University of Bolton
Teaching Intensive, Research Informed

Zoom instructions for visitors

Welcome to
#UniAsItShouldBe

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Why Zoom?

Zoom is an online video conferencing application that is transforming the way we communicate, learn, and engage with content and people. Education is evolving in this ever digital age, making online learning and student-teacher engagement accessible no matter where you are in the world. Importantly for students, wanting to speak with staff to know more about the university, attending our Virtual Open Days, or virtually touring our facilities, is available with a few clicks. Alongside our 'Ask Us' services, where you can speak to current staff or students, Zoom is a window to the University of Bolton for many adapting to new exceptional circumstances.

Joining a session – desktop

Download the Zoom plug-in. Simply go to the zoom website and click 'join a meeting'.

- For desktop users. Download: **https://zoom.us/client/latest/ZoomInstaller.exe**

- For mobile users see next section
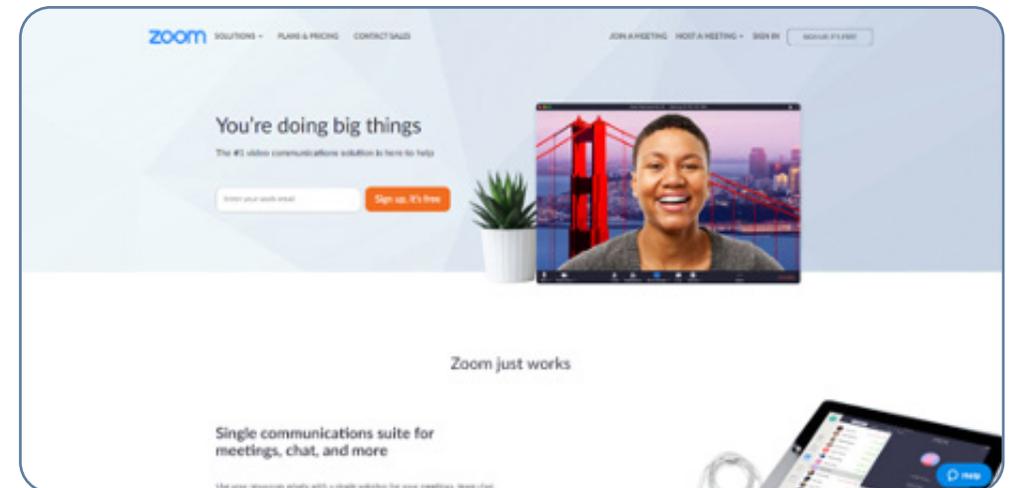
Make an account

Use your email address to register. You can also use your Google or Facebook account to log in quickly, or a University email if you have one.
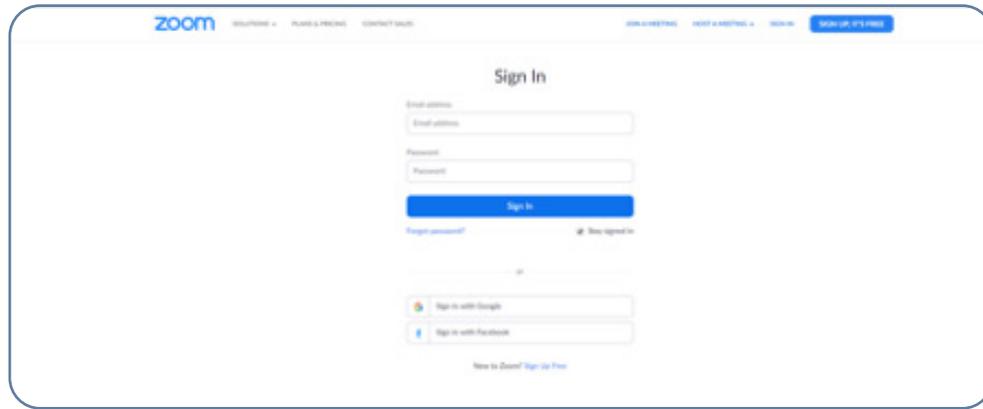
Use the meeting ID

The University will provide you with a link or meeting ID prior to the session. To get these links you will need to **book a place on the Open Day**.

