen

To share your screen, click on the “Share” green button on the Zoom toolbar at the bottom of your screen.



The “Sharing screen setting” window will open.

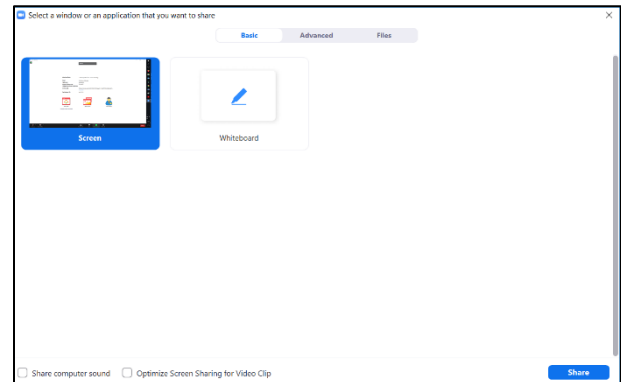
2.5.1. Using the Zoom Desktop application

Video tutorial: click [here](#)

If you are using the Zoom Desktop application to attend the meeting, three tabs are available:

Basic:

- Share your entire screen (one of them if you work on a computer connected to several screens),
- Specific application window (open software, internet page, files such a word documents, pdf or ppt.)
- A virtual whiteboard



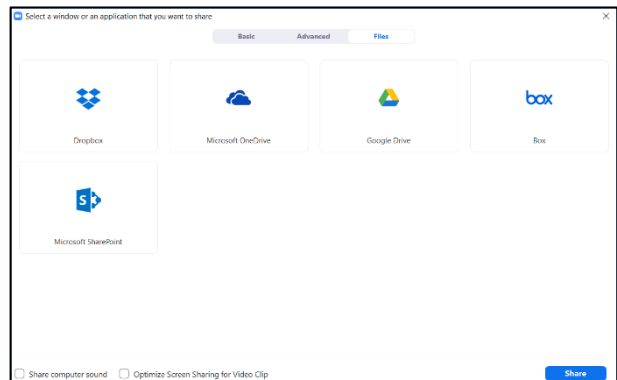
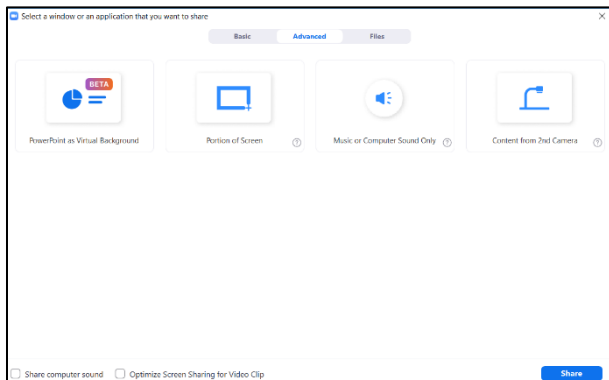
Advanced:

- PowerPoint as Virtual Background: share a PowerPoint presentation directly on the main virtual room screen*.
- Portion of Screen: share a portion of your screen represented by a green border**.
- Music or Computer Sound Only: only share your computer's audio (your selected speaker in your audio settings).
- Content from second Camera: share a secondary camera connected to your computer

Files:

Share a file from a **third-party sharing service** like Google Drive or Microsoft OneDrive. Follow the on-screen prompts to sign in to the third-party service and grant Zoom access.

Note: *Alternatively, you can open the file in a web browser then share the browser window. For example, to share a Google doc, open the doc in Chrome, then share the Chrome window. The end result is the same as using the sharing options in the Files tab.*



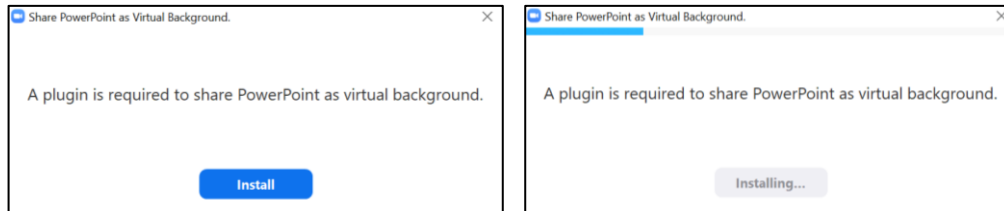
When you have selected what you want to share with the other participants, click on “Share” in the bottom-right corner of the window.



Zoom will automatically switch to full screen to optimize the shared screen view.

*The first time you use that Advanced share screen option, you will need to install a small plugin. A dialogue box will appear on your screen after you select “PowerPoint as Virtual Background” and click on “Share”.

