# Webinar Guide

In advance of connecting

⇨ You will need a computer or device with a webcam and microphone to participate in a Zoom session.

⇨ **A laptop or desktop is preferred** over a smartphone or tablet but it is possible to view on any device.

⇨ In order to obtain the highest quality audio **please use a headset** (headphones & microphone) where possible – if this is not possible try using headphones at least.

⇨ Prior to connecting please test your internet speed by opening this address in your browser: https://www.speedtest.net/   (Press the "Go" button to initiate the test)

⇨ This is a sample result – typically the "Ping" should be less than 50, "Download" should be 4 or more and "Upload" should be 4 or more to facilitate a good quality connection.

Set up and connect to meeting

⇨ Download and install the application https://zoom.us/download#client_4meeting "Zoom Client For Meetings"

Select Language
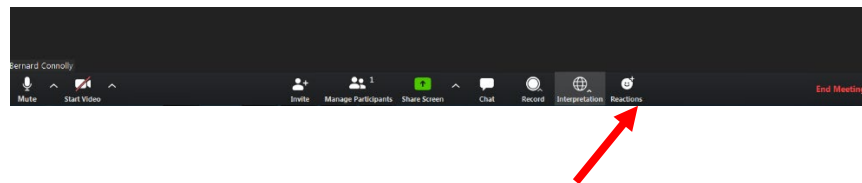
⇨ **Click on Interpretation** button to view available languages. For English Translation (to listen) Please select "English"

Hints & Tips

• Find a comfortable position where your camera is not showing any windows or lights in the frame.

• Ensure your face is well lit (preferably with natural light but lamps are ok).

• Try and adjust the height of your camera so it is close to eye level – not too high or too low. For example put your laptop on a box or books to raise it up from desk height.

• Try to use a room with carpet and soft furnishings where possible (less sound echo).

• Try not to have a "busy" background behind you that may be distracting to those who are watching on the other side.

• **When you are not talking MUTE your microphone.**

• If possible use a cable to connect to your broadband box – this is more reliable than WiFi.

• Close all unnecessary applications during your call to maximize the quality of your Zoom session.

Enjoy your meeting!