Project ECHO®

Northern Ireland

How to connect to Echo using Various Devices

PC to Tablet

ZOOM CONNECTION

INSERT: ECHO NETWORK TITLE

Please find attached our Agenda, Educator & Case Presentations ahead of our ECHO Session scheduled to take place on **XXXXXXX.**

The Topic for this Session is **XXXXX**

Our Educator will be **XXXXXXX**

Your Zoom ID: https://echo.zoom.us/j/XXXXX

***Please note: The ECHO shall be open approximately 20mins prior to ensure all participants have a secure connection.**

Should you wish to access the meeting manually your meeting ID is: **XXXXXX**

Our ECHO Session shall be available for viewing on our Moodle site approximately 72hrs afterwards.

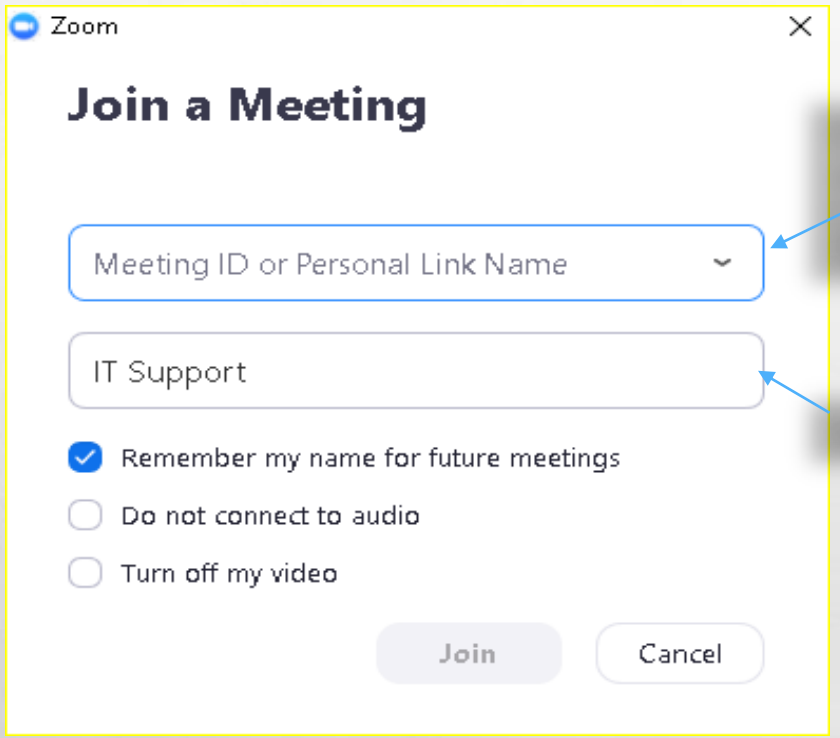
A week before your Echo Network Meeting, your Network Co-ordinator will send you an e-mail like this one.
Just click on the link and the meeting will Open.

ZOOM CONNECTION

Manual Connection's are also possible. Just Launch your Zoom application. Select 'Join a Meeting'. Put the 10 digit number which is at the end of the link which you where sent in the email on the last slide by your Network Co-ordinator.

This number will change on a monthly basis.

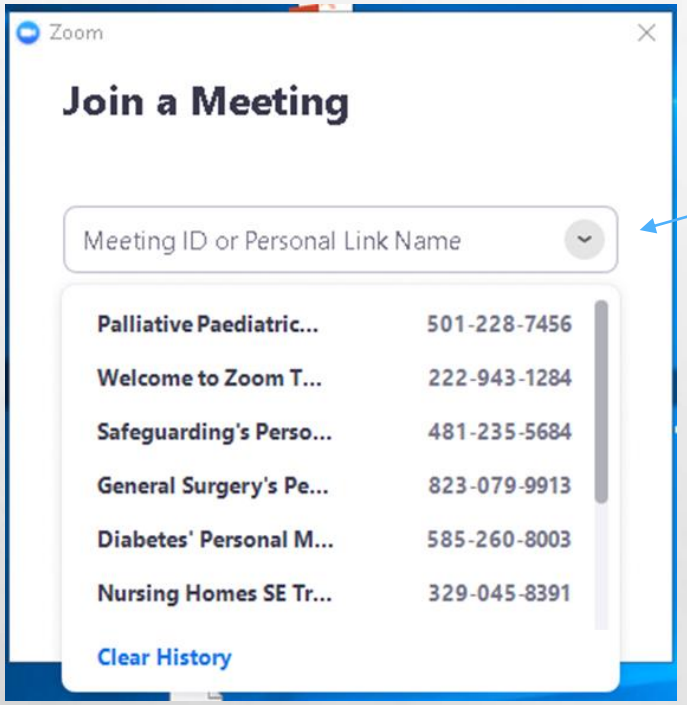
ZOOM CONNECTION



Put the 10 digit number which is at the end of the link which you were sent in the email on the last slide by your Network Co-ordinator.
This number will change on a Monthly Basis.

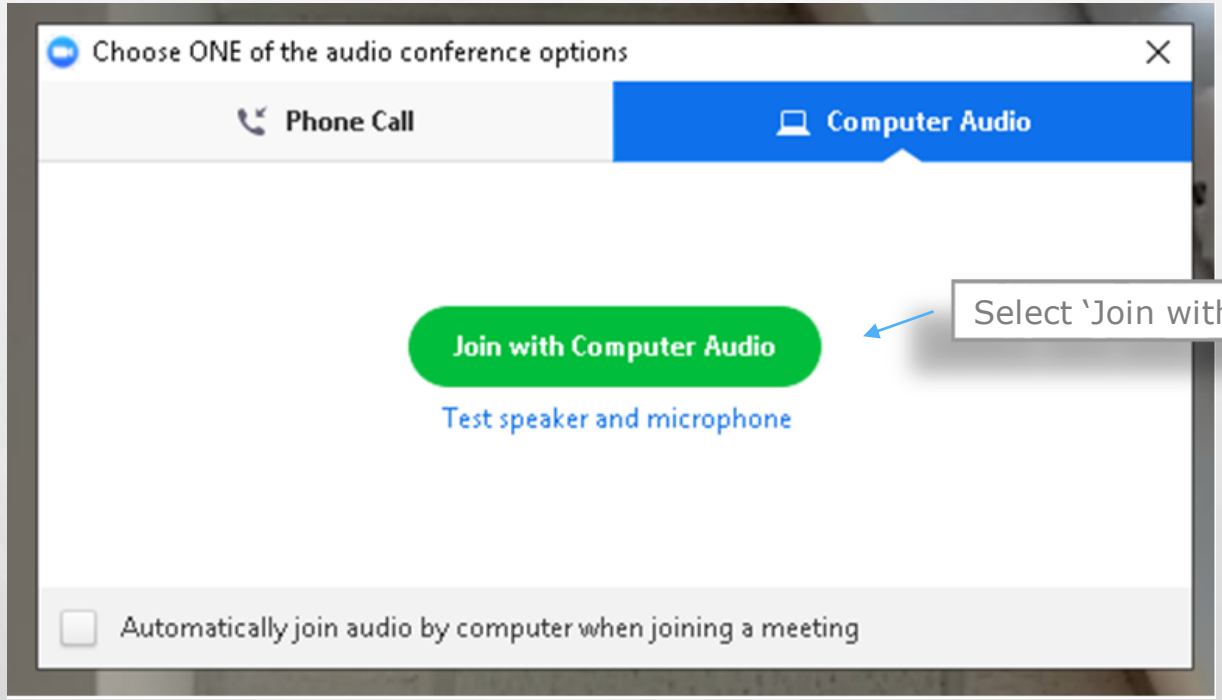
Insert your name is the bottom box and click join.

