

Scales of Change

ECLAS 2022 --- University of Ljubljana, Slovenia

12---14-09-2022

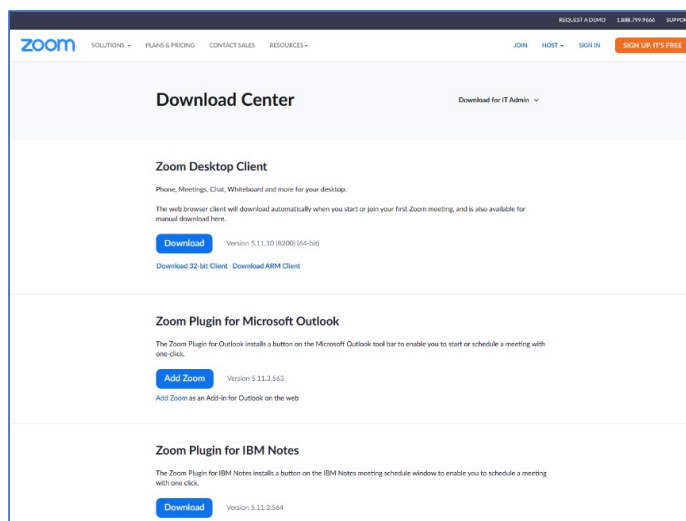
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Downloading and installing ZOOM

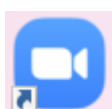
- Though the ZOOM web client is available (using Google, Microsoft Edge, Safari or Firefox), we recommend installing the ZOOM Desktop App on your device for content moderators and presenters (**ZOOM download**). Please update your browsers to the latest versions should you decide to use the web client anyway (**ZOOM web client instructions**).
- Although ZOOM offers mobile apps, we strongly recommend using computers, laptops or desktops over smartphones or tablets for all presenters. This will give a better viewing experience and more functionalities.
- DOWNLOADING:** Zoom can be downloaded at: <https://zoom.us/download>



- INSTALLING:** double click on the downloaded .exe file to run the ZOOM Installer (search for your default downloads folder).



- ZOOM APP** icon will look like this:



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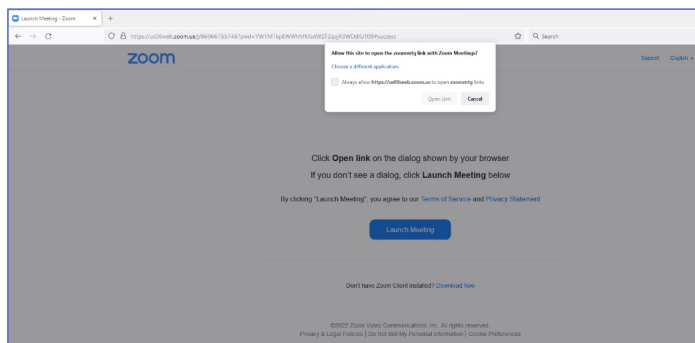


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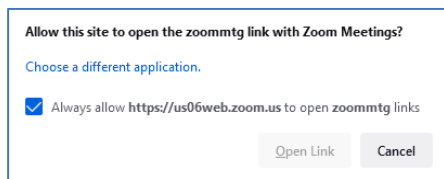
JOINING THE MEETING

There are several options for how to JOIN a ZOOM meeting; please choose the option that fits you best.

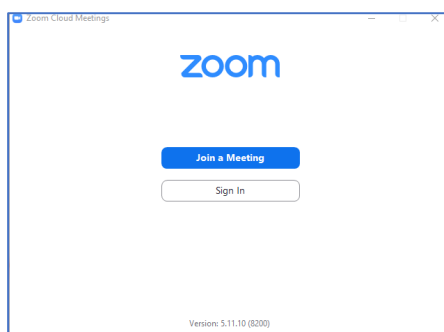
- **OPTION 1 (using Zoom Meetings app or web Client):** Follow the link you have received by mail. Your browser will ask you to allow connecting to the meeting via the ZOOM app, or if you have chosen not to use the app, you will be directed to the ZOOM web Client (see below).



Allow connecting to the conference (open a link or join the meeting)

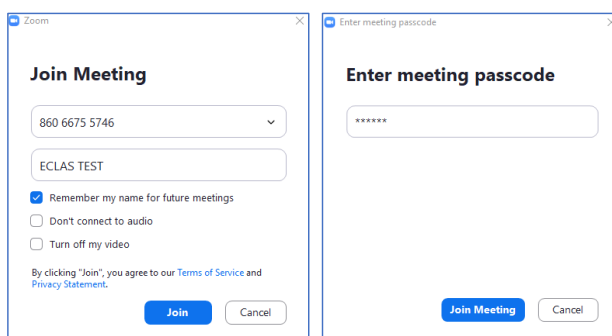


- **OPTION 2 (using preinstalled Desktop ZOOM app):** Once you start the ZOOM app, the desktop application will prompt the following interface, where you can join the meeting or sign in if you have



a ZOOM account (to enter the conference, you are not obliged to sign in).

