ART HISTORY IN FOCUS

HOW TO WATCH A LECTURE IN ZOOM

Don't worry, it is very easy to watch a lecture in Zoom! The pointers below will answer all the questions you might have and guide you through everything carefully, step by step. After booking a lecture or course, keep these instructions to hand.

WHAT TO DO IN ADVANCE

1. Download Zoom from https://zoom.us/signup. See the last page if you need more help with this

2. Approximately 24 hours in advance of the lecture you have booked, you will receive a **registration email** which will look like something this **

> You are invited to a Zoom webinar.
> When: May 25, 2020 06:00 PM London
> Topic: Caravaggio: A Rebel on The Run
>
> Register now for this webinar:
> https://us02web.zoom.us/webinar/register/WN_oyP1TMT5TBOl_JzETT6y9A
>
> After registering, you will receive a confirmation email containing information about joining the webinar. Check your junk box if this has not arrived within a few minutes. Keep this safe as you will need this to log in on the day. This is your personal link and should not be shared.

3. Click the long blue link in the registration email as soon as you receive it (and at least an hour before the lecture) and enter your name and email address. Having now registered in advance, you will then automatically receive your **Click to Join email** that looks something like this. Check your junk box if you can't find it

> Thank you for registering for "Caravaggio: A Rebel on The Run".
>
> Date Time: May 25, 2020 06:00 PM London
>
> Join from a PC, Mac, iPad, iPhone or Android device:
>   Click Here to Join
>   Note: This link should not be shared with others; it is unique to you.
>   Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar
> Description: Caravaggio: A Rebel on The Run
>
>   Webinar ID: 895 7941 4393

4. Keep this is safe as you will need to open the "Click Here to Join" link on the day of the lecture.

**You must register in advance and with the same name that you have booked under, otherwise you may not be able to watch. Please note that these details are sent out in office hours, so if you book on a weekend you may not receive them until Monday*

WHAT TO DO ON THE DAY

5-10 minutes before the lecture starts, open the "Click Here to Join" link (see above). You will then reach a screen that looks something like this:
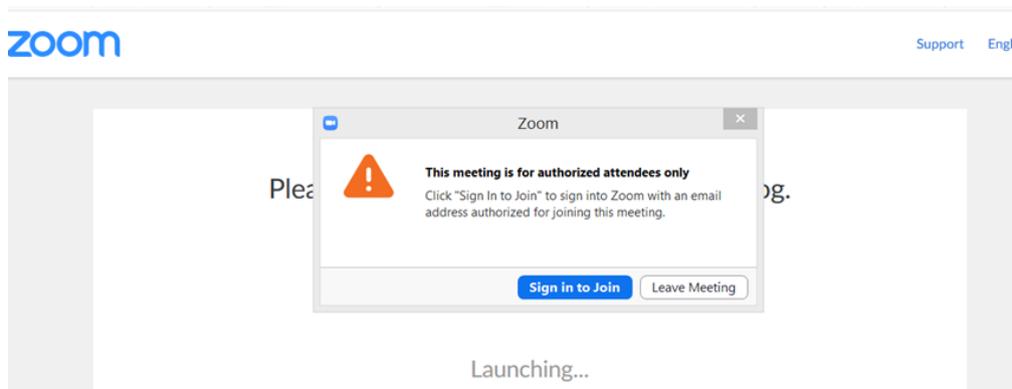
Click "Sign in To Join" and enter the email address/name which you registered with.

If you are logging into Zoom in advance, you'll need to enter the webinar ID (which can be found in your email) and your own Zoom log in details/password.

Then you will be prompted to "Join with Computer Audio" – click yes.
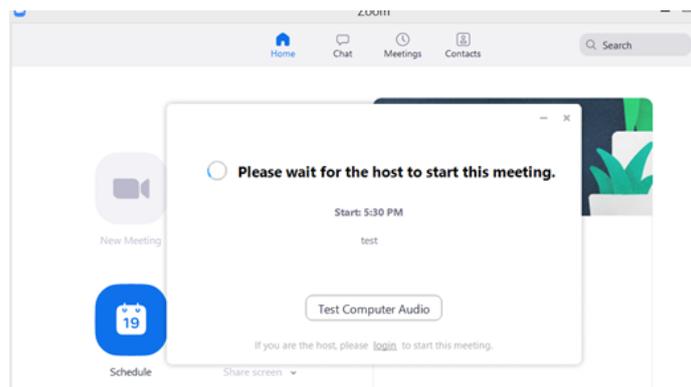
The host (me!) will start the meeting at the scheduled time. You should then be able to see a little box with picture of me on the right and the lecture on the left.
