



# 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 **XXXXXX**

Our Educator will be **XXXXXXX**

Your Zoom ID: <https://echo.zoom.us/j/XXXXXX>

**\*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: **XXXXXXX**

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

Zoom

## Join a Meeting

Meeting ID or Personal Link Name

IT Support

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

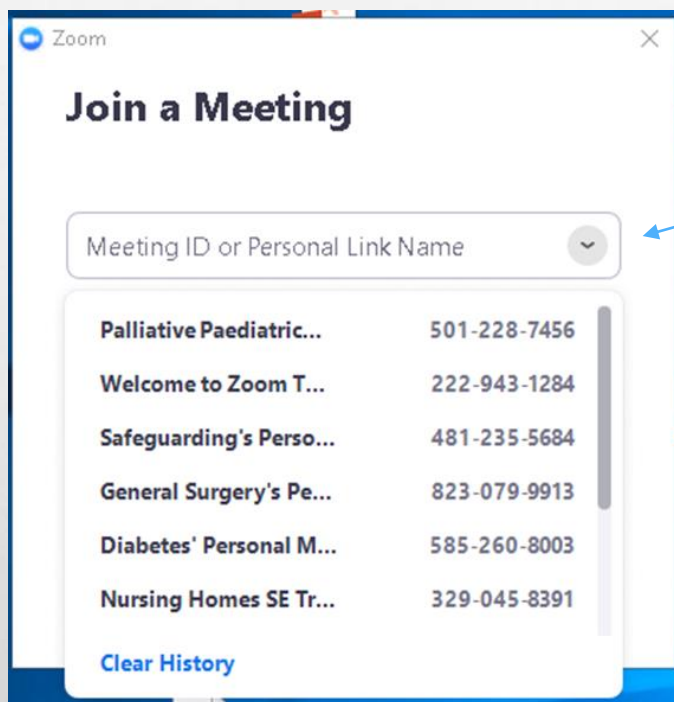
Put the 10 digit number which is at the end of the link which you were sent in the email on the last slide by your Network Co-ordinator.

**This number will change on a Monthly Basis.**

Insert your name in the bottom box and click join.



# ZOOM CONNECTION

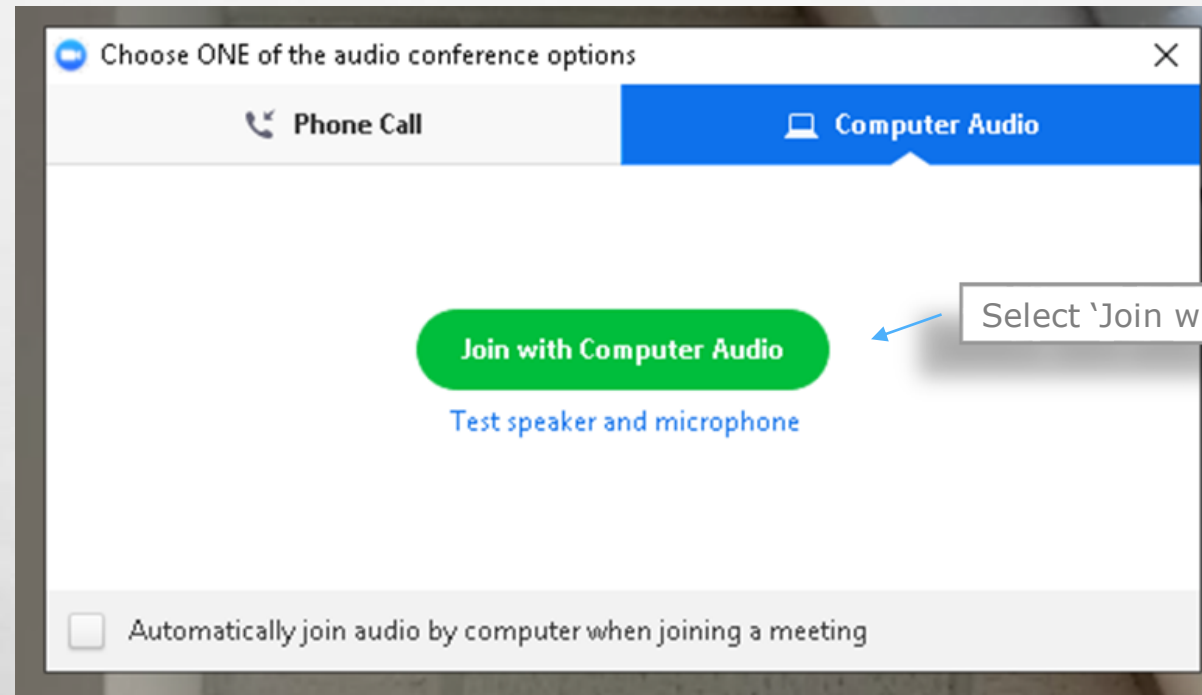


Once you have inserted the number, Zoom will remember it. Select the arrow on the drop down menu and select it. Useful if you a part of multiple networks.





