

MUSEUM AT HOME

TECHNICAL QUICK-GUIDE TO USING ZOOM

JOINING THE ONLINE-EVENT

No later than 2 hours before the event, you will receive an e-mail from us with a link: **<https://zoom.us/...> (followed by a combination of numbers and letters).**

After clicking on the access link you will be prompted to install Zoom or open the meeting using the Zoom App.

A) JOIN MEETING WITHOUT INSTALLING ZOOM

You can participate in the online-event without installing Zoom by joining the meeting over your web browser. After clicking on the access link the option “Join from your browser” will appear.

Allow Zoom to access your microphone and, if desired, the camera of your device. You can also participate in the event with your camera turned off.

B) JOIN MEETING BY INSTALLING ZOOM

If you would like to use Zoom more often, you can download the free software at <https://zoom.us/download> and install the program on your device. Click on the download link and “Save file”. The installation usually begins automatically. If the installation does not begin automatically, you must click on the file with the designation “.exe” in your Downloads folder to start the installation.

If you are using a tablet or smartphone, install the Zoom App on your device:

Google Play Store:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=de&gl=US>

App Store:

<https://apps.apple.com/de/app/zoom-cloud-meetings/id546505307>

Along with the access link, you are sent a meeting ID composed of numbers together with an identification code. Open the program (the Zoom App) on your device, click on “Join a meeting”, and enter the meeting ID. Below you can enter your name, which will be shown to the other participants of the online-event.

WAITING ROOM

If you activate the link before the official start of the online-event, you will enter a digital waiting room. You can enter the meeting as soon as it begins.

LEAVING THE MEETING

The meeting will be ended by the host. You must do nothing further. If you would like to leave the online-event early, click on “Leave meeting” in the lower right corner.

FURTHER INFORMATION AND TIPS FOR USING ZOOM CAN BE FOUND HERE:

<https://support.zoom.us/hc/de/articles/201362193-An-einem-Meeting-teilnehmen>