

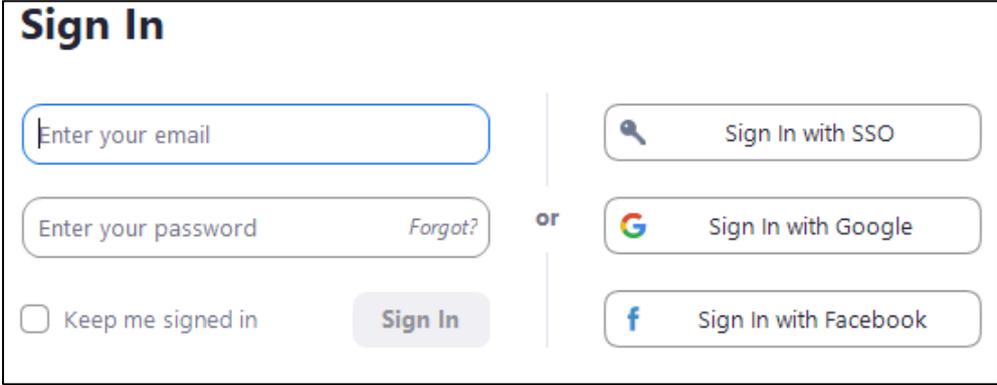
School of Anaesthesia Yorkshire and the Humber

REMOTE INDUCTION - Appendix One

Setting up a Zoom meeting

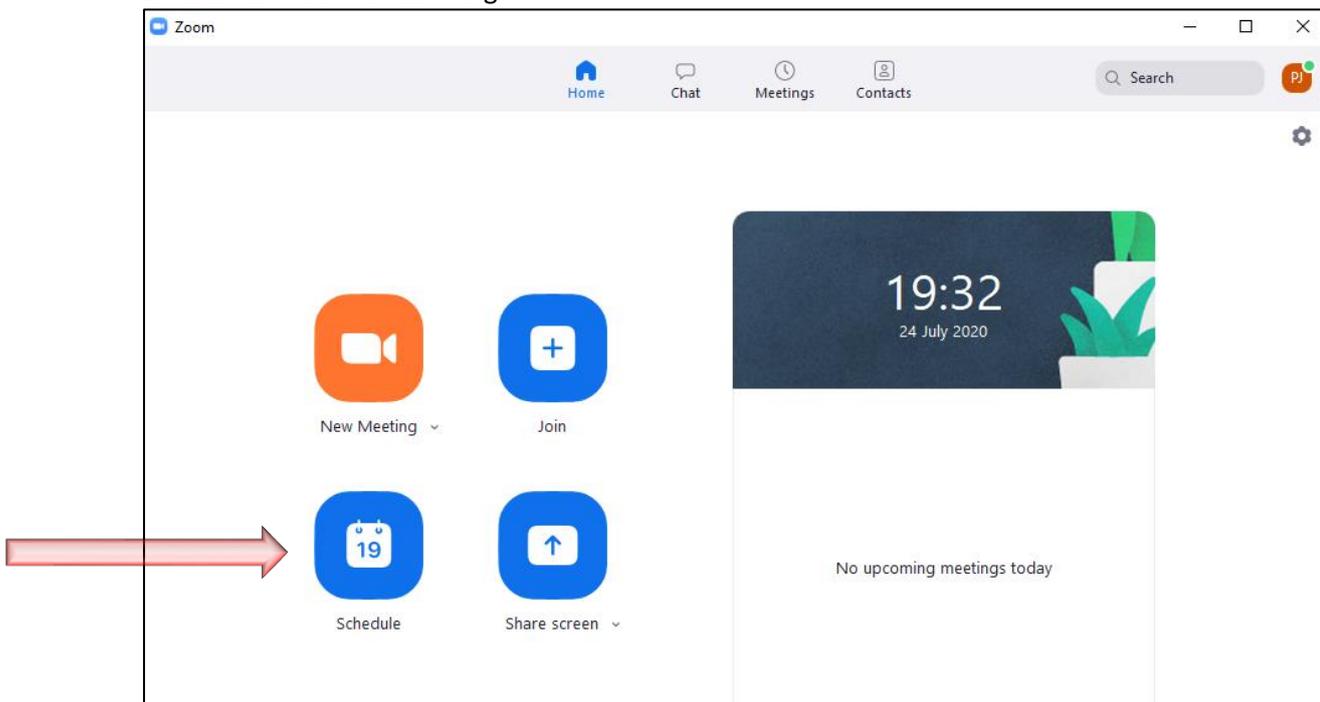
This is a brief guide to help you host a Zoom session for the Induction Interactive Q+A sessions. You should all have been given Zoom licences to allow setting up and hosting your own meetings. If not then please contact Programme Support in advance.