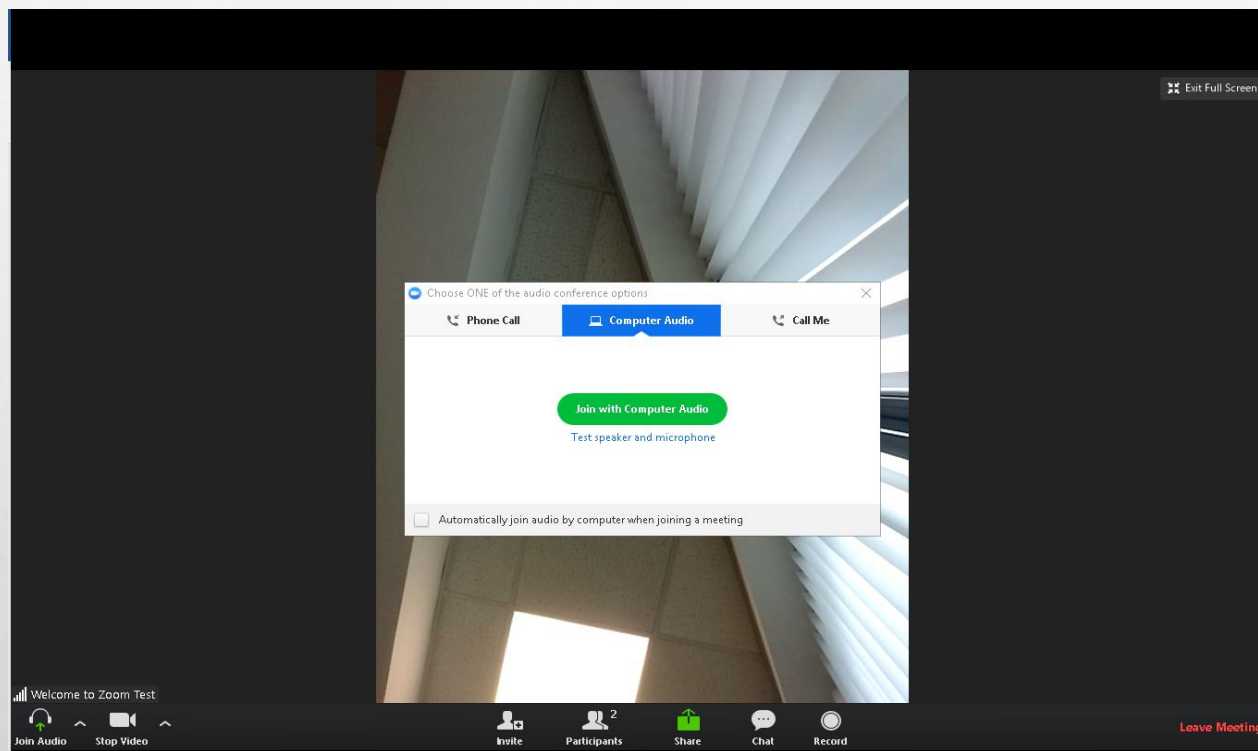
# ZOOM CONNECTION



Select 'Join with Computer Audio'



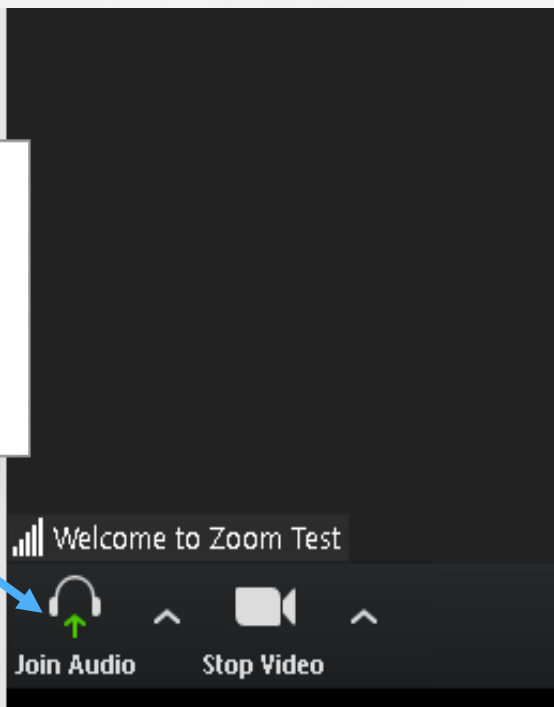
# ZOOM CONNECTION

A screenshot of a Zoom meeting interface. The background is a dark grey with a blurred image of a hallway with white columns. In the center, a white dialog box titled "Choose ONE of the audio conference options" is open. It has three tabs: "Phone Call", "Computer Audio" (which is selected and highlighted in blue), and "Call Me". Below the tabs, there is a green button that says "Join with Computer Audio" and a smaller text link "Test speaker and microphone". At the bottom of the dialog box, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked. In the top right corner of the Zoom window, there is a button that says "Exit Full Screen". At the bottom of the Zoom window, there is a dark grey toolbar with several icons: "Join Audio", "Stop Video", "Invite", "Participants" (with a '2' next to it), "Share", "Chat", and "Record". On the far right of the toolbar, there is a red button that says "Leave Meeting".



# ZOOM CONNECTION

Select Join Audio  
Symbol will  
change to  
Microphone Icon.



Select a Microphone

- ✓ Microphone (Realtek Audio)
- Jack Mic (Realtek Audio)
- Same as System

Select a Speaker

- DELL S2218H (Intel(R) Display Audio)
- ✓ Speakers / Headphones (Realtek Audio)
- Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

Select Pop Up Arrow

This Option is used to test speaker and microphone.

Or to select equipment options that are available.

