Refresh - How to join a Zoom session

1. Open the link which you would like to share (The Book of Hopes: https://issuu.com/bloomsburypublishing/docs/thebookofhopes_interactivepdf/28). Your computer and Zoom now know that this link is open so you can forget about it.

2. Join the Zoom meeting by using the link sent via email or the website: https://islingtoncentre.co.uk/timetable-april-july-2021/ you can use any link from past sessions to join a session, they are the same each week.

3. Enter the passcode.

Sharing your screen

4. To share your screen you don't need to have the Book on your screen as Zoom realises it is already open.

5. To share your screen you need to click the green 'share screen' button on the toolbar located at the bottom of your screen, if you can't see it try moving your computer mouse until it appears.

6. A window will appear with a lot of options, select what you would like your students to see.

7. You can double click the correct box or you can click once and select 'Share' in the blue box in the bottom right corner of the screen.

8. Then everyone in the Zoom meeting will be able to see your screen. If you would like to change the page of the book, you need to select the arrow to the right or left - depending on which direction you would like to go.

9. To make the book fullscreen for everyone, hold your computer mouse over the buttons in the bottom right corner of the box containing the book. The button furthest to the right will say 'fullscreen' when you hover over it, click this button.

10. Now everyone can see the book. Sometimes accidentally right clicking on your computer mouse can make a menu appear, to make that menu disappear go to another part of your screen and left click once.

11. To move the participants' cameras around on your screen for better viewing you need to select the grey bar above the top participant and hold with your computer mouse. With the computer mouse button held down you can drag the participants' cameras anywhere on your screen.

12. If the cameras all disappear you can open the participants bar which will give you a list of everyone in the meeting. **If you are sharing your screen**, to open the participants bar you need to select the 'participants' button from the toolbar at the top of your screen and the box will appear. **If you are not sharing your screen**, the 'participants' button will be at the bottom of your screen.

13. You can make the participants box bigger or smaller by hovering over the outline of the box and dragging the sides of the box when the arrows appear.

14. If you would like to move the box to another place on the screen, put your computer mouse in the gap between 'participants' on the left and the three symbols on the right of the screen and hold down your computer mouse button - you can then drag the box.

15. To stop sharing your screen select 'stop sharing' in the red box at the top of your screen.