1. Login to Zoom



The image shows the Zoom 'Sign In' page. It features a central 'or' separator. On the left side, there are two input fields: 'Enter your email' and 'Enter your password' (with a 'Forgot?' link). Below these is a 'Keep me signed in' checkbox and a 'Sign In' button. On the right side, there are three buttons: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'.

2. Click on "Schedule Meeting"



3. Complete the set up of the meeting. Consider the following (see picture):

- Fill in the **Topic** box with the name of your session
- Make sure the date is the Induction date. Zoom defaults to “today’s date” so it is easy to inadvertently set up the meeting for the day you are on rather than one in the future
- Same with the time. Ensure it is the start time of your session
- Make sure the duration is 2 hours
- Make sure the **Meeting ID** setting is “Generate Automatically”
- The **Password** will autogenerate
- Leave the **Video** settings as “OFF” so that no-one can video the Q+A
- Make sure the **Audio** setting is “Telephone and Computer Audio” so that people can dial in if needed

Schedule Meeting

Topic
ACCS Year 1 Induction Session

Start: Fri August 14, 2020 10:00

Duration: 2 hours 0 minute

Recurring meeting Time Zone: London

Meeting ID
 Generate Automatically Personal Meeting ID XXX XXX XXXX

Password
 Require meeting password XXXXXX

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United Kingdom [Edit](#)

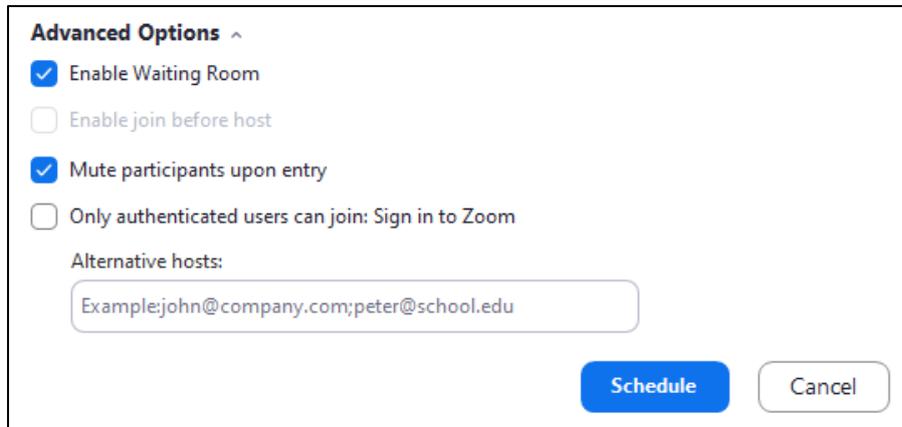
Calendar
 Outlook Other Calendars

Advanced Options ▾

[Schedule](#) [Cancel](#)

4. Click the little down arrow next to **Advanced Options** to pull down a sub-menu:

- Make sure “Enable Waiting Room” is ticked
- Make sure “Mute participants upon entry” is ticked
- Leave the others unticked