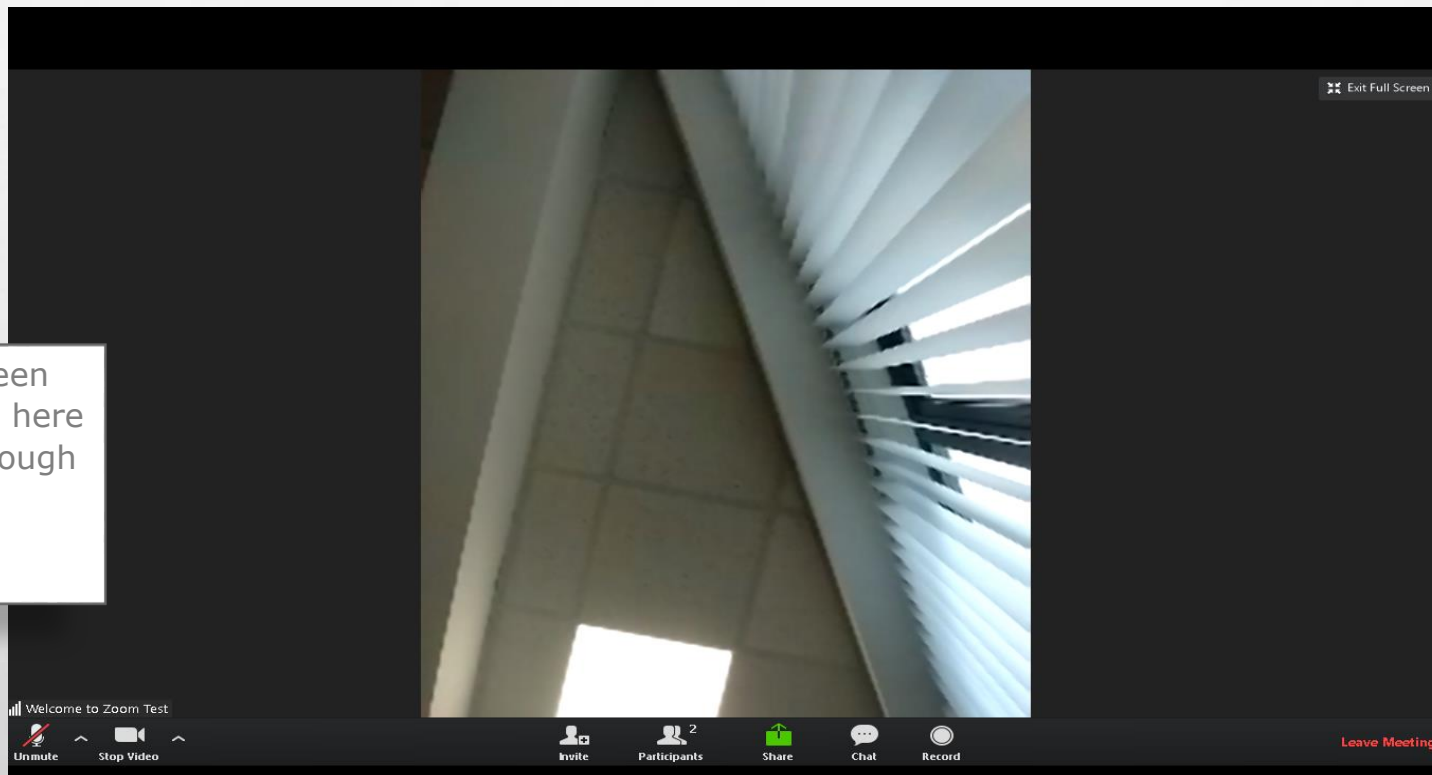
e.g Different Mics and Speakers.





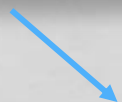


# ZOOM CONNECTION



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.

A screenshot of the Zoom meeting interface. The main video feed shows a view through window blinds. At the bottom, there is a control bar with icons for Unmute, Stop Video, Invite, Participants (with a '2' indicator), Share, Chat, and Record. A 'Leave Meeting' button is on the far right. A 'Select a Camera' dropdown menu is open, showing 'Integrated Webcam' with a checkmark and 'Video Settings...'. A blue arrow points from the text box to the 'Stop Video' icon and the dropdown menu.