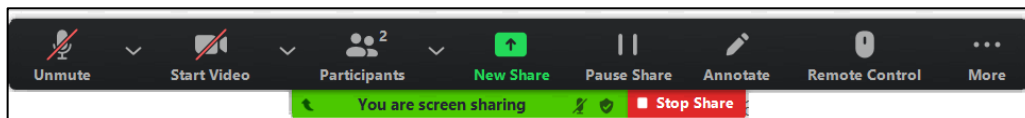
Click on “Install” in the dialogue box. The process is extremely quick. You only need to do it the first time you use this advanced share screen option.



** If you selected Portion of Screen, customize the screen portion by dragging or resizing the green border. If you selected Content from second Camera, click Switch Camera in the top-left corner to switch the shared camera.

2.5.1.1. Share screen menu on the Zoom Desktop Application

When you start sharing your screen, the **meeting controls will turn into a menu that you can drag around your screen.**



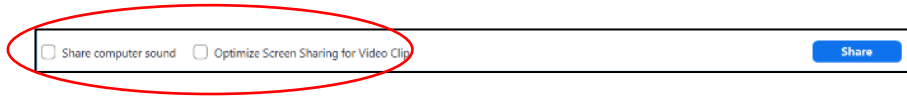
The Share screen menu mainly offers the **same functionalities as the Zoom toolbar:**

- **Mute/Unmute:** Mute or unmute your microphone.
- **Start/Stop Video:** Turn your camera on/off.
- **Participants:** View the Participants list and their possible non-verbal feedback
- **New Share:** Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share:** Pause your current shared screen.
- **Annotate :** Display annotation tools for drawing, adding text, etc. on your shared screen
- **Remote Control:** Give the control of your shared screen to another participant
- **More:** Hover over more for additional options:
 - **Chat:** Open the chat window.
 - **Breakout Rooms:** Create or open Breakout rooms
 - **Record:** Start recording locally or to the cloud.
 - **Meeting info**
 - **Allow/Disable participants annotation:** Allow or prevent the participants from annotating on your shared screen. **(Only participants using the Zoom Desktop Application can annotate your shared screen)**
 - **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.
 - **Share computer sound & Optimize Screen Sharing for Video Clips:** Select these options if you play a video clip on the screen you are sharing

To stop sharing your screen, just click on “Stop Share” in the Screen Share menu.



Note: if you want to **play a video clip on your computer screen and share it in the Zoom meeting**, don't forget to tick the "Share computer sound" and "Optimize Screen Sharing for Video Clip" boxes located at the bottom of the "Sharing screen setting" window, opposite the "Share" blue button.

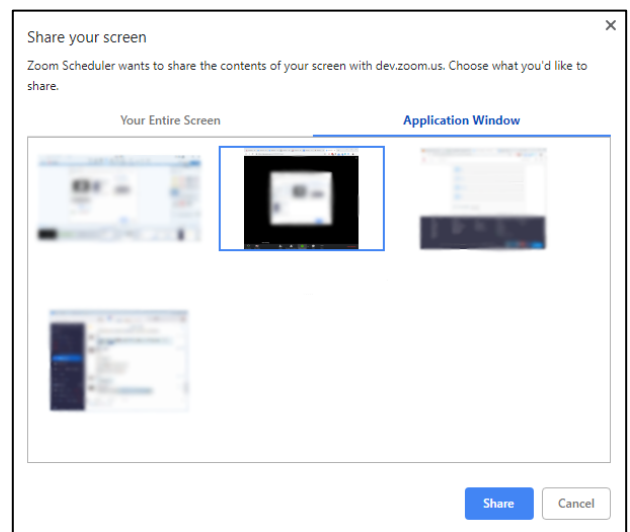
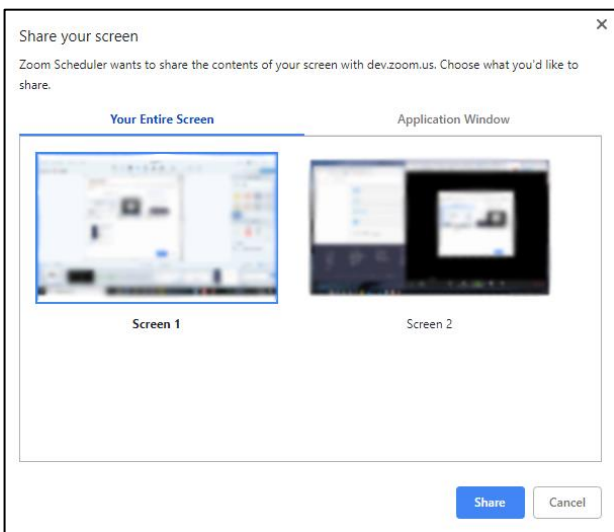


2.5.2. Through a Web-browser

If you are attending the Zoom meeting through a web-browser, **two tabs are available:**

Your Entire Screen: Share your screen. If you are using multiple monitors, you will see each screen.