ZOOM CONNECTION

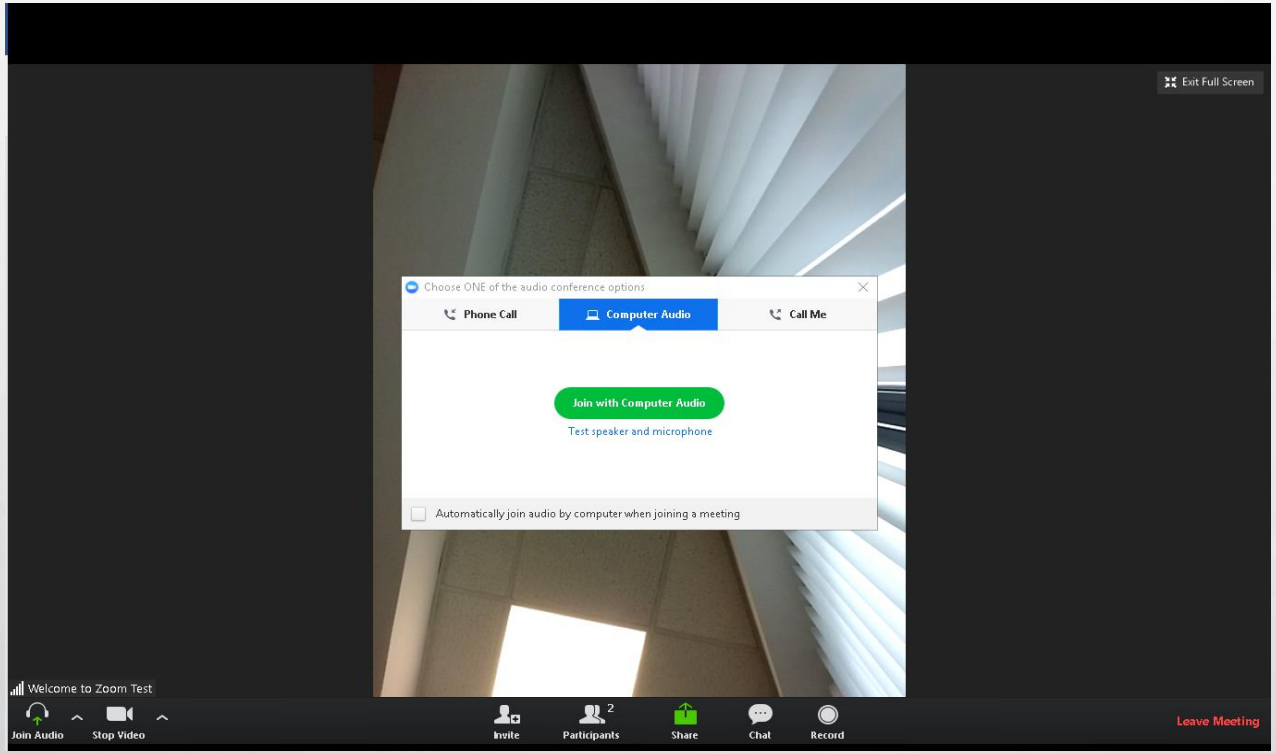


Once you have inserted the number, Zoom will remember it. Select the arrow on the drop down menu and select it. Useful if you a part of multiple networks.

ZOOM CONNECTION



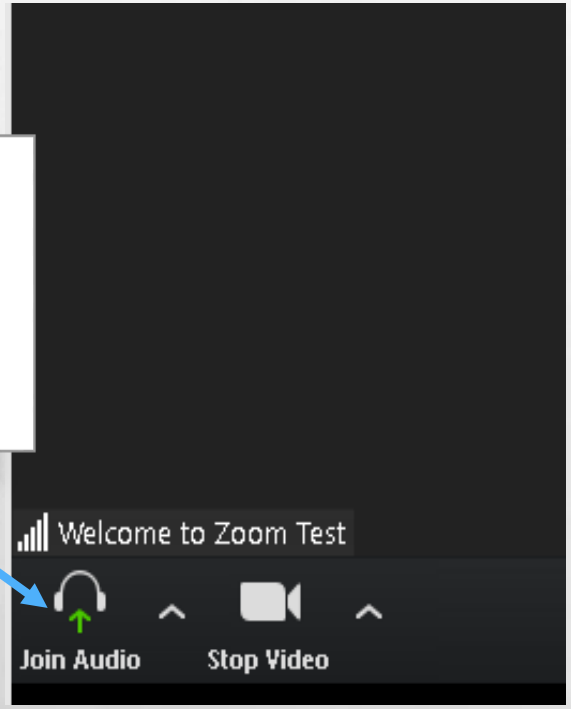
ZOOM CONNECTION

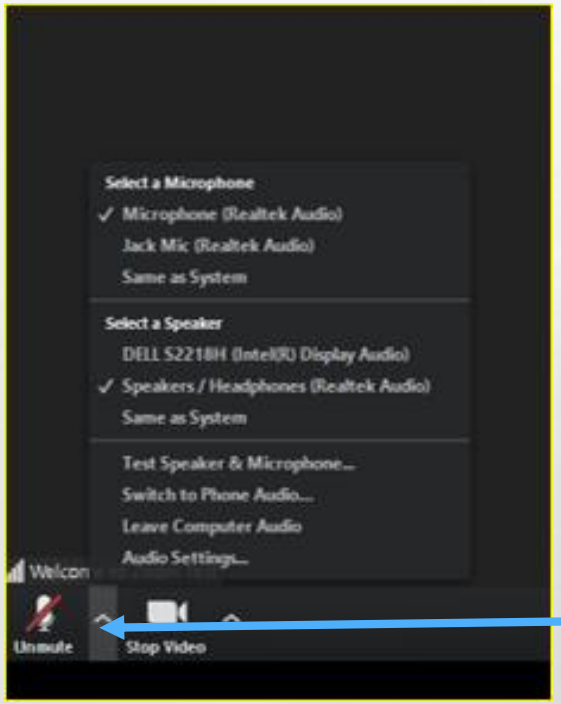


ZOOM CONNECTION

Select Join Audio

Symbol will change to Microphone Icon.