Exit Full Screen

Welcome to Zoom Test

Unmute Stop Video

Invite

Participants 2

Share

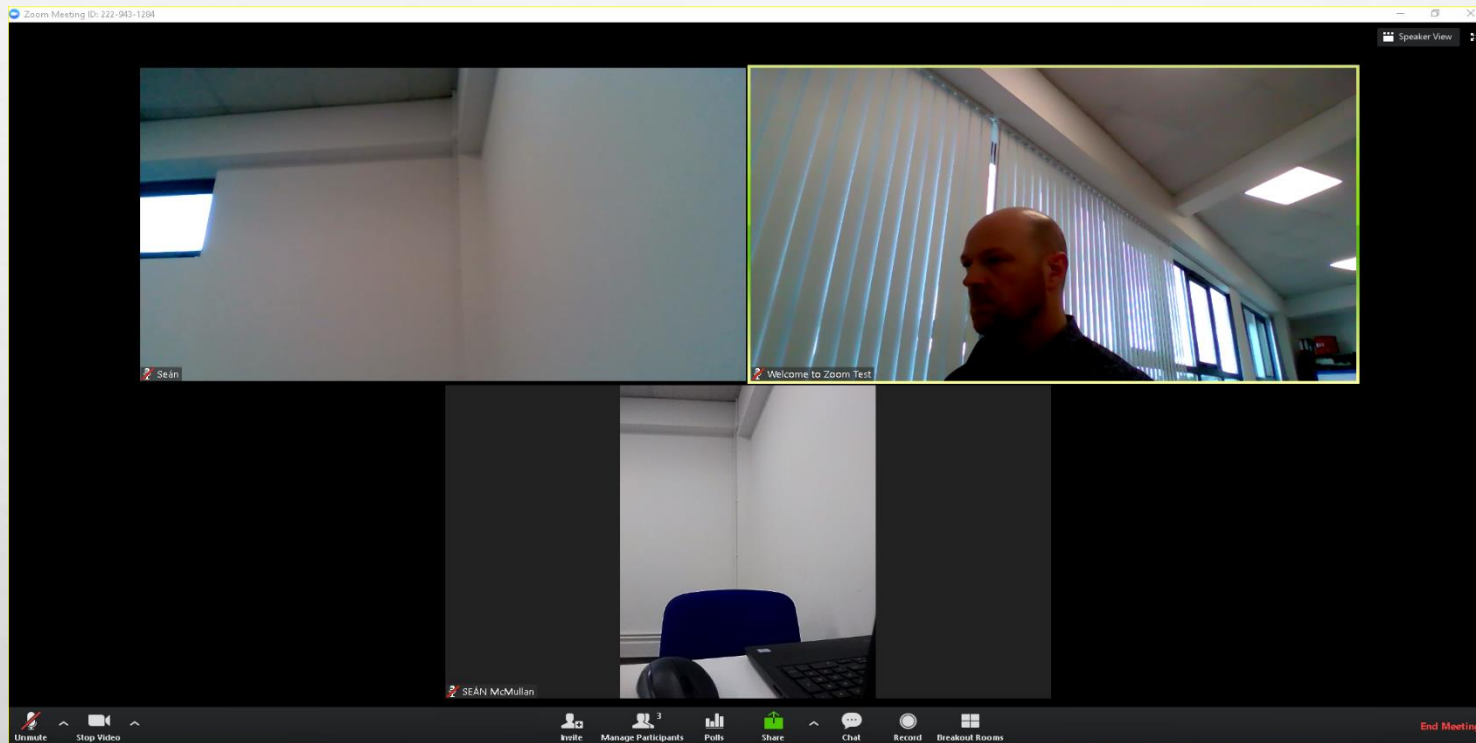
Chat

Record

Leave Meeting



# ZOOM CONNECTION




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



# ZOOM CONNECTION


Speaker's window highlighted in green



Gallery View

Mute/unmute button

Raise hand button



Speaker View

Detailed description: This block contains two screenshots of a Zoom meeting interface. The top screenshot shows a gallery view with four participants in a 2x2 grid. A red arrow points from the text 'Speaker's window highlighted in green' to the top-left window, which is highlighted with a green border. To the right of the gallery view is a 'Participants' panel. The bottom screenshot shows a speaker view of the same participant. At the bottom of the screen, there are two buttons: 'Mute/Unmute' and 'Raise Hand'. Red arrows point from the text labels to these buttons. The 'Mute/Unmute' button is circled in red, and the 'Raise Hand' button is also circled in red.