After clicking on JOIN A MEETING, you may enter the MEETING ID and PASSWORD you have also received by mail. **When entering your name, please use your full name, as on your application, so we will be able to identify you.**



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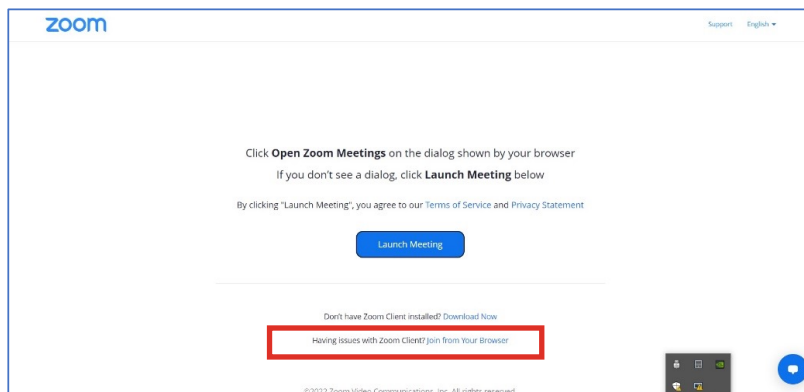
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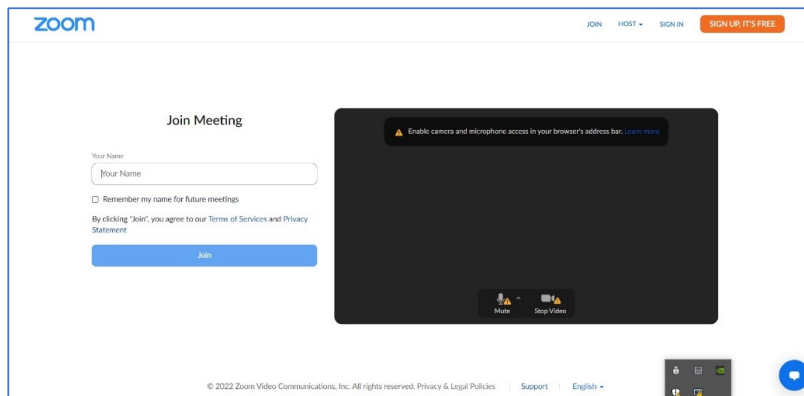
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- **OPTION 3 – JOINING A MEETING FROM A WEB BROWSER:** In case you do not want to install the app, you can join the meeting from your web browser. When prompted to *"Allow this site to use the ZOOM meeting..."* click **CANCEL**. Then click on the blue button **"Launch Meeting"**, and the following text will appear below:

"Having issues with Zoom Client? Join from Your Browser" **Click the latter link.**



- When asked to Join the meeting, you will have to enter your name. **Please enter your full name, as you have entered on your application, for easier identification.**



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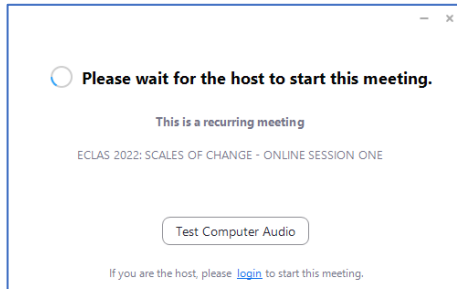
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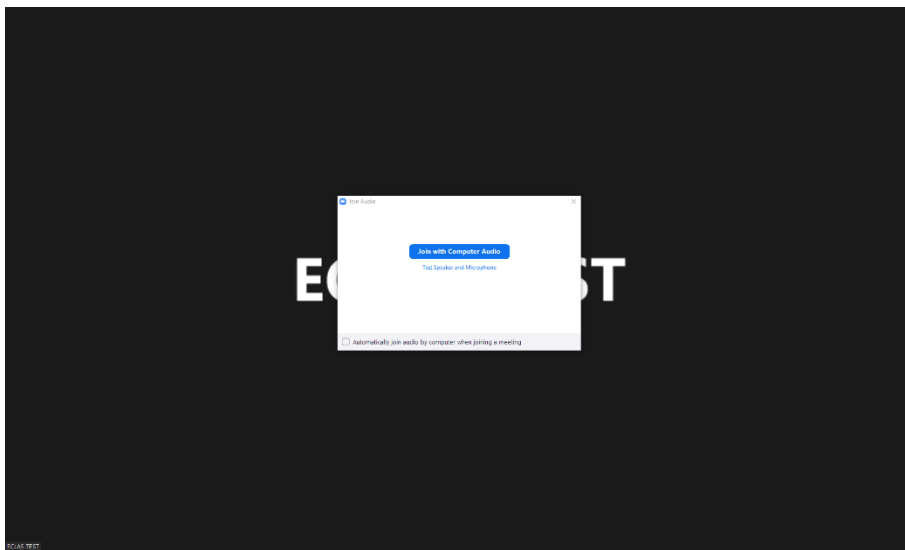
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ARRIVING AT THE MEETING