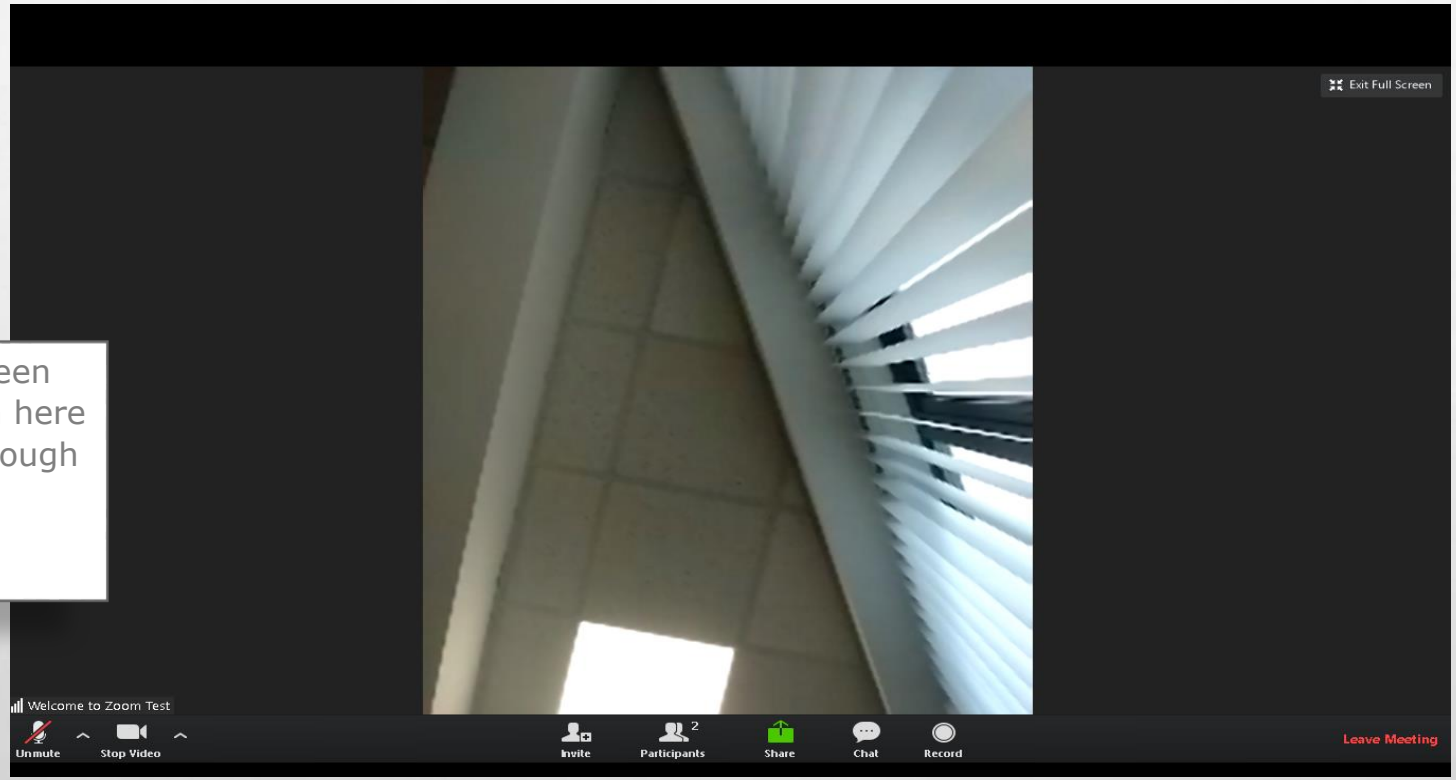
Select Pop Up Arrow

This Option is used to test speaker and microphone.

Or to select equipment options that are available.

e.g Different Mics and Speakers.

ZOOM CONNECTION



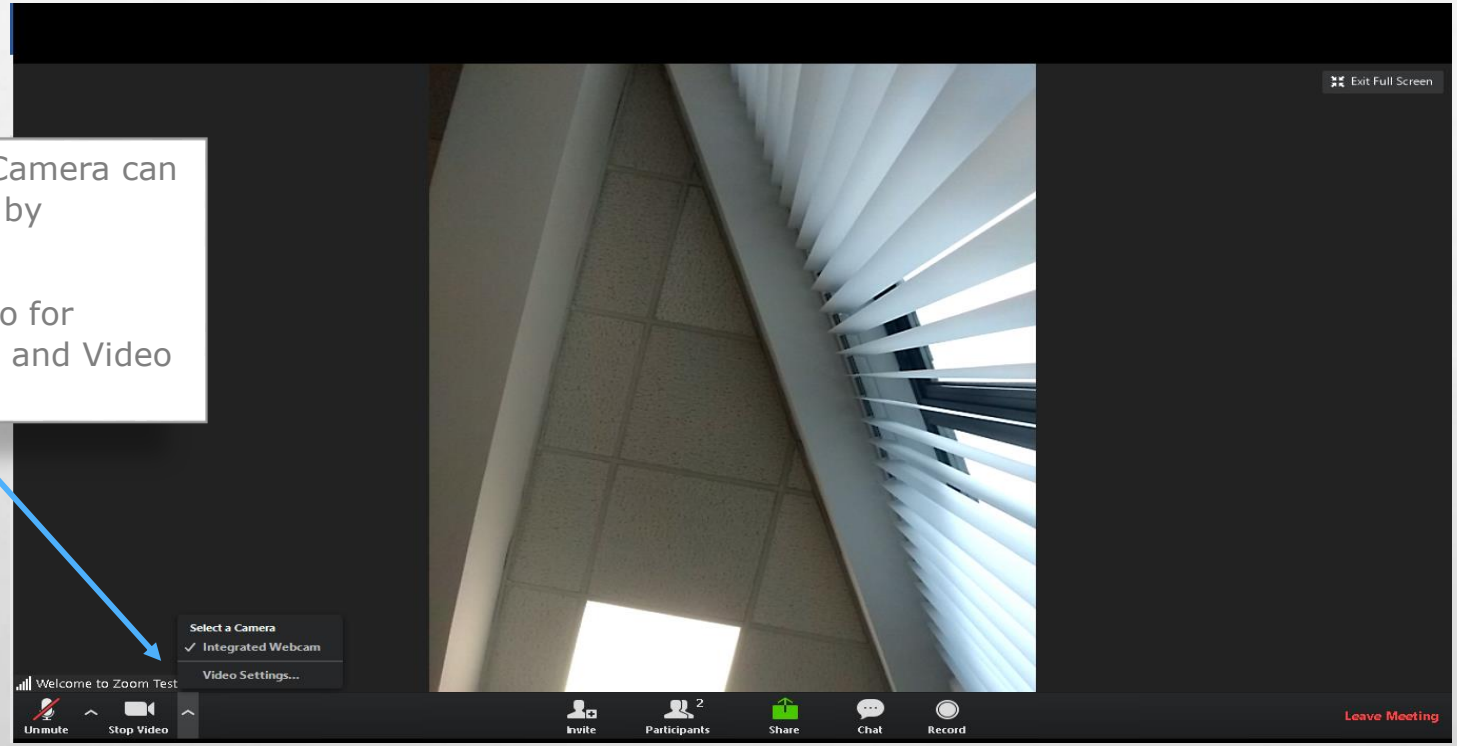
Audio has now been muted, as shown here with RED line through Mic Icon.

Click to Unmute.