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

## Main menu options

1. Click here to change the participants view to Speaker or Gallery view.

2. Click here to enter or exit the full screen mode.

3. Click here to raise hand or request permission.

4. Type inside the text box and press Enter to send a text to everyone.

5. Click the To field and select a participant to send a private message to that participant.

6. Leave the meeting

7. Click Chat to view the Chat window and text your tutor or other participants.

8. Click to share your screen with others

9. Click Participants to view the participants list and the Raise Hand option.

10. Click the Start/Stop Video button to transmit/hide your

11. Click the Mute/Unmute button to mute or use your microphone.

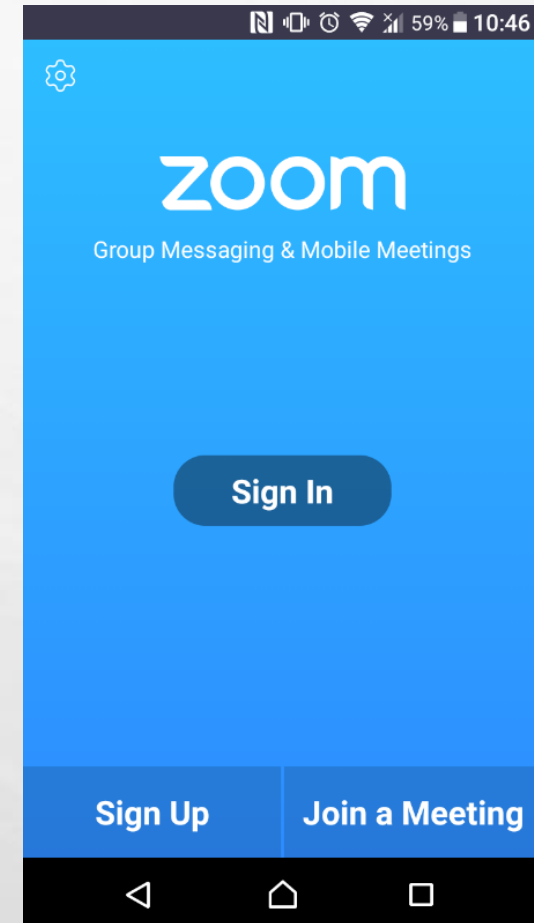




# ZOOM CONNECTION

## Using an Android Smart Phone

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





# ZOOM CONNECTION

Meeting ID

Join with a personal link name

Your Name Here

Join Meeting

If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

1	2	3	-
4	5	6	,
7	8	9	✕
.	0	↵	Go

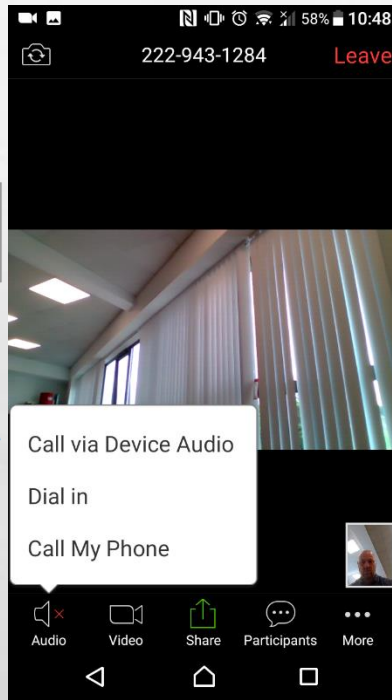
Meeting ID Goes Here

Your Name goes here  
Select join meeting



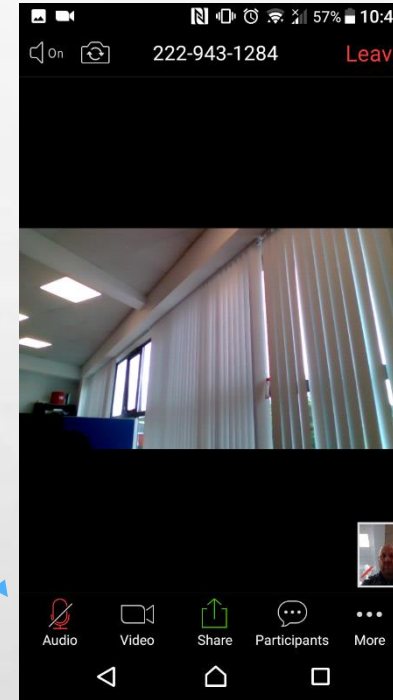
# ZOOM CONNECTION

FIG 1



Select  
Call via Device Audio

FIG 2



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

To Leave meeting  
select Leave

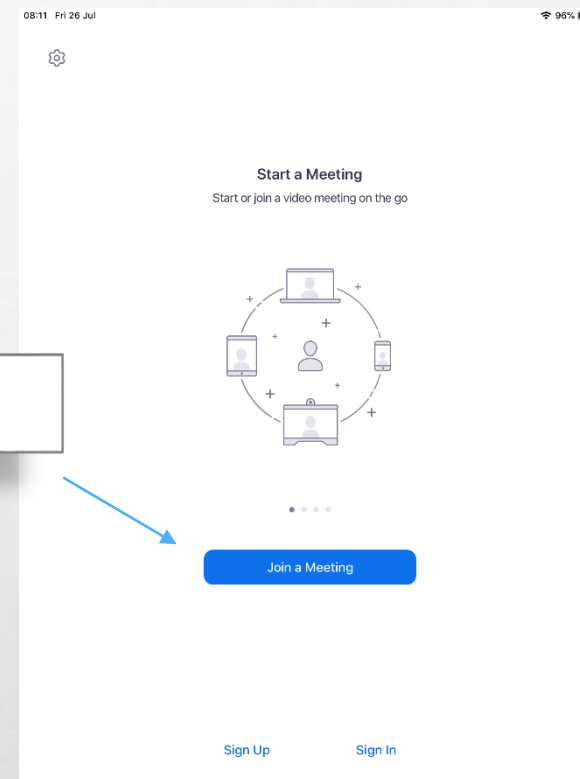




# ZOOM CONNECTION

## USING AN APPLE DEVICE

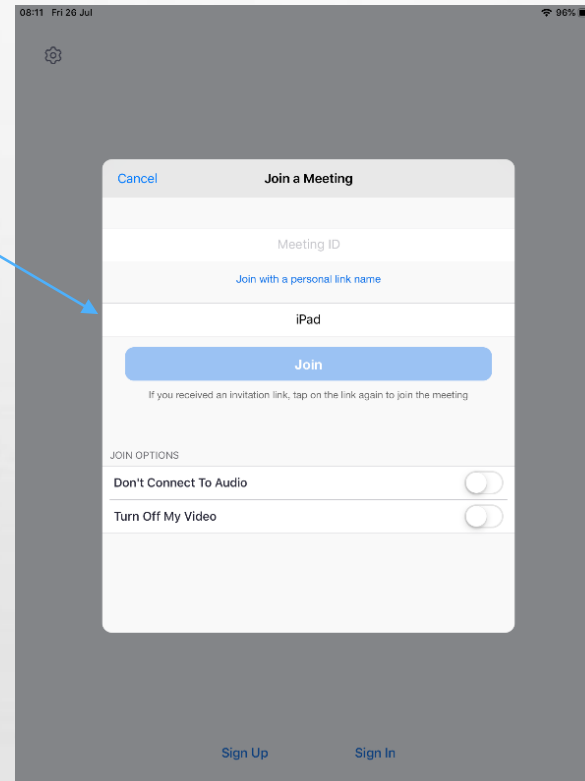
Open Zoom Application  
Select Join Meeting