Application Window: Share any specific open software, file, etc. open on your computer.



When you have selected what you want to share with the other participants, click on "Share" in the bottom-right corner of the window.

2.6.2.1. Share screen bar on a web-browser

After starting to share your entire screen or a specific application, the "Share screen bar" will appear at the top of your Zoom meeting window.

While you are sharing, the bar is **green**. In the middle of it, you can see a preview of your shared screen.



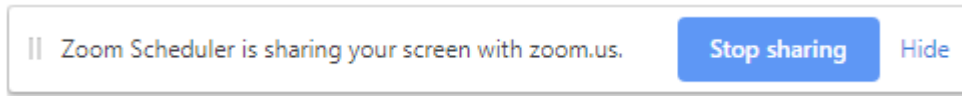
At any time, **you can pause the screen sharing** by clicking on the button "Pause Share". If you do, the bar will turn grey. **To restart the sharing**, click on the new button "Resume Share".





To stop the Screen sharing, just click on “Stop Share” on the right-hand side of the bar.

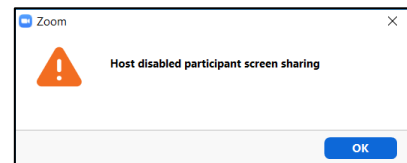
If you share a **web page**, the bar displayed below will appear at the top of your browser page.



Click on “Stop sharing” to stop sharing your screen. Click on “Hide” to remove this notification bar.

Note: as a participant to a Zoom meeting, you can only share your screen **if the host of the meeting has enabled this functionality.**

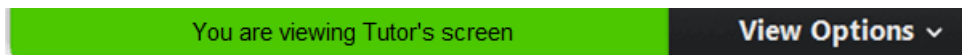
If the host does not want you to use the share screen option, it will be disabled. In such case, if you try to click on the “Share Screen” button on your Zoom toolbar, the following message will appear on your screen: “Host disabled participant screen sharing” (see picture on the right).



2.6. View another person's shared screen/content

Video tutorial: click [here](#)

When the host/organiser, a tutor or any other person attending the meeting starts sharing their screen, you will see it displayed on the screen of your Zoom window. The following bar (see picture below) will appear at the top of your Zoom screen.

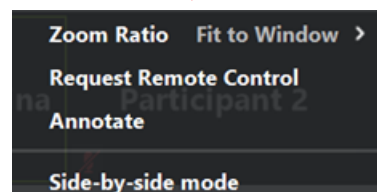


While viewing another person's shared screen, you can take some actions. In the black part of the new bar displayed on your screen during the viewing, click on the down arrow on the right of “View options”.



A new menu will appear below the bar with several options:

- Zoom Ratio
- Request Remote Control
- Annotate
- Side-by-Side mode

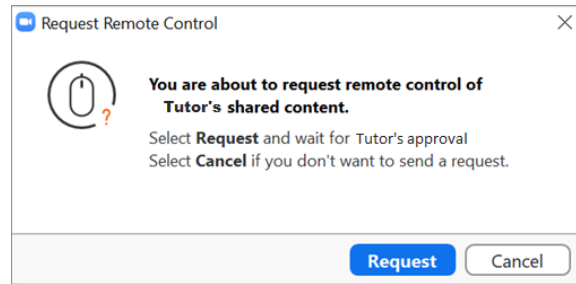


2.6.1. Request Remote Control

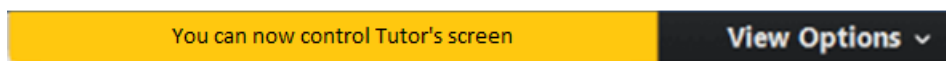
By Clicking on the **second proposed option** of the “View Options” menu (“Request Remote Control”), you can **request the control of the shared screen.**



A dialogue box will pop up on your screen (See picture below). Click on **“Request”** and wait for approval.



If the person sharing his/her screen approves your request, the green bar will turn **yellow** and show the following message: **“You can now control XXX’s screen”**.



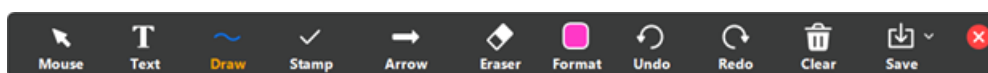
Once you have been given control of the shared screen, you can take **the same actions on the shared content as the original “sharer”** (modify a document, change slides of a presentation, etc.). **To give the control of the shared screen back** to the original “sharer”, click on the down arrow next to “View Options” in the bar at the top of your screen, then select **“Give up Remote Control”**.