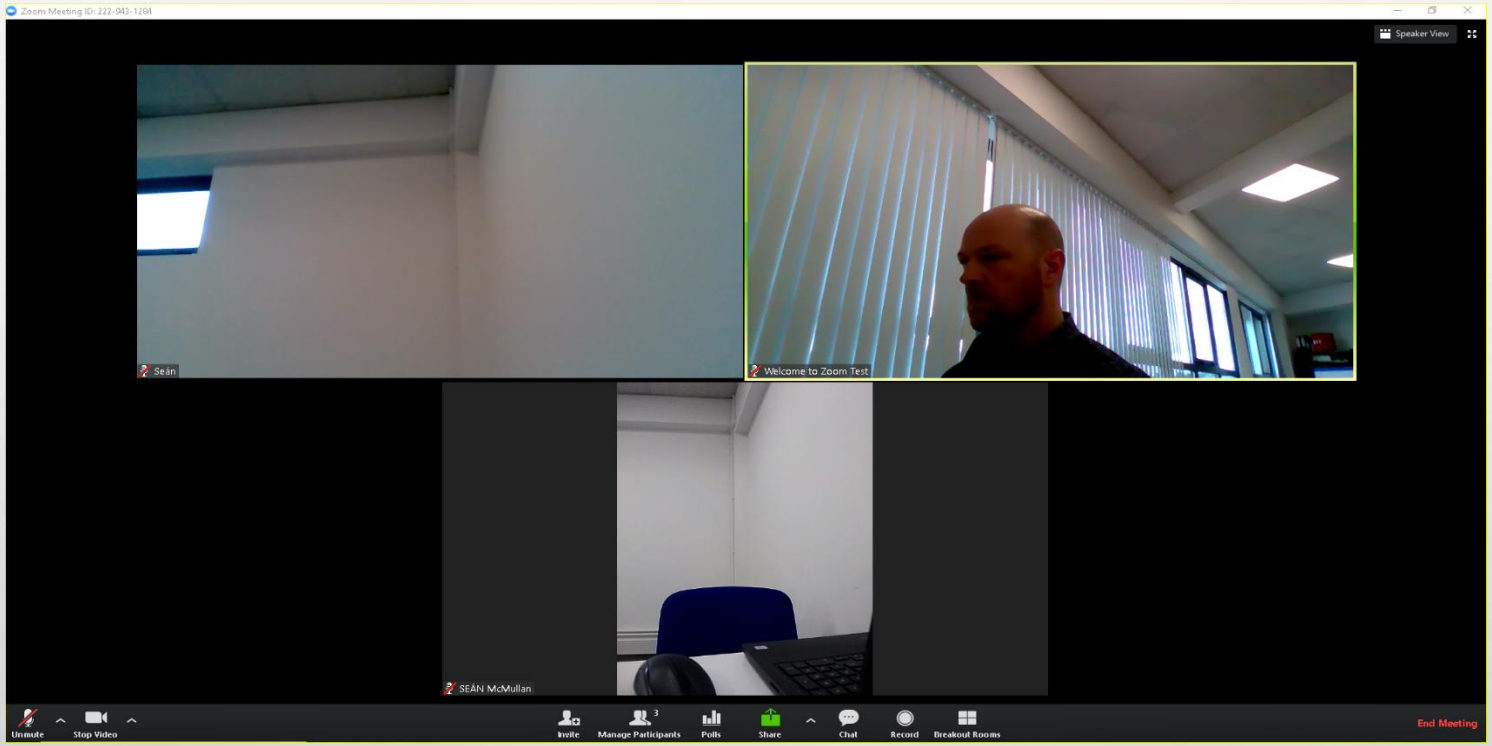
ZOOM CONNECTION

Same as above Camera can be turned on/off by selecting it.

Pop up arrow also for selecting camera and Video settings.

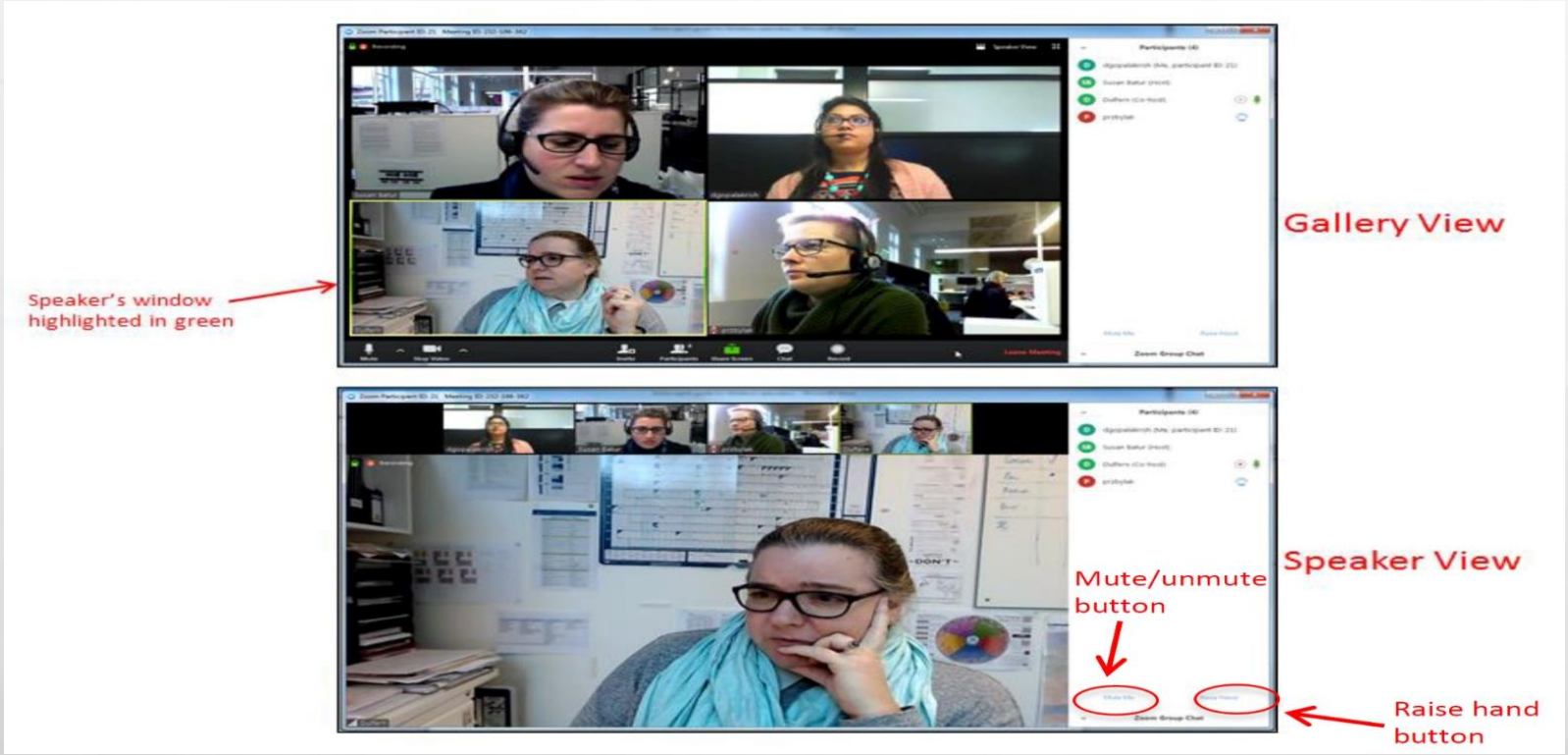


ZOOM CONNECTION



When you are connected, your screen should look something like this and show all who are taking part.

ZOOM CONNECTION



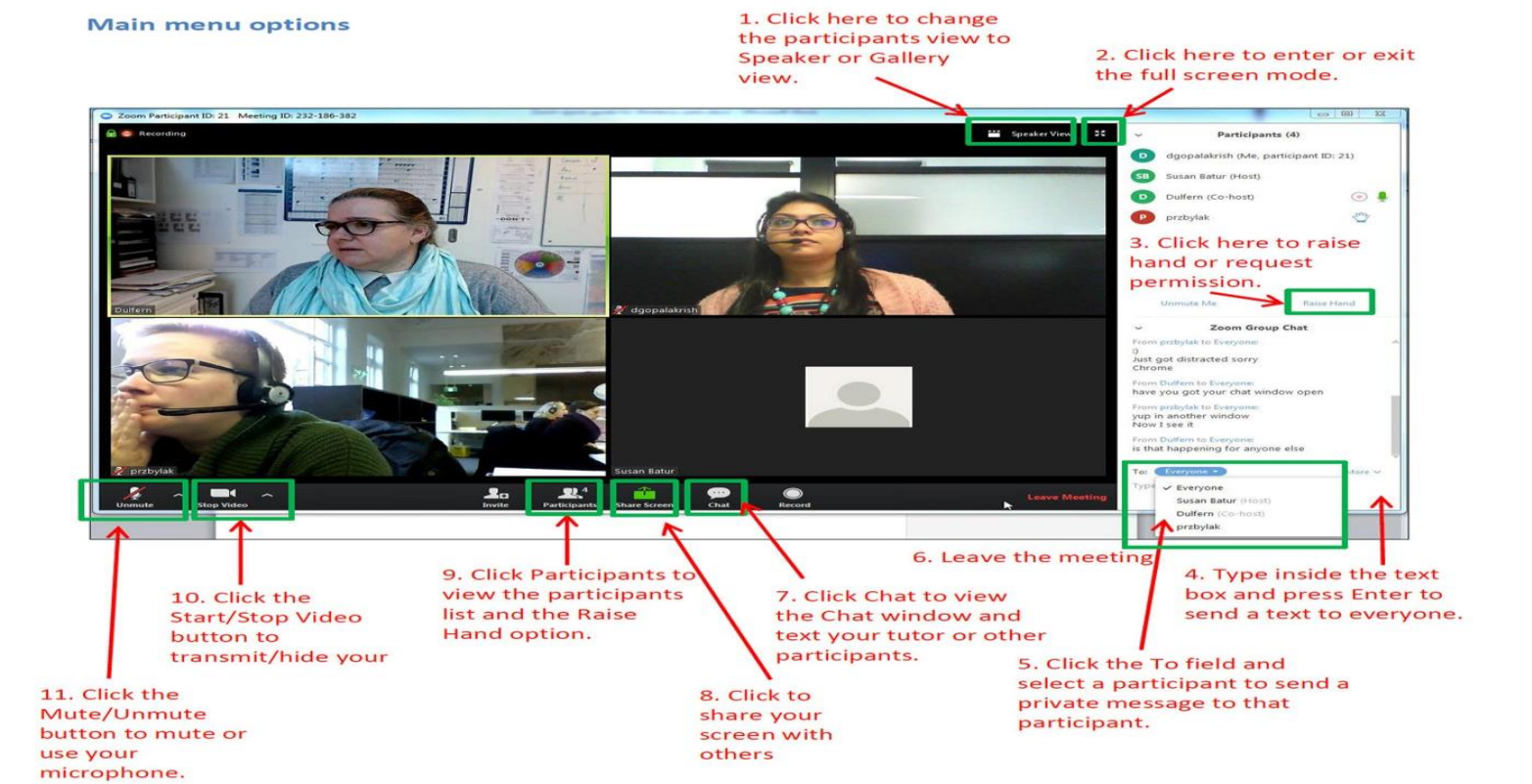
You can toggle between the Speaker and Gallery views by using the option in the top right corner of your screen.