# ZOOM CONNECTION

Insert Meeting ID  
Insert your Name  
Select Join

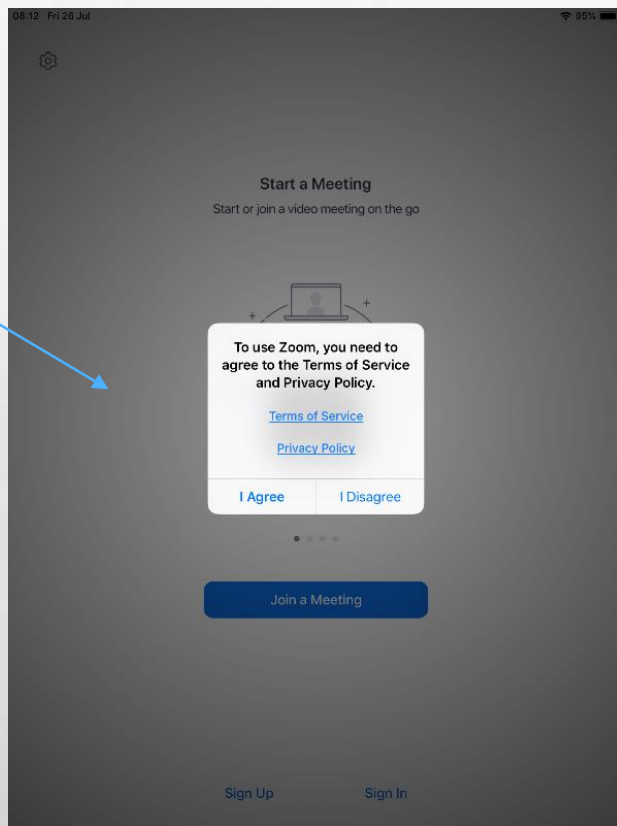




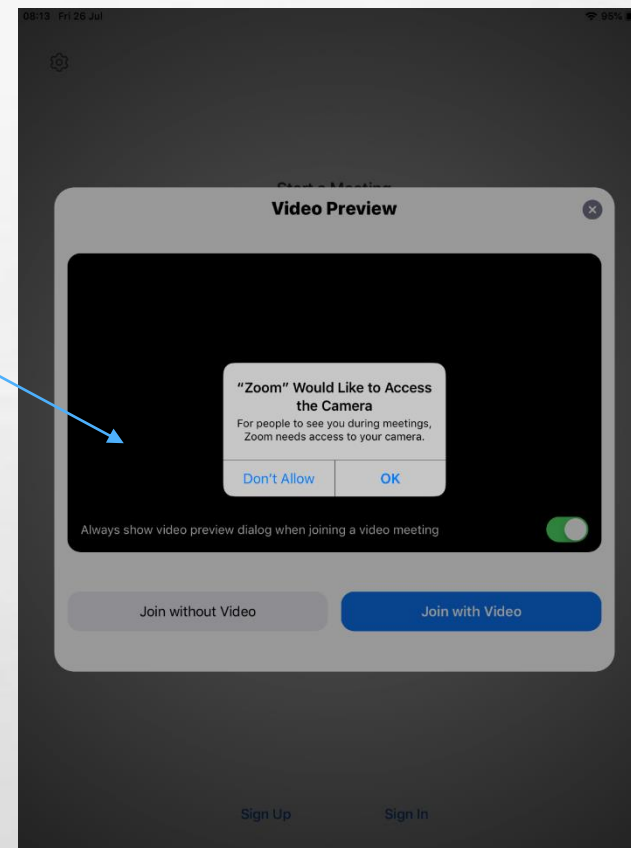


# ZOOM CONNECTION

Select I Agree



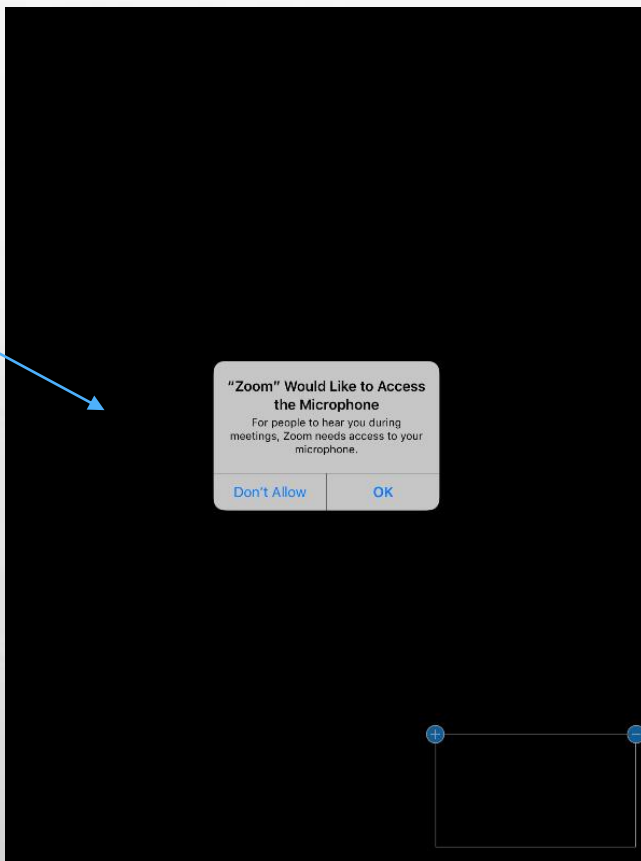
Select OK



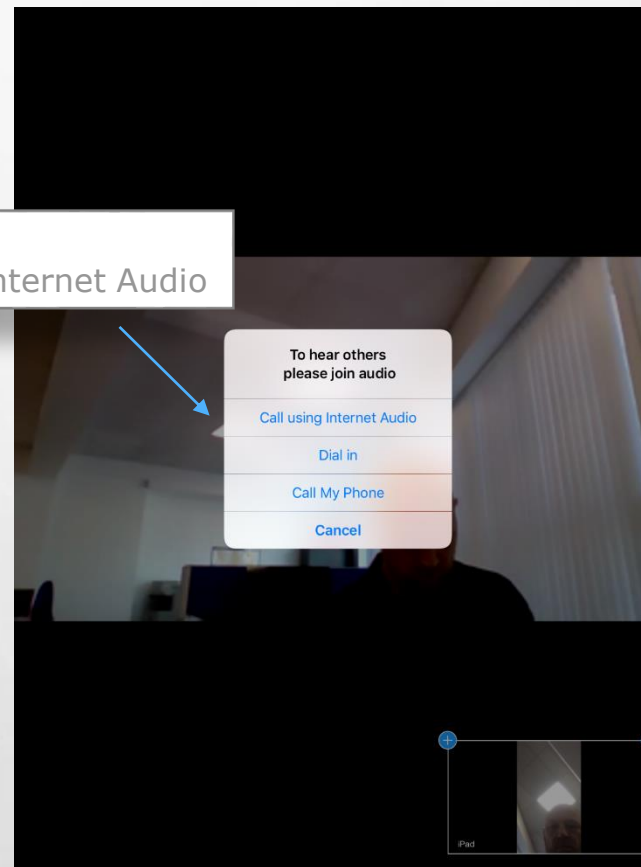