2.6.2. Annotate

(Only possible if you are using the Zoom Desktop Application to attend the Zoom meeting)

If the host has enable the option, you will be able to annotate the screen another person is sharing. To do so, click on the **third proposed option** of the “View Options” menu: **“Annotate”**.

The annotation tools bar will appear on your screen (see picture below). The tools allow you to write text, draw, insert arrows and various form, erase, etc. on the shared screen.



While you are annotating a shared content, your name appears for all on the shared screen next to your annotations.

2.7. Join a Breakout room

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to **meet in smaller groups** (during workshops for instance), and are **completely isolated in terms of audio and video** from the main virtual conference room.

2.7.1. Join an assigned Breakout room

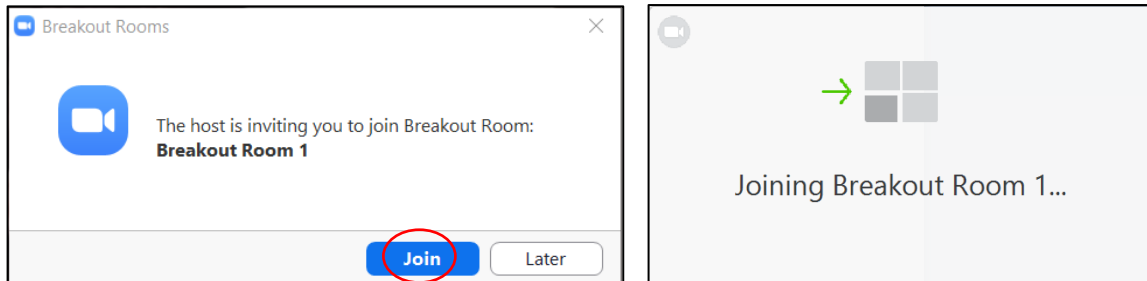
(Possible if you attend the meeting with the Zoom Application or through a web-browser)

Video tutorial: click [here](#)