Raise hand

On the menu at the bottom, click participants. This displays the participants panel to the right of your Zoom main room.

Next, inside the participants panel, in the bottom-right corner, click 'Raise Hand'- this allows others to see you wish to ask a question.

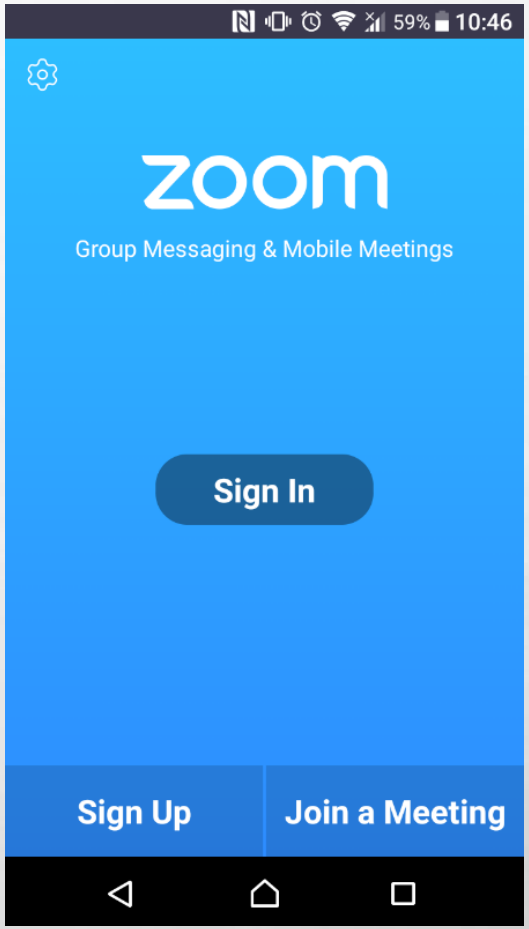
ZOOM CONNECTION



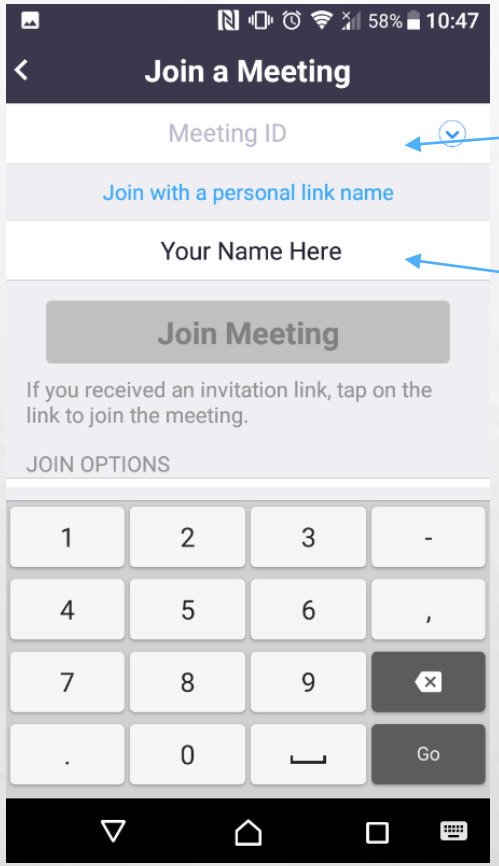
ZOOM CONNECTION

Using an Android Smart Phone

Connecting with a Smart Phone is similar to connecting with a computer. Select **Join meeting**



ZOOM CONNECTION

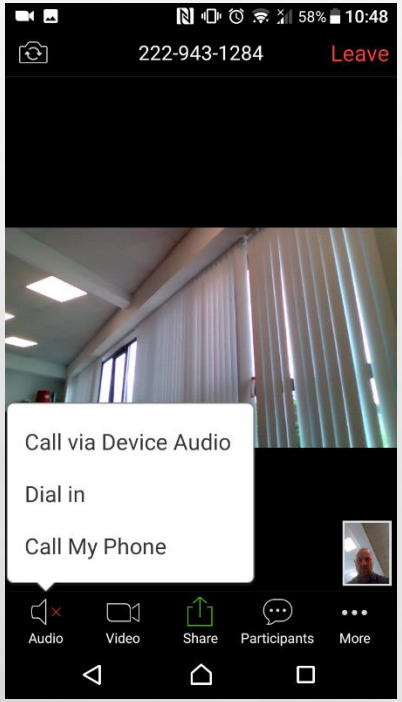


Meeting ID Goes Here

Your Name goes here
Select join meeting

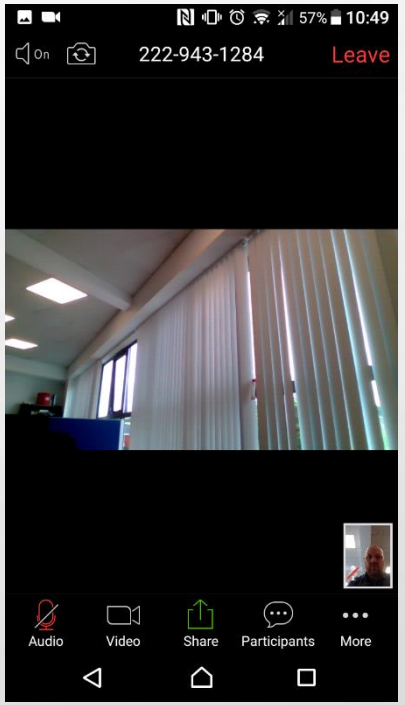
ZOOM CONNECTION

FIG 1



Select
Call via Device Audio

FIG 2



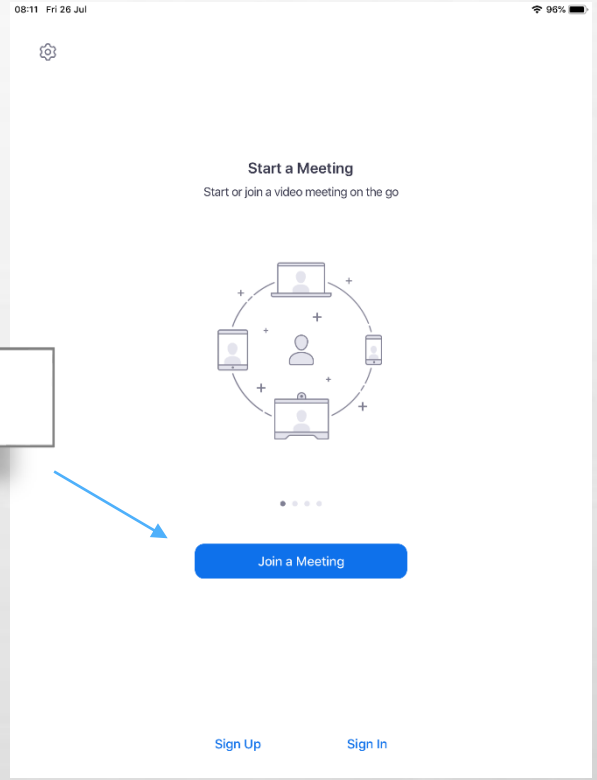
To Leave meeting select Leave

Speaker icon has changed to microphone which is muted.
Tap audio to turn on and off.

