



# ZOOM MANUAL

Welcome to the virtual workshops of EISA in 2021!

## **FOR WORKSHOP CONVENERERS**

Workshop conveners receive all login details for the EISA sponsored Zoom licenses to set up the meeting for their workshop via email. Please create a meeting then and share the information with your workshop participants.

## **FOR WORKSHOP PARTICIPANTS**

Workshop conveners will share the login details for the meetings with you. They will also inform you about the beginning and end of the workshop.

## **IF YOU FACE TECHNICAL PROBLEMS WHILE THE WORKSHOPS ARE IN SESSION, PLEASE CONTACT US**

8am – 8pm office hours

Email: [ewis2021@eisa-net.org](mailto:ewis2021@eisa-net.org)

Online Help Desk: wonder.me (coming soon).

We have designed a virtual space for EWIS participants on wonder.me. Please use Chrome, Firefox, or Edge as a browser. It does not work on Safari.

The technology of wonder.me enables online spaces where people can meet and talk more spontaneously. You can walk around between different locations and connect with other participants. Login details and a short manual for using this space will follow before the workshops kick off.

## **SCHEDULE A MEETING**

### **Only for conveners**

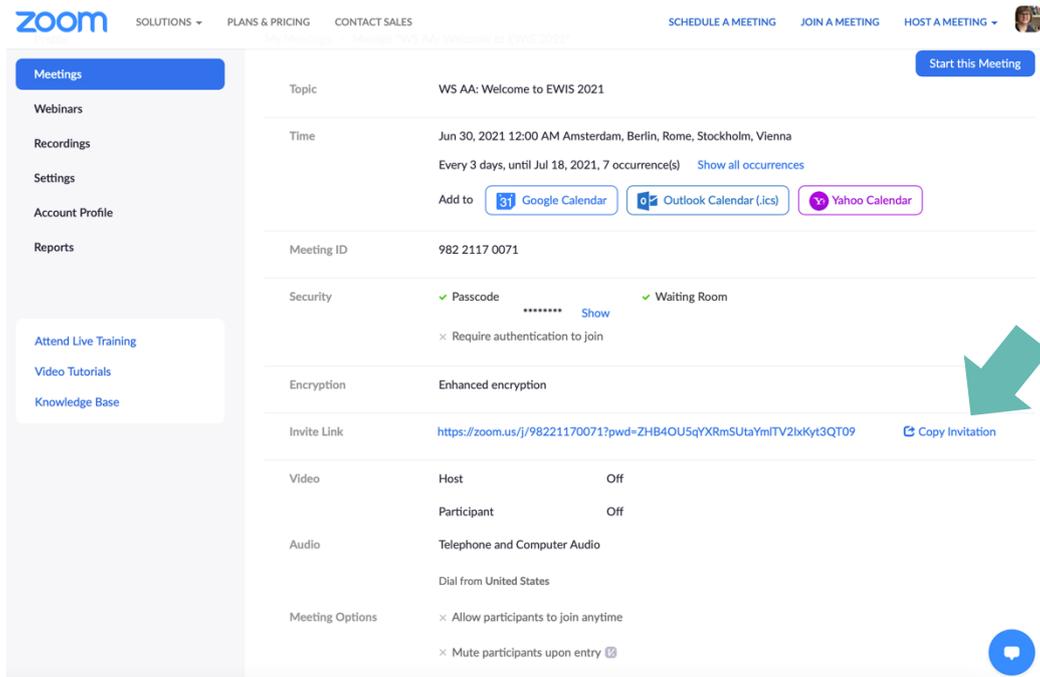
Login to your Zoom license with the information you received by email from EISA. Schedule a meeting by selecting 'Meetings'. Set the date and the time of your workshop. We recommend selecting an

'unregular' meeting. Select the boxes 'allow participants to join anytime', and to 'allow video for host and participants'. You can choose the workshop title for the meeting (for example: WS DA: Artificial intelligence and the control of algocracy in security issues). Finally, press the button save. The login information and link will be valid until you delete the meeting on Zoom.