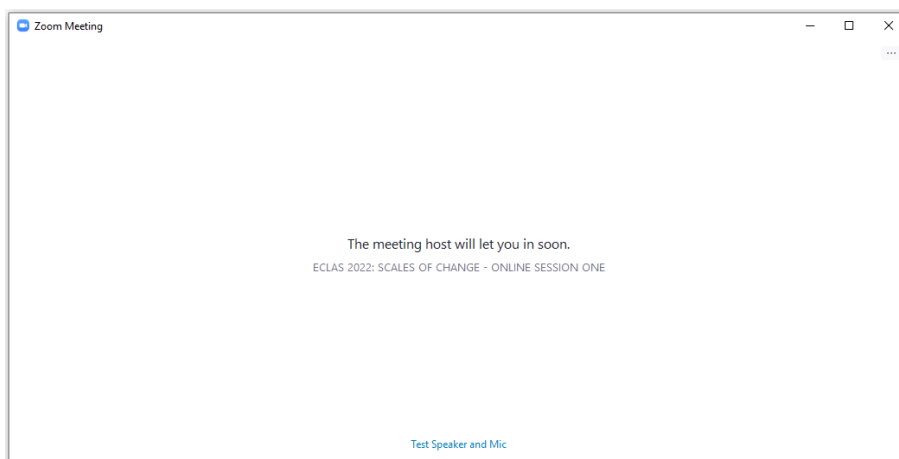
- if you arrive before the host, you will see this notification message:



- A window with the following choices will appear: **Join with Computer Audio**, which will take you directly to the conference, or **Test Speaker and Microphone**, which will prompt a test for your audio.



- The Meetings at the conference will use the **Waiting Room**, where the meeting host will have to let you in. **Please use your full name, as you have on your application, so we can easily identify you.**



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NAVIGATING THE APP

- When you have entered the meeting, the app control bar will be at the bottom of your screen. The control bar may auto-hide; when you need it, move your mouse cursor at the bottom of your screen.



Unmute/Mute: controls the **muting/unmuting of your microphone**. Please have mute as a default setting and use unmute only when you are presenting/moderating.

Start/Stop Video: controls the start and stop of **your video camera**. Please turn the camera off as a default setting and start it only when you are presenting/moderating.

Participants: open the participants' list window

Chat: opens the chat window

Share Screen: allows you to share the screen by choosing the desktop or application of your choice.

Record: is disabled by default. The parallel sessions will not be recorded.

Show captions: are disabled by default.

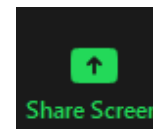
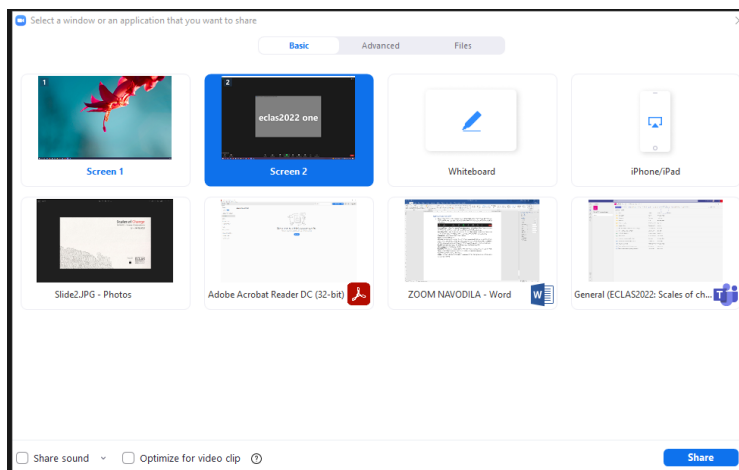
Reactions: reactions are enabled. Please raise your hand and wait to be invited to speak. When you talk, please turn on our camera and unmute your microphone.

Apps: no apps are added for this session.

Leave: you may leave the meeting while it continues for the other participants. Only the host can end the meeting session.

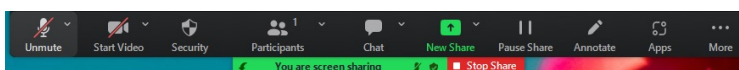
SCREEN SHARING

1. Prepare a presentation about 15 minutes before your scheduled time.
2. The technical moderator will contact you about 5 minutes before your scheduled time.
3. When the moderator introduces you and gives you the word, **please turn on your camera, unmute yourself and start sharing the screen; by clicking on the screen sharing icon** on the control bar, the sharing screen option box will appear:



Preferably you choose the specific application you have prepared your presentation in; this is how the participants will only see the presentation and not your personal desktop. If you are using multiple screens, you may also choose to share those; when you select the application, click share.

When you are sharing the screen, the screen sharing bar will appear; by default, it is positioned at the top of the screen and set to auto-hide. For the bar to reappear, you will have to browse your mouse at the top of the screen. You may also move it to your preferred position.



When you have finished your presentation, click stop sharing on the bar.