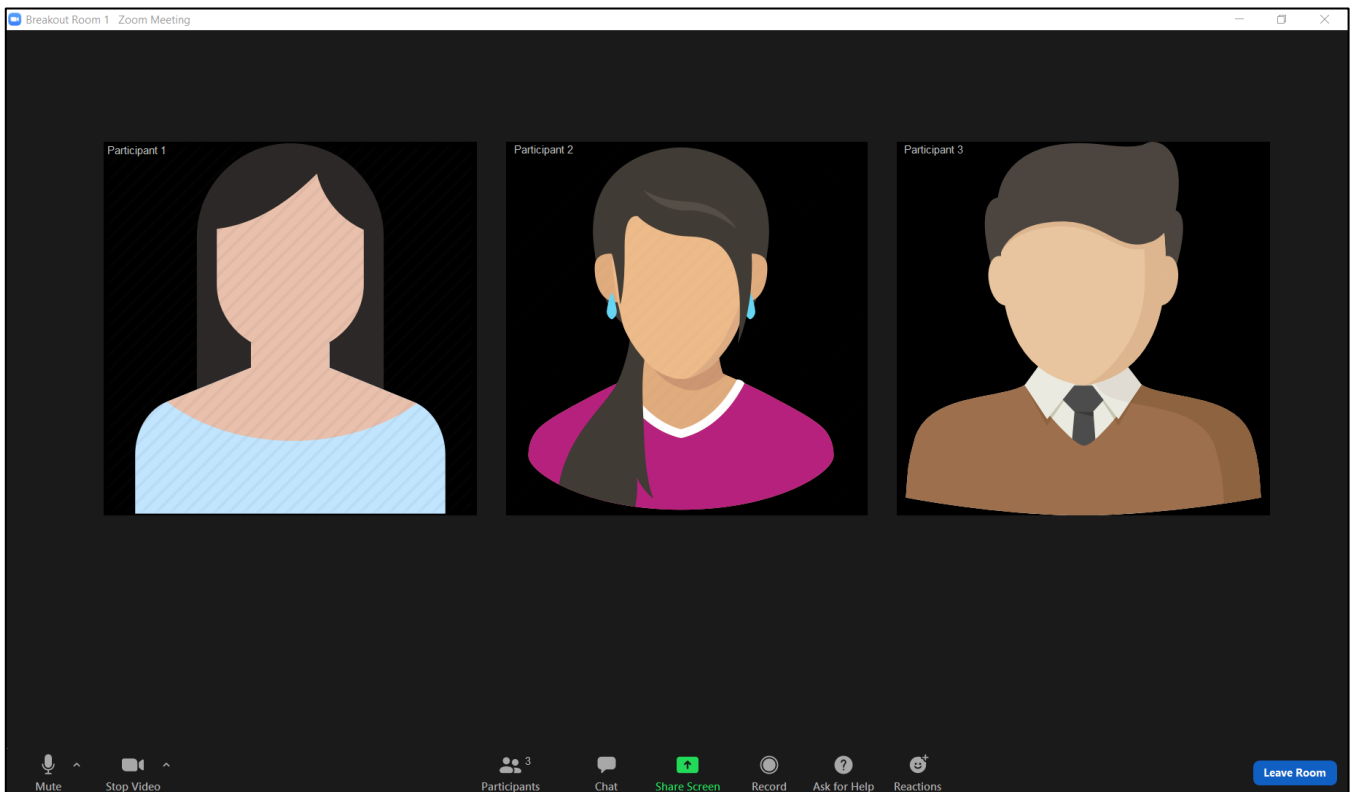


If a **Breakout room** has been assigned to you, the organiser/host will need to send you an invitation.

A dialogue box will pop up on your screen (see picture 1). Click on “**Join**” to join your assigned breakout room. You will be redirected to your Breakout room in a few seconds (see picture 2).



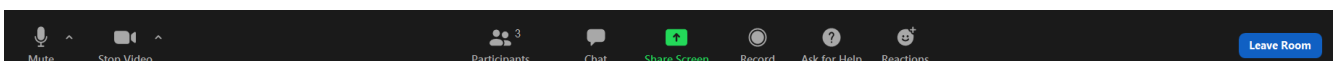
You are now in your breakout room with the other members of your group (see picture below).



Your screen once in your Breakout room

In your Breakout room, you have access to the **same functionalities and tools as in the main Zoom meeting room:**

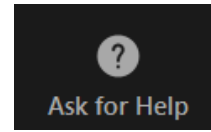
- [Mute and Unmute your microphone](#)
- [Turn your camera on and off](#)
- See the Participants list, [raise your hand](#) and [provide non-verbal feedback](#)
- [Use the chat](#)
- [Share your screen](#)
- [React with emoji's](#)





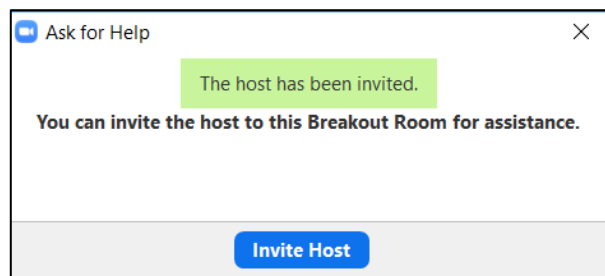
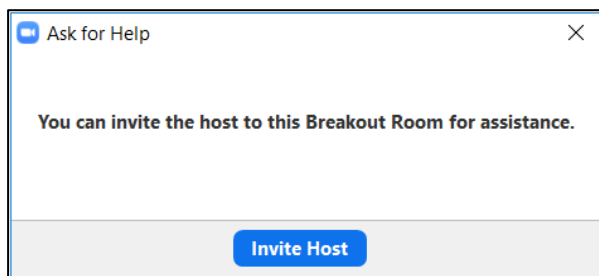
2.7.1.1. Ask for Help when you have been assigned a Room

In a **Breakout room**, on the Zoom toolbar at the bottom of your screen, you also have access to a **new button: “Ask for Help”**.



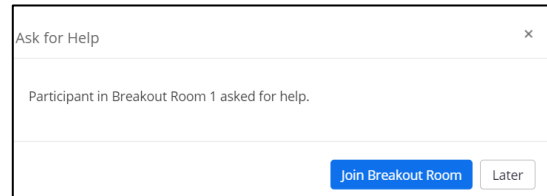
If you need help from the tutor during a workshop or from the organisers, click on that **“Ask for Help”** button.

A new dialogue box will pop-up on your screen (picture 1 below). Click on **“Invite Host”**. Once you have clicked on **“Invite Host”**, a message confirming that the host has been invited will appear in green in the dialogue box (picture 2 below)



The speakers will receive a message on their screen notifying them that you need assistance and asking them to join your breakout room.

Please note that the speakers **might be busy with other participants and might not join you immediately in your Breakout room**



Message received by the speakers when you invite them in your Breakout room

Note: the speakers can broadcast a message to all open Breakout rooms at the same time. If they do so, you will see the message appear in blue at the top of your Breakout room screen.

