

# Islington Centre for Refugees and Migrants

## Using Zoom for Online Sessions

At Islington Centre we offer our online sessions through Zoom. Please make sure you have Zoom on your phone, tablet or computer. It is important to understand the rules for using Zoom so we can respect each other and enjoy the session.

### Phone or Tablet

You can download Zoom to your mobile phone from:  
Google Play (for Android) or the App Store (for iPhones and iPads)

### Laptop or Computer

You can download Zoom from <https://zoom.us/download>

To help you with your Zoom sessions:

Please practise:

- Using the Mute button
- Turning your camera on
- Changing between Gallery view and Speaker view
- Putting your Hand up sign
- Using the Chat panel

Here is a helpful list of what to do when in a Zoom session:

- Have the correct Zoom Log In details ready before you start
- Please turn on your microphone and camera
- Please be ready to start 5 minutes before the session so you're not late.
- Please don't be late!
- Be ready to listen and work
- Please be prepared to introduce yourself using your name so the Teacher or Session Lead knows who you are
- Please be ready with anything you will need (e.g. paper and pen)
- Sit or stand in one place
- Make sure you are fully dressed
- Please make sure you are in a quiet place
- Don't do other activities while on your Zoom call (for example: don't cook, eat or watch TV)
- Don't log on when you are travelling on public transport or walking
- Please tell the Teacher or Session Lead if you need to leave the session
- Use mute if other people are in the same room as you
- Use mute if you need to answer your phone
- Use mute if there is any other background noise

The Teacher or Session Lead may need to MUTE all participants so everybody can hear them.

**All Zoom Meeting IDs will be on the Timetable. We will text you the passwords.  
Please contact us if you don't receive this information.**