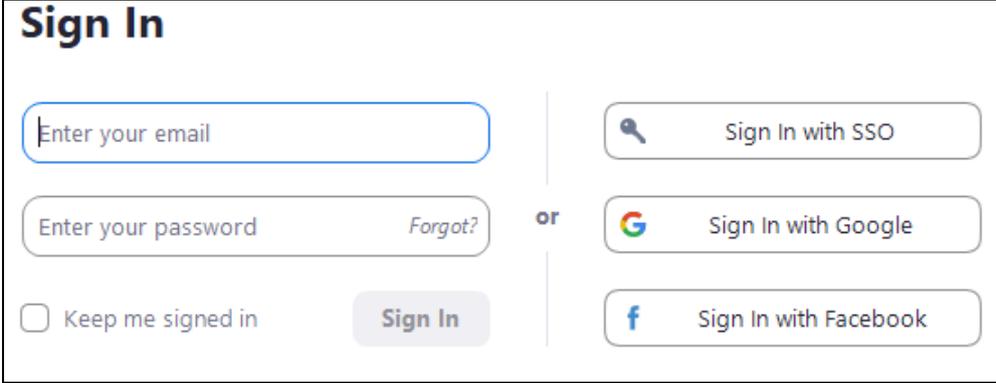# School of Anaesthesia Yorkshire and the Humber
REMOTE INDUCTION - Appendix Two
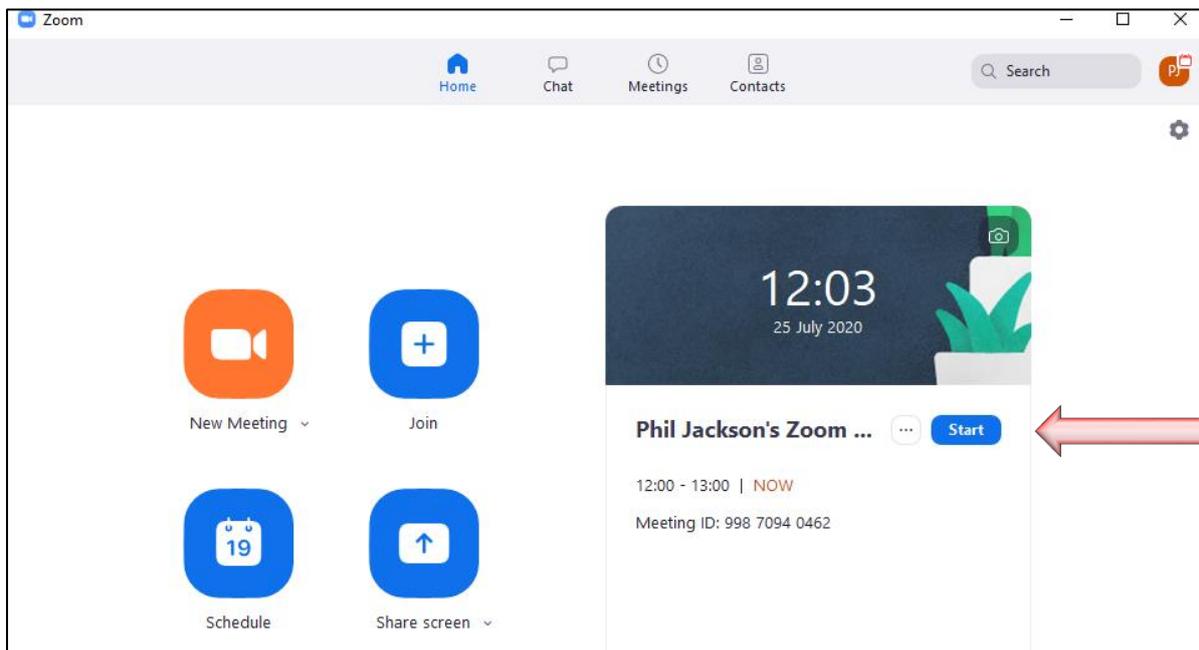### Running the Induction Zoom meeting