Links provided will take you directly to the session, or you can input the meeting ID on the join a meeting page if one has been provided.

Password Protection

Sessions may have password protection. This information is **NOT** to be shared, and is only distributed to those who have booked on the Open Day.
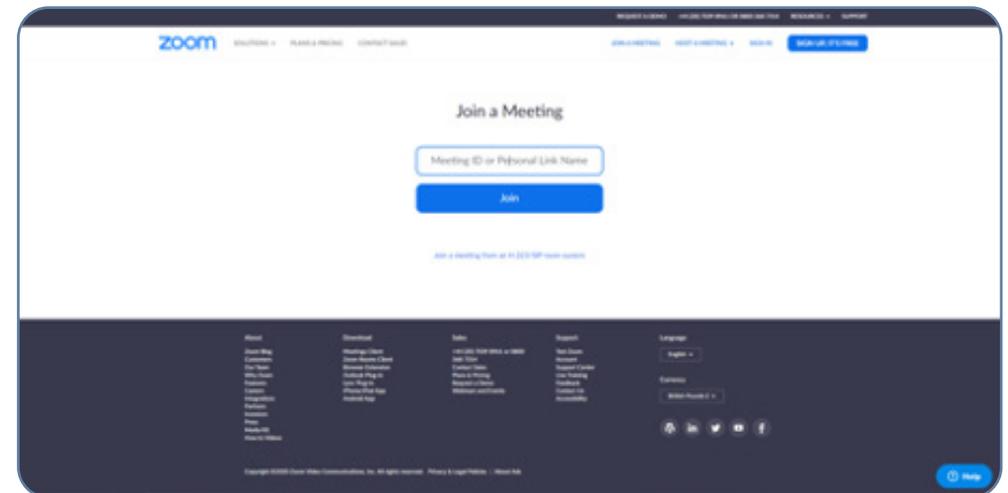
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Check your audio and video

If the staff or tutor has invited you to speak in the session.
You can toggle the audio or video tabs. Please ensure your
environment is appropriate if you are joining via video or audio.
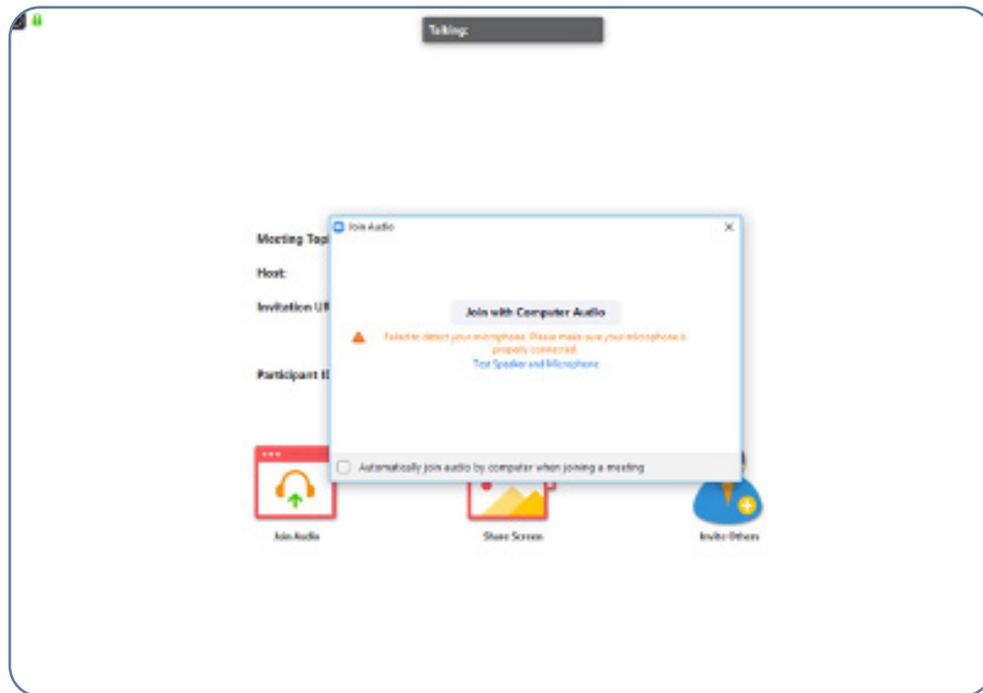
Toggle your audio or video on/off by clicking the icons.