ZOOM CONNECTION

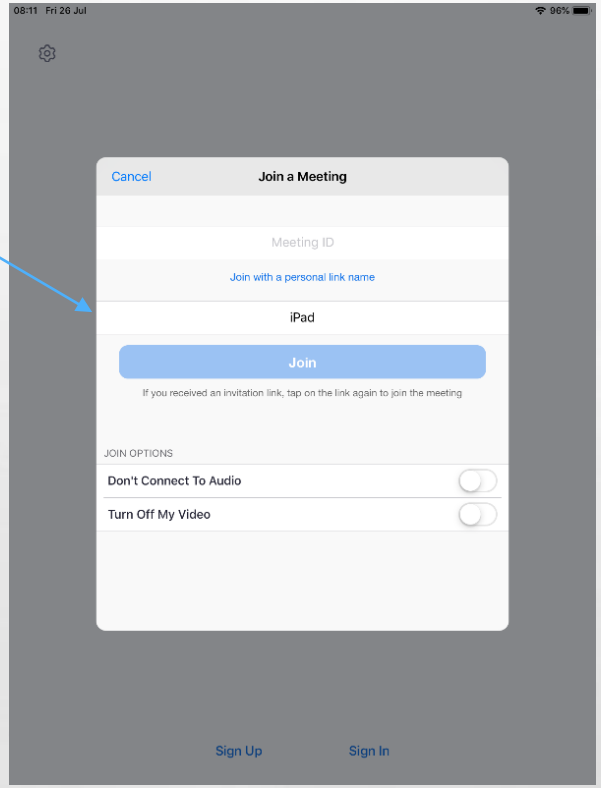
USING AN APPLE DEVICE

Open Zoom Application
Select Join Meeting



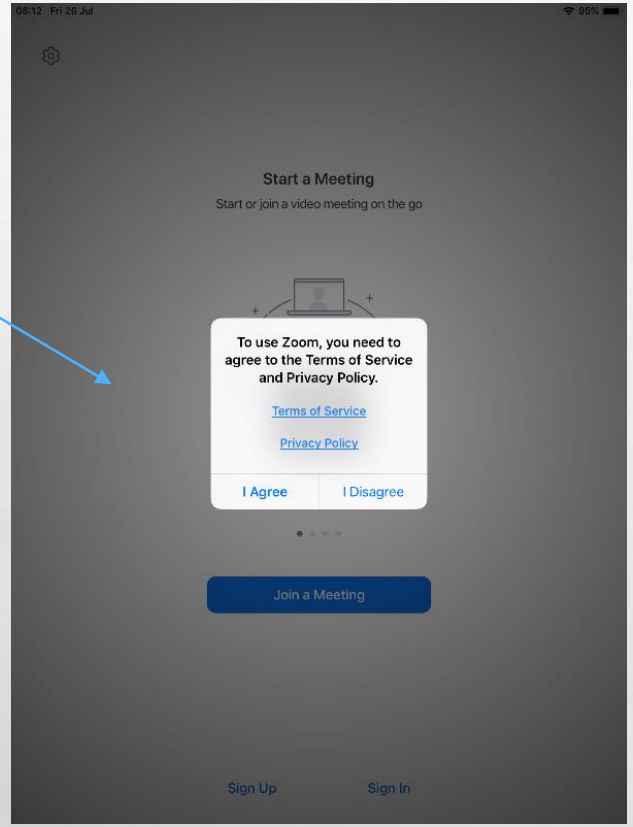
ZOOM CONNECTION

Insert Meeting ID
Insert your Name
Select Join

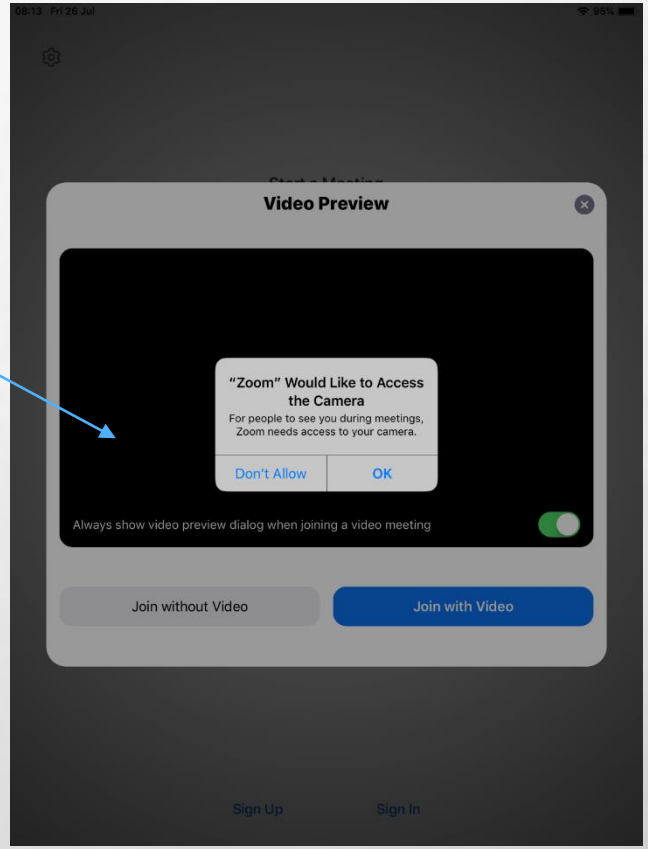


ZOOM CONNECTION

Select I Agree

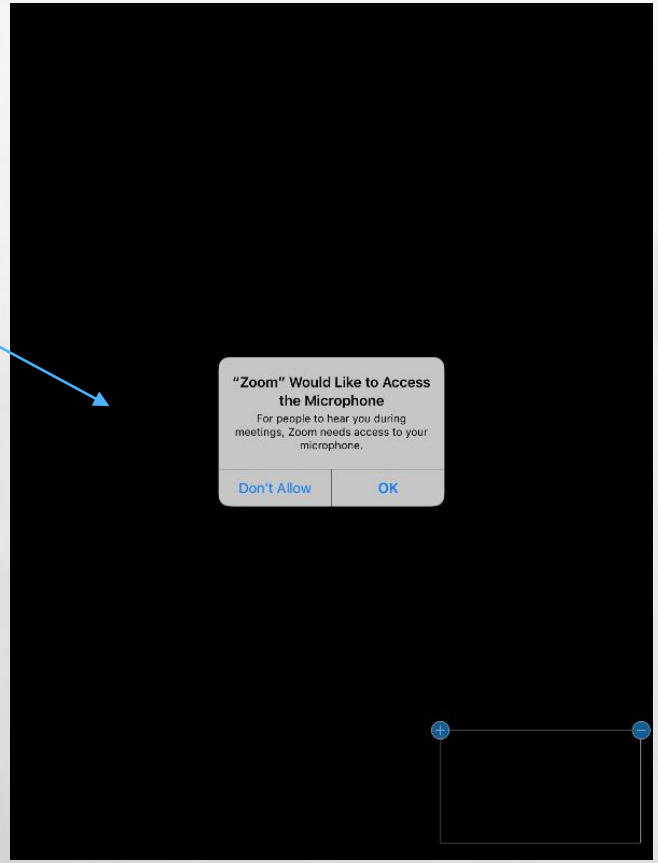