# ZOOM CONNECTION

Select OK

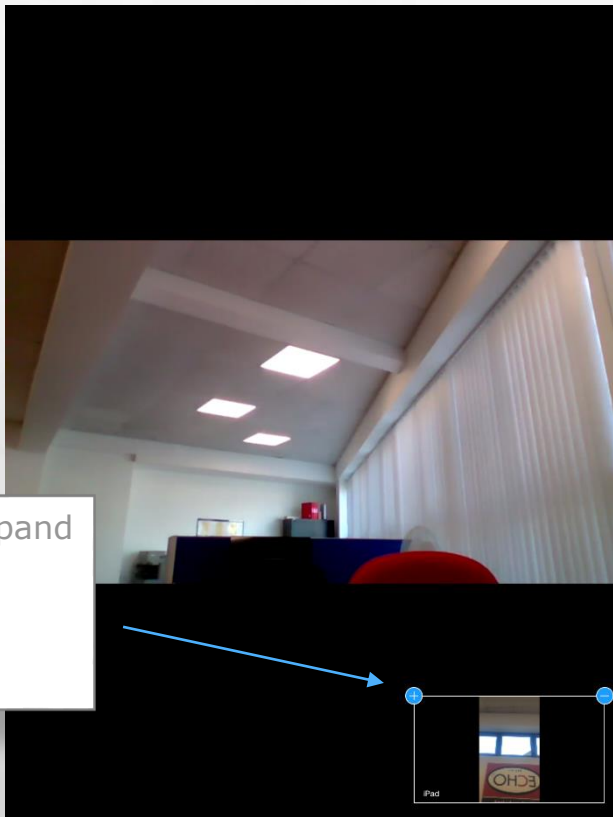


Select Call using Internet Audio

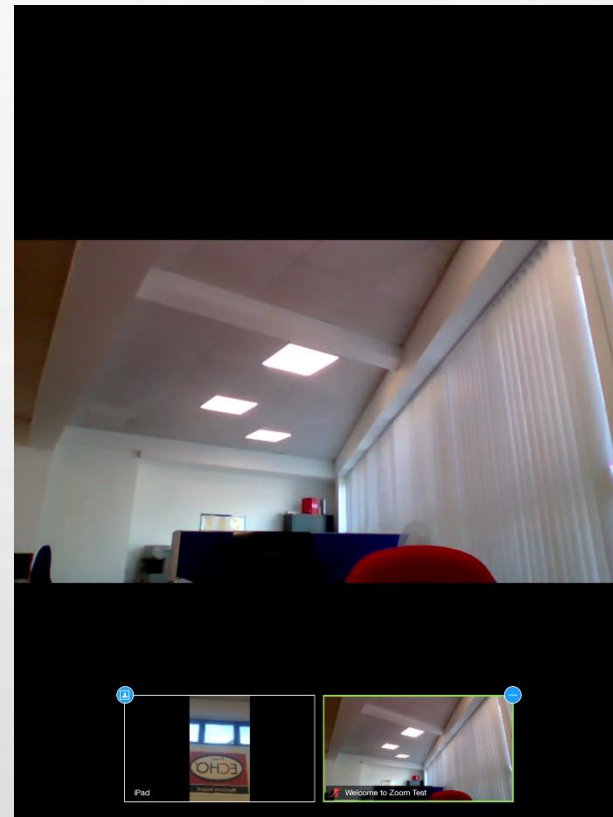




# ZOOM CONNECTION



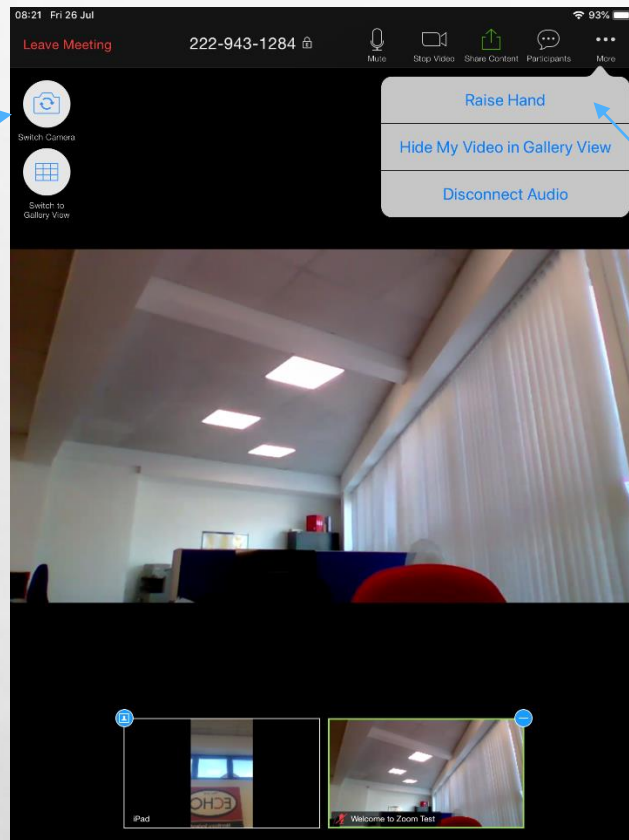
Select Plus Sign to expand  
Here you will see  
everyone who is  
connected.  
See opposite picture.