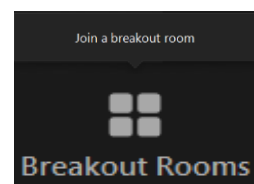
2.7.2. Select your Breakout room

(Possible if you attend the meeting with the Zoom Desktop Application*)

The host/organiser can also decide to **let you choose the Breakout room you want to join** (for specific reasons within the framework of a workshop).

If this case, the host/organiser will create and open all Breakout rooms, and you will be told which one you should join.

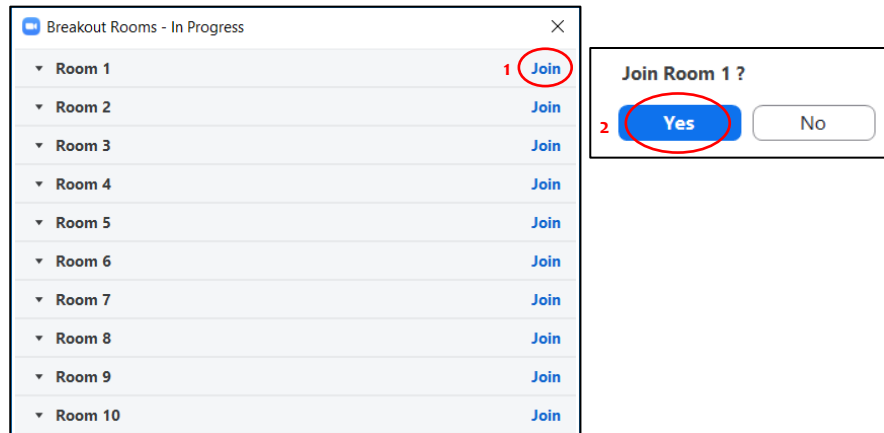
To join the room you have been told to, click on the **“Breakout rooms”** button that will appear on the Zoom toolbar at the bottom of your screen in the main Zoom meeting room (this button **will appear after the host has opened the Breakout rooms**).



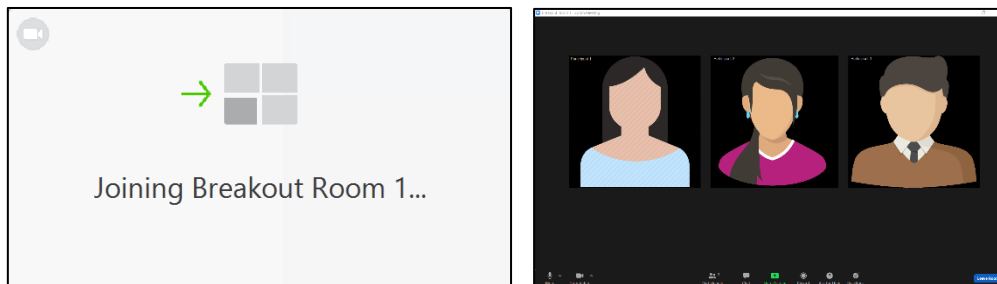


A new window will open on your screen with the list of Breakout Rooms open:

1. Select the Room you have been told to join and click on “Join”.
2. The system will then ask you for a confirmation; click on the blue button “Yes”.



You will be then redirected to the selected Breakout room in a few seconds.



To find out about the functionalities available in your Breakout room, click [here](#). They are exactly the same as if you had been assigned a room by the host/organiser.

Only one option of the Zoom toolbar is different if the host lets you join your Breakout room by yourself: the “Ask for Help” button is replaced by a “Breakout Rooms” button.

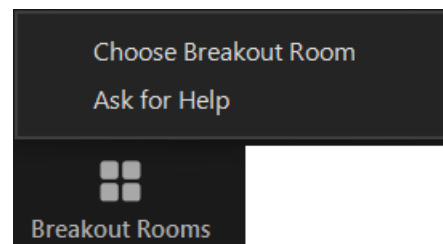


2.7.2.1. Ask for Help when you have selected your Room

You can still ask for help from the tutor by clicking on this button. An extra menu will appear with two options:

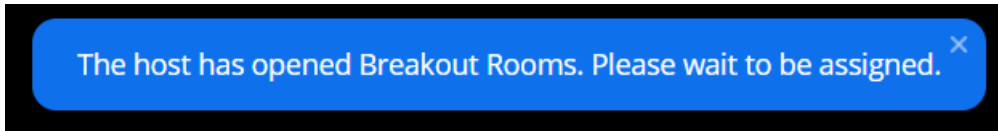
- Choose Breakout Room
- Ask for Help

Click on “Ask for Help” and the tutor will be notified, as described [here](#).