Select OK

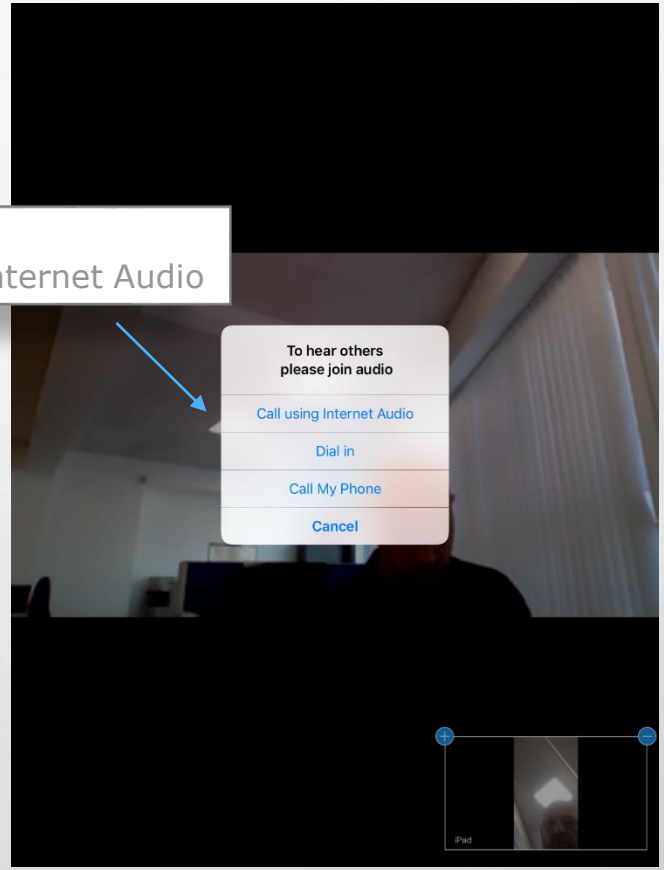


ZOOM CONNECTION

Select OK

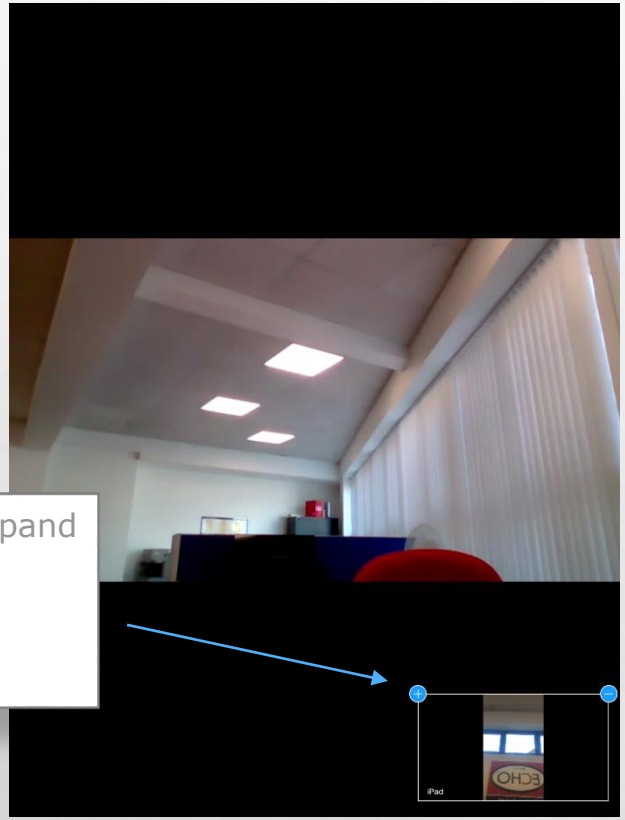


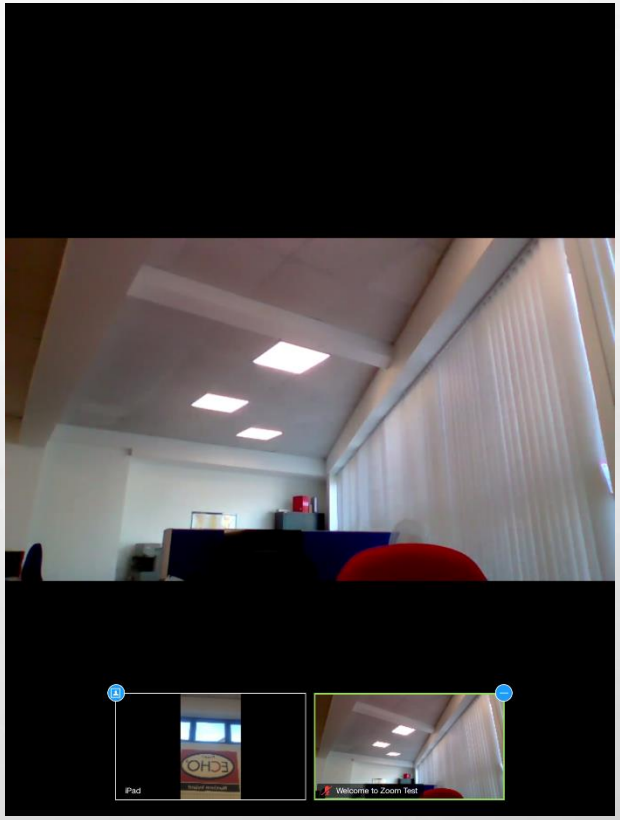
Select
Call using Internet Audio



ZOOM CONNECTION

Select Plus Sign to expand
Here you will see everyone who is connected.
See opposite picture.