For video tutorial:
https://www.youtube.com/watch?v=hIkCmbvAHQQ
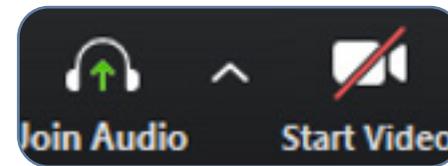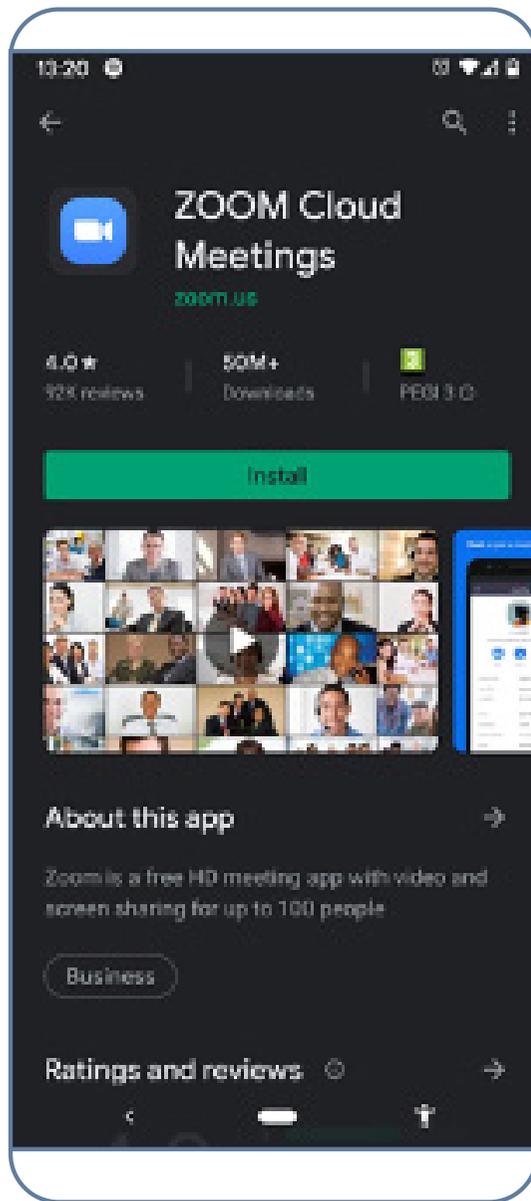
Joining a session – mobile