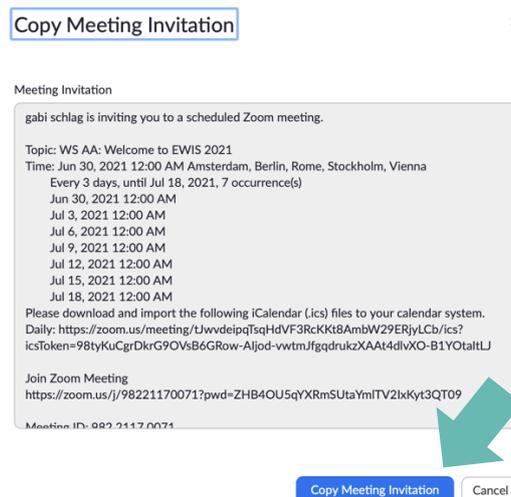
**Once you created a link, please share it with the workshop's participants. You have three options.**

### Using the web-based version of Zoom

Option 1)



Option 2)



### Using the desktop-version of Zoom.

Option 3

When you are using the desktop-version of Zoom, you can copy the invitation link to the meeting easily by selecting the meeting from the list.

## **SECURITY**

Please select the security measures you prefer when you schedule the meeting. Generally, you have two options: schedule a meeting with waiting room function or without. If you are using the waiting room function, please do not forget to let the participants enter the virtual room.

## **MUTING**

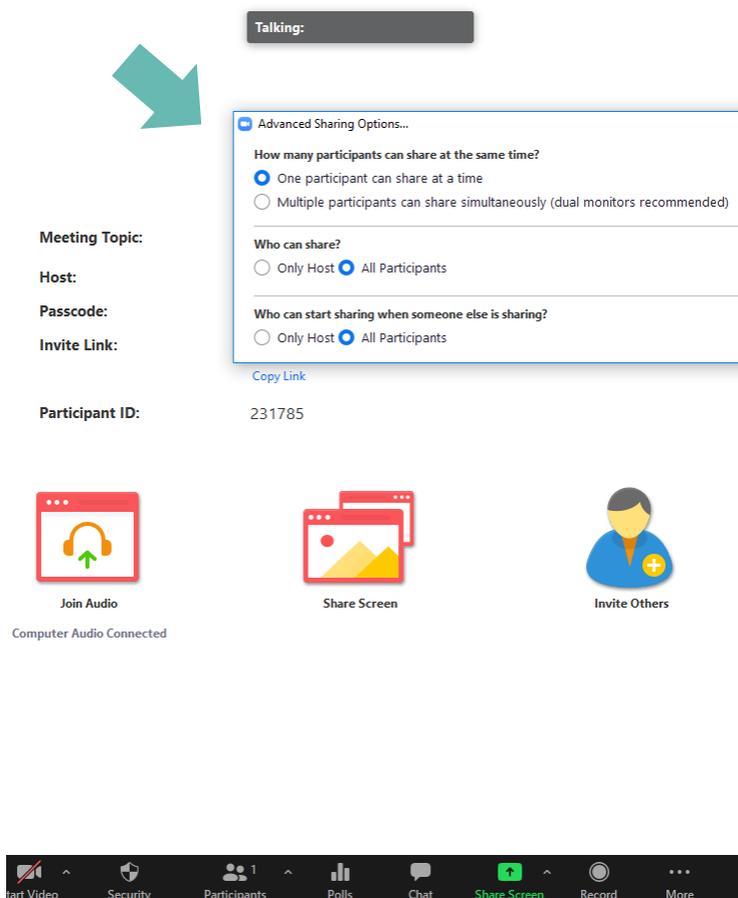
It is best if all who are not speaking are muted. The host can mute single participants or click 'mute all'. Due to privacy and security reasons, the host cannot unmute other participants without their consent.

## **SCREENSHARING**

### **For conveners and participants**

For presentations, please use the screensharing function. Click the 'Share Screen'  button located in your meeting controls.