This is a brief guide to help you host a Zoom session for the Induction Interactive Q+A sessions. Please refer to Appendix One to aid the initial set up of the Zoom session in advance.
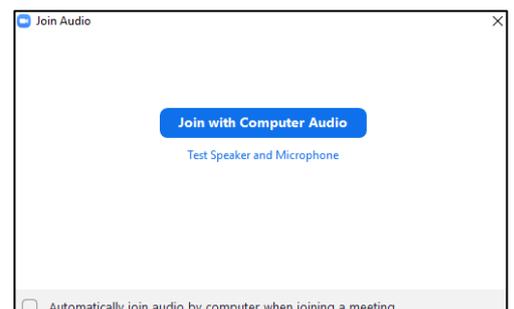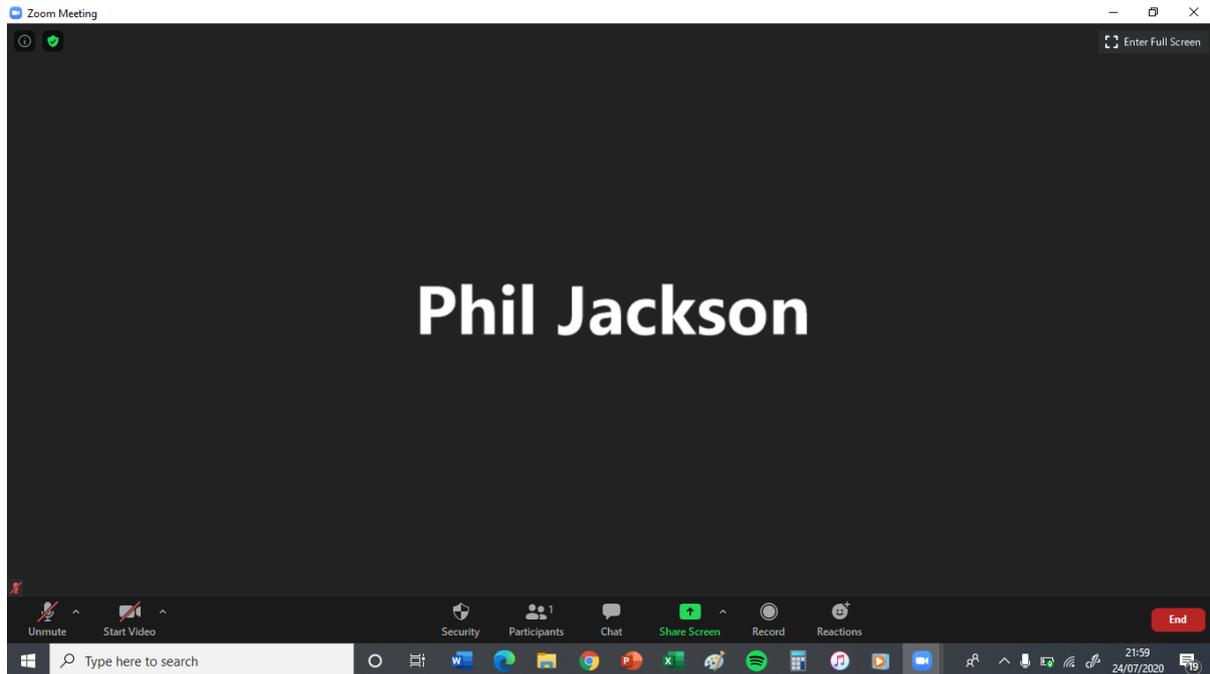
1. Login to Zoom

2. The main Zoom screen should have your previously set up meeting as an upcoming meeting on the right-hand side of the screen. Click on **Start**

3. Click the **Join with Computer Audio** that appears on the pop-up screen and the Zoom Session should start
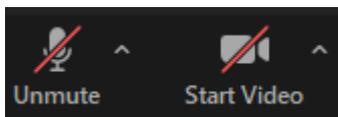
4. The Zoom session will start and look like the following screen (but will likely show your face as you will have your camera on. Sorry but I couldn't face writing a guide with pictures of me looking out, hence the blank screen.
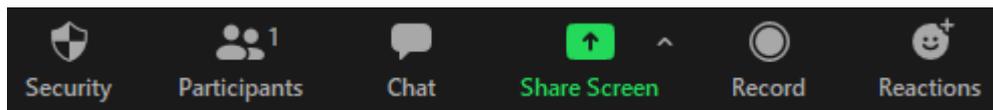

5. Along the bottom are the controls.
On the left hand side are the mute/unmute and start/stop video for your own screen:
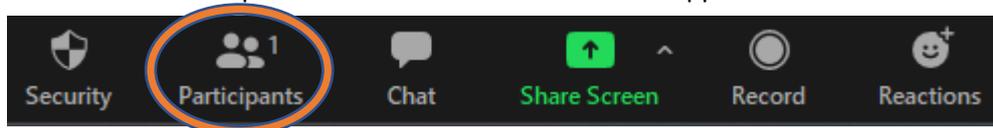

In the middle are the other controls. This banner may disappear but can easily be brought back by hovering your mouse cursor over the screen

6. You should let the other TPDs and trainee presenter in to the meeting first. Then make them co-host by doing the following:
Click on the "Participants" Icon and a white banner will appear on the left-hand side of the screen
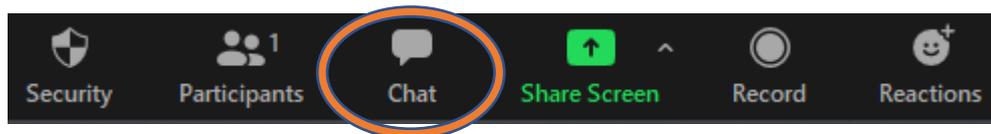

The white banner looks like this:

Then hover your mouse over their name and a couple of blue buttons should appear like this:

Click on the **More >** button and select "Make Co-host" next to the other TPDs and the Trainee presenter. This should then allow them to share their screen when needed (e.g. the Trainee presentation).

7. One of the TPD Co-hosts should keep an eye on the "Chat" function so that all questions can be picked up. To do this click on the "Chat" Icon:

This will bring up a similar white banner on the right-hand side of the screen where and questions asked by trainees will appear at the top right.