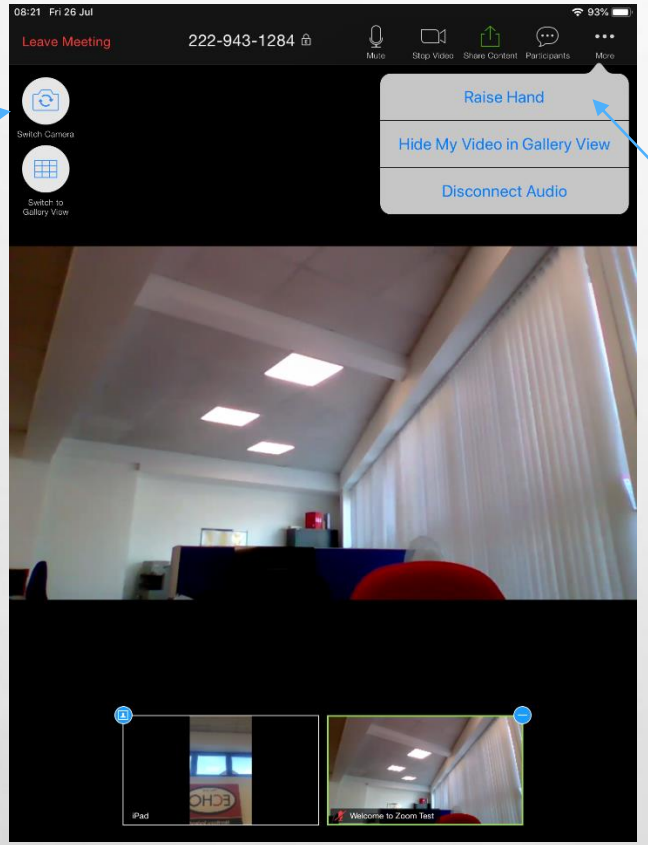




ZOOM CONNECTION

SOME SIMPLE CONTROL FUNCTION

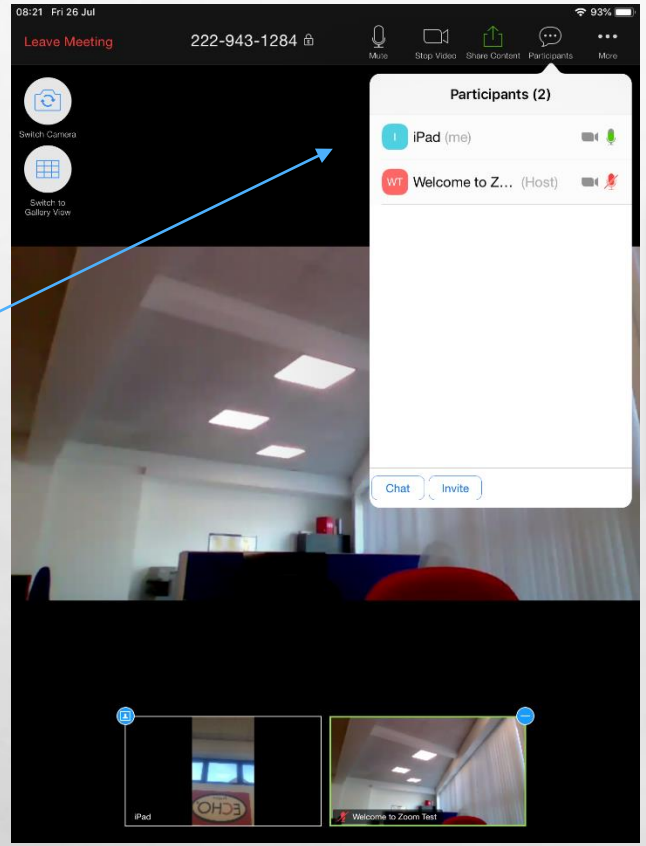
Select Switch camera this allows user to Switch between forward and rear camera. Gallery View will show all participants.



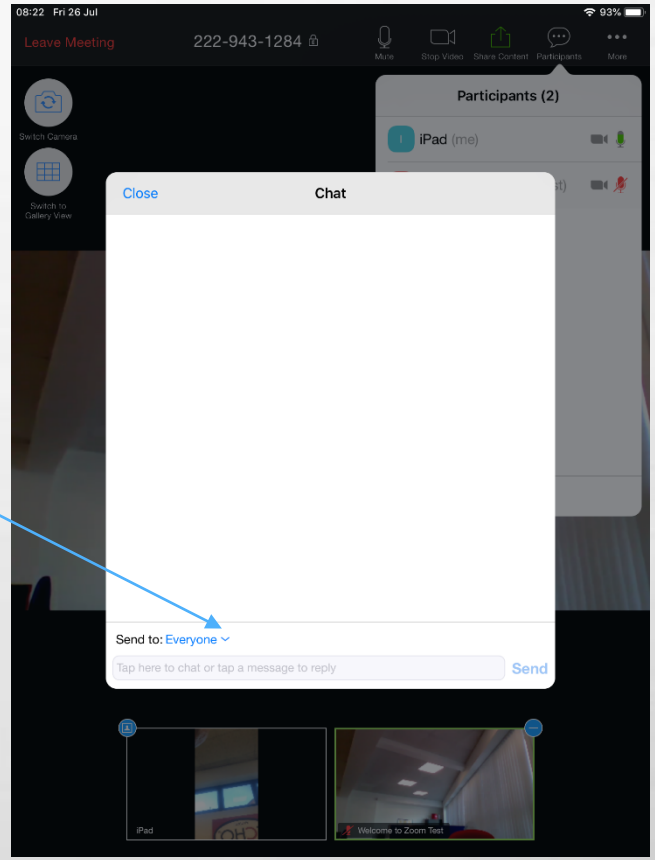
Select Raise Hand This will put symbol on screen showing you wish to ask a question

ZOOM CONNECTION

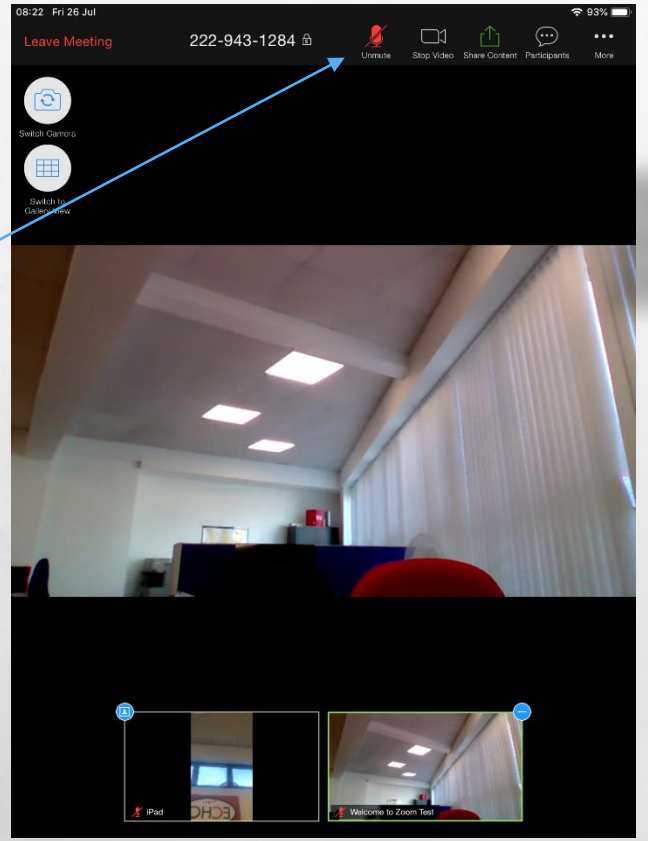
Participants Symbol
Allows you to chat individually or to everyone.

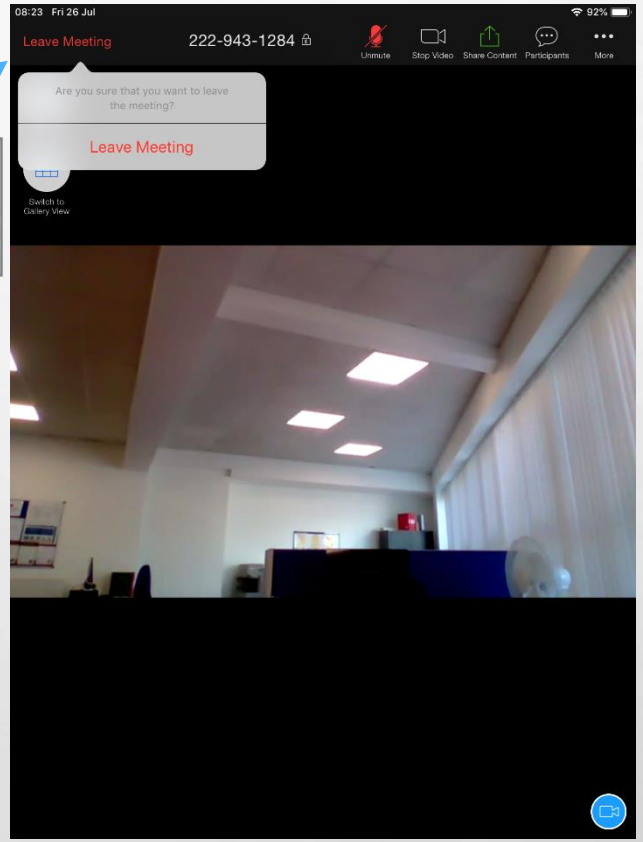


Everyone selected
Click on drop down.
To select individual names.



ZOOM CONNECTION



Participants Can Mute audio and turn Camera on and off Select icon you wish to control this will put a red line through it to turn it off select again to turn on

To leave meeting Select leave Meeting