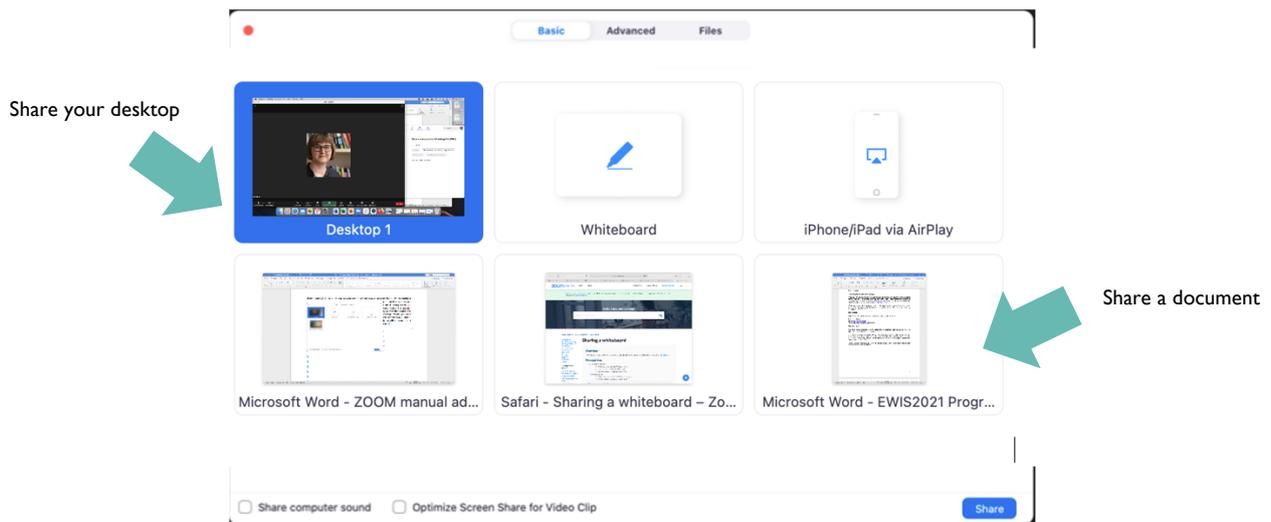
To allow all participants to share their screen, it must be set up by host. Please click on the arrow next to the 'Share Screen' button, choose advanced sharing options, and make your preferable settings. We recommend the one below.



The image shows a meeting interface. On the left, there are fields for Meeting Topic, Host, Passcode, Invite Link, and Participant ID (231785). Below these are three buttons: 'Join Audio' (with a headset icon), 'Share Screen' (with a screen icon), and 'Invite Others' (with a person icon). A green arrow points from the 'Share Screen' button to a pop-up window titled 'Advanced Sharing Options...'. This window has three sections: 'How many participants can share at the same time?' with 'One participant can share at a time' selected; 'Who can share?' with 'All Participants' selected; and 'Who can start sharing when someone else is sharing?' with 'All Participants' selected. Below the pop-up is a 'Copy Link' button. At the bottom of the screen is a dark control bar with icons for Start Video, Security, Participants (1), Polls, Chat, Share Screen (highlighted in green), Record, and More.

Select one of the following screen share options:

**Basic:** Share your entire desktop, a document, a presentation, or another device. When sharing a presentation, we recommend that the presenter already opens the presentation and then shares it.



(Optional) Enable these features, located in the bottom-left corner of the share window:

**Share sound:** If you check this option, any sound played by your computer will be shared in the meeting.

**Optimize for video clip:** Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

Click **'Share'**.

When the sharing process is started and 80% of devices acknowledge receiving the shared screen, you will see a notification banner stating Participants can now see your shared screen, or whatever you have chosen to share.

To stop press the red button 'stop share'.

## **CO-HOST**

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting. Only the host can assign a co-host.

To make assign a co-host click 'Participants' in the meeting controls at the bottom of the Zoom window. Hover over the name of the participant who is going to be a co-host, and choose 'More'. Select 'Make Co-Host'.

## **BREAKOUT ROOMS**

As a host or co-host, you can split your Zoom Meeting into up to 50 separate breakout rooms. You can assign participants in different rooms, or you can let Zoom to assign them randomly. We are happy to provide further information if you want to use this function or consult the homepage of Zoom.

## **POLL FUNCTION**

As host or co-host, you can set up polls. You can prepare it in advance, or you can change it at the workshop. We are happy to provide further information if you want to use this function or consult the homepage of Zoom.

## **CHAT FUNCTION**

The chat function could be set up at several levels, depending on with whom participants can send a message:

- No one
- Host only
- Everyone publicly
- Everyone publicly and privately

To change it, please click on the three dots. As you may see, it is also possible to share files in the chat.

## **VIRTUAL BACKGROUND**

Conveners and participants can choose virtual backgrounds on Zoom. Please select 'Video' in your meeting controls. You can choose between virtual backgrounds and filters depending on your preferences.

## **VIDEO RECORDING**

We do not recommend any recordings. And if so, the consent by all participants must be given.

**Enjoy your workshops!**

Gabi Schlag & Revecca Pedi

EWIS 2021 program chairs