*If the host decides to let you choose which Breakout room to join **BUT you attend the Zoom meeting through a web-browser rather than with the Zoom Desktop Application**, you **MAY NOT be able to do it**. The “Breakout Rooms” button MIGHT NOT appear on your Zoom toolbar = you won’t be given the option to choose your room. However, you will see a message appear at the top of your screen: “The Host has opened Breakout Rooms. Please wait to be assigned”.



In such case, the host **will assign a breakout room to you**, as described [here](#).

2.7.3. Move to another Breakout room

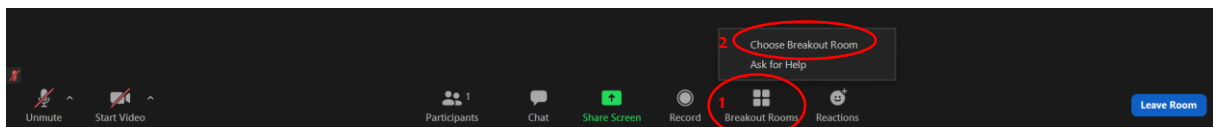
(Possible if you attend the meeting with the Zoom Desktop Application**)

If the host has **let you join the Breakout room by yourself**, without assigning you a given one and sending you an invitation to join it, and **only if you are attending the Zoom meeting with the Zoom Desktop Application**, you can change Breakout rooms at any time.

However, within the context of the training session, **you will only be asked to do so in specific circumstances (e.g. framework of a workshop)**. You should not do it unless told so.

To change Breakout rooms:

1. Click on the “**Breakout Rooms**” button on the Zoom toolbar at the bottom of your screen in the “initial” Breakout room you are in.
2. Then, select “**Choose Breakout Room**”.

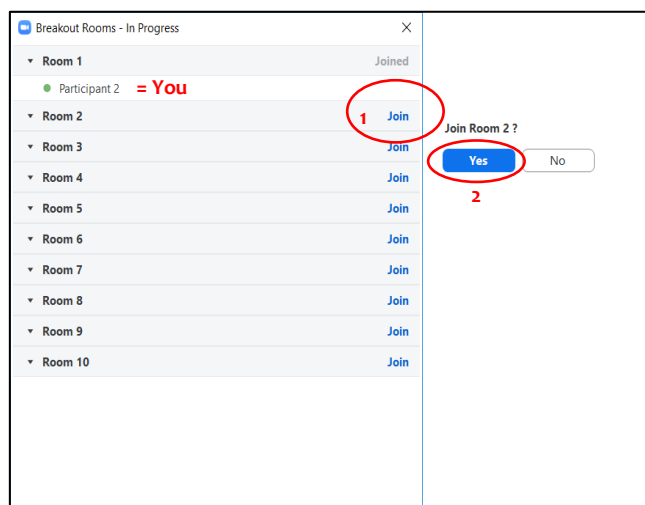


A new window will appear on your screen with the list of all Breakout rooms currently open.

In the list, you can see your name under the Room you are currently in (e.g. Room 1).

1. Select the “new” Room you need to join and click on “**Join**” (e.g. Room 2).
2. The system will ask you to confirm; click on the blue button “**Yes**”.

You will be then redirected to the new selected Breakout room in a few seconds

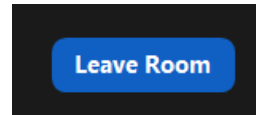




****If you attend the meeting through a web-browser rather than with the Zoom Desktop Application, you MAY NOT be able to change breakout rooms by yourself.** The organiser/host will thus move you to the other room manually. You will receive a message on your screen inviting you to join another room.

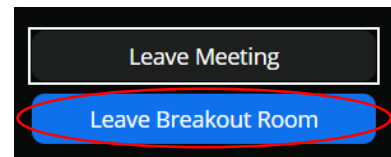
2.7.4. Leave a Breakout room

To leave a Breakout room and return to the main Zoom virtual classroom, click on the “**Leave Room**” blue button at the far right of the Zoom toolbar in your Breakout room.



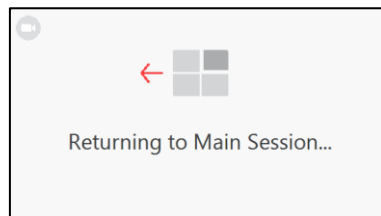
Zoom will then give you two options:

1. Leave Meeting
2. Leave Breakout Room

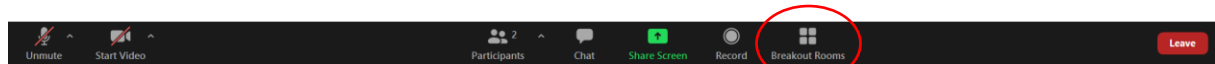


Make sure to select the second option “**Leave Breakout Room**”.