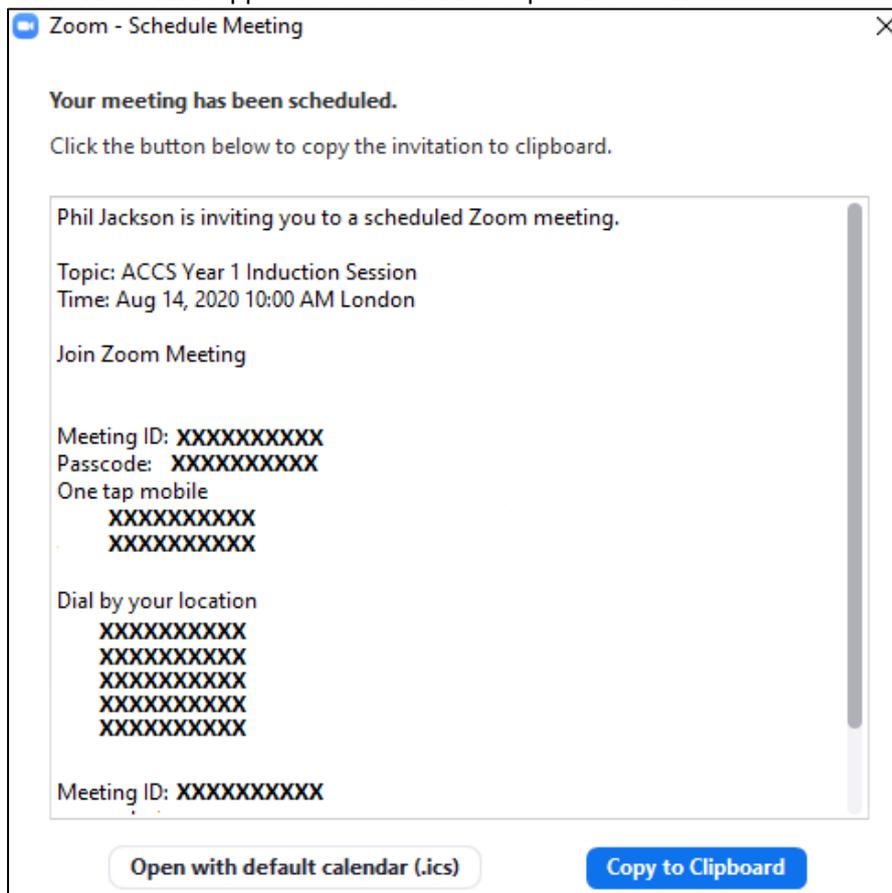
The screenshot shows the 'Advanced Options' dialog box in Zoom. It has a title bar with a small upward arrow. The options are:

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom

Below the options is a text field for 'Alternative hosts:' with the placeholder text 'Example;john@company.com;peter@school.edu'. At the bottom right are two buttons: 'Schedule' (blue) and 'Cancel' (white with blue border).

5. Then click the **Schedule** button

6. A final box will appear that looks like the picture below:



The screenshot shows the 'Zoom - Schedule Meeting' confirmation dialog box. It has a title bar with a close button (X). The main text says: 'Your meeting has been scheduled. Click the button below to copy the invitation to clipboard.'

Below this is a scrollable area containing the following text:

Phil Jackson is inviting you to a scheduled Zoom meeting.

Topic: ACCS Year 1 Induction Session
Time: Aug 14, 2020 10:00 AM London

Join Zoom Meeting

Meeting ID: XXXXXXXXXXXX
Passcode: XXXXXXXXXXXX

One tap mobile
XXXXXXXXXX
XXXXXXXXXX

Dial by your location
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Meeting ID: XXXXXXXXXXXX

At the bottom are two buttons: 'Open with default calendar (.ics)' (white with blue border) and 'Copy to Clipboard' (blue).

7. Make sure you have your email open, with a blank email to me started. Then click on the **Copy to Clipboard** Button. You can then paste these details into the email and send it to me. I will then ensure it gets sent to the appropriate Trainees.