- For Apple / IOS users. Download:
  https://itunes.apple.com/us/app/id546505307

- For Android users. Download:
  https://play.google.com/store/apps/details?id=us.zoom.videomeetings
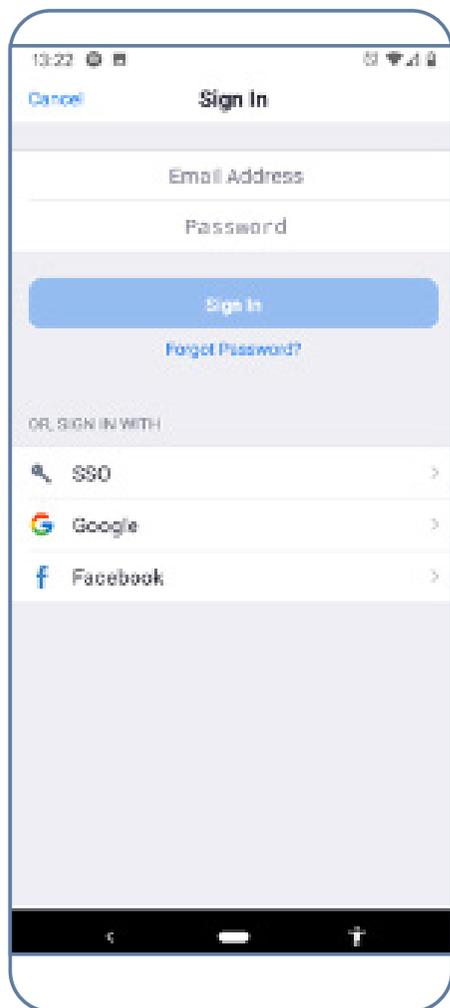
Sign in using your email, Google or Facebook.
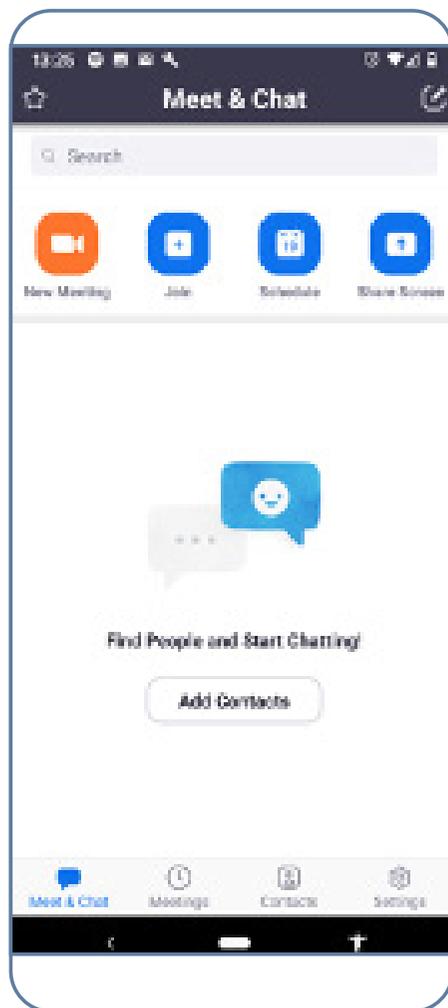
Log into your account and select join. if you have been invited to a session by email link you can select that and you will be redirected to the app.
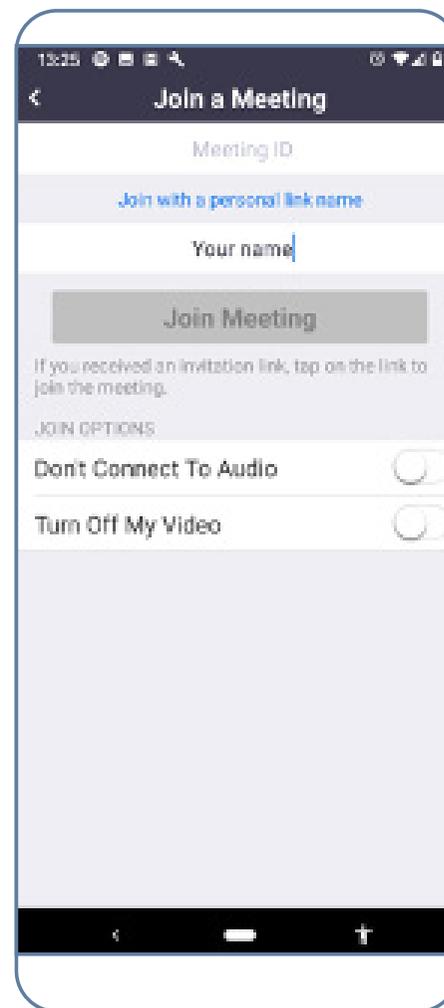
To join by meeting ID select join, then input this into the meeting ID bar. Add your name and toggle your video and audio settings.

Security Note
Attempts to disrupt sessions will be noted, recorded and reported to authorities wherever appropriate.

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