You will be then redirected to the main Zoom meeting room in a few seconds.

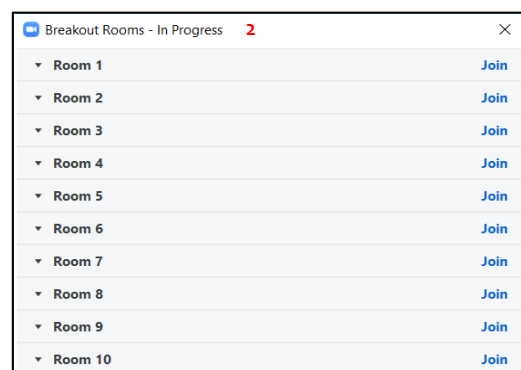
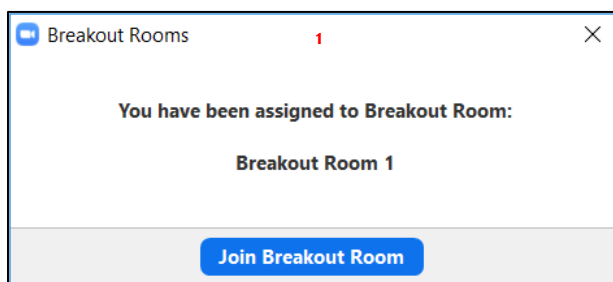


If, for any reason, you leave your Breakout room before the end of the Breakout room session and return to the main Zoom session, you can always re-join your breakout room for the rest of the imparted time by clicking on the “**Breakout Rooms**” button available on your Zoom toolbar in the main Zoom virtual classroom.



Once you have clicked the “Breakout Rooms” button, a window will open on your screen and give you the possibility to:

1. Join the Breakout room you have been assigned (if you have been assigned a specific room by the host)
2. Join any Breakout room if the host has let you choose a room to join

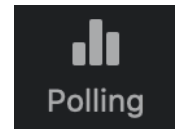




2.8. Answer a Poll

Video tutorial: click [here](#)

When the host of the meeting shares a poll, a new icon “Polling” appears on your Zoom toolbar at the bottom of the screen (see picture on the right). A polling window should open automatically in front of everything else on your screen (see example below) but if it does not or if you close it by mistake, click on the “Polling” button to open the window.

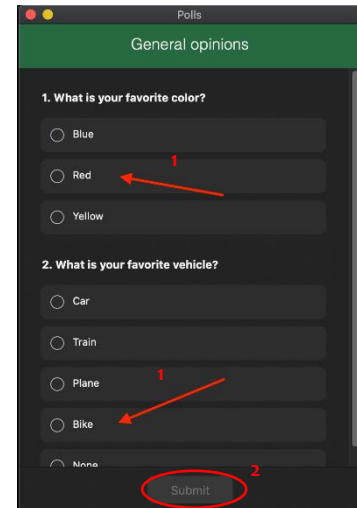


When the polling window is open, select the answer you want to give (it can be multiple answers for some questions) by clicking on the proposition (1).

When you have selected the desired options, click on “Submit” to validate your answers (2).

Note that the “Polling” button is no longer available once you’ve submitted your answer.

If the host of the meeting wants to, he/she can share the result of the poll publicly. If he/she does, a window with the outcome of the poll will automatically appear on your screen.



2.9. Join-in by phone in case of computer or connexion failure

Video tutorial: click [here](#)

In case of a computer or connection failure during the session, you can access the audio portion of the virtual meeting by phone. A dial-in number to access the audio of the session will be available. Using your phone, you will be able to hear the session and participate orally in the session.

You will be able to find the number in your meeting invitation email or in the [full list of international dial-in numbers](#).

Dial your in-country number. You will be prompted to enter the meeting ID provided to you by the host in the invitation e-mail, followed by #.

You may also be prompted to enter the meeting passcode, followed by #. This passcode will be included in the meeting invite provided by the host.

Once the host has approved your request to join, you will hear the audio portion of the meeting through your phone and will be able to participate by entering the following commands:

- 6 - mute/unmute
- 9 - Raise hand

Using this alternative “joining” option will enable you to still follow the meeting while your computer or connexion problem is being solved.



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of the European Union

3. Leave a Zoom meeting

At the end of the Zoom meeting, to leave the virtual classroom, just click on the red “Leave” button at the far right of your Zoom toolbar.