# ZOOM CONNECTION

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



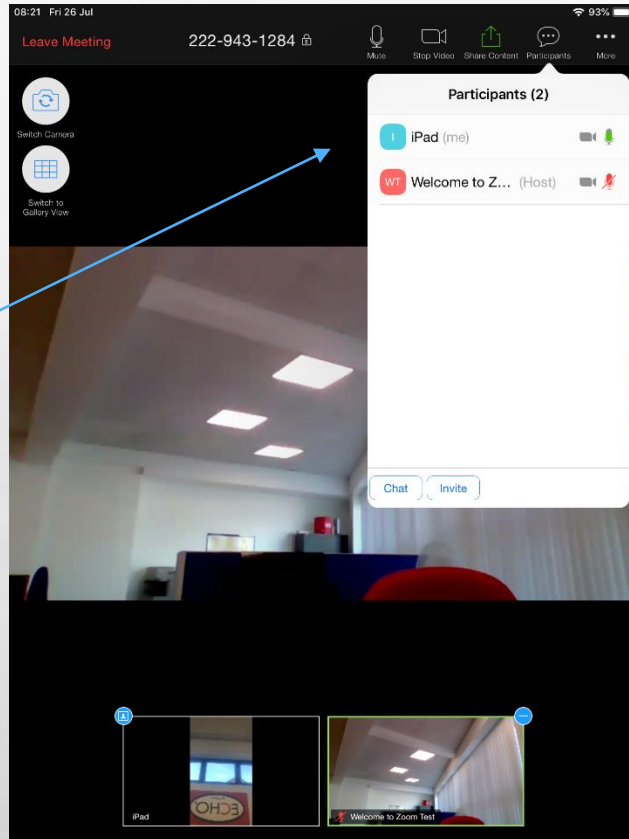
## SOME SIMPLE CONTROL FUNCTION

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

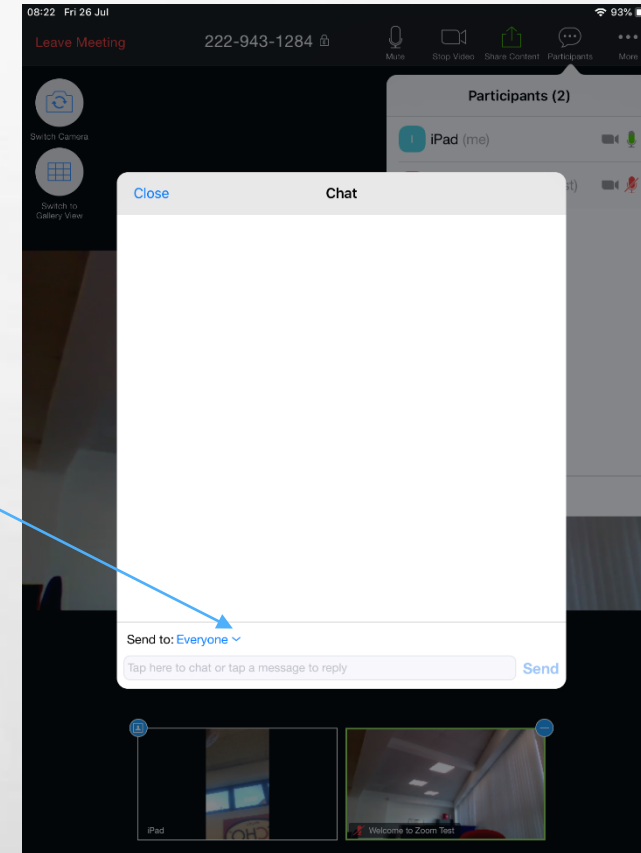


# ZOOM CONNECTION

Participants Symbol  
Allows you to chat  
individually or to  
everyone.



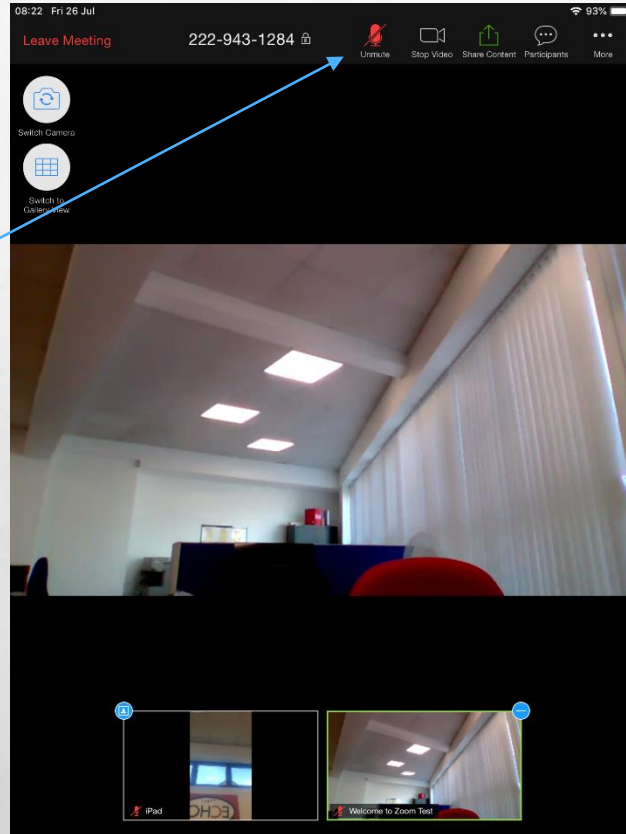
Everyone  
selected  
Click on drop  
down.  
To select  
individual  
names.







# ZOOM CONNECTION



To leave meeting  
Select leave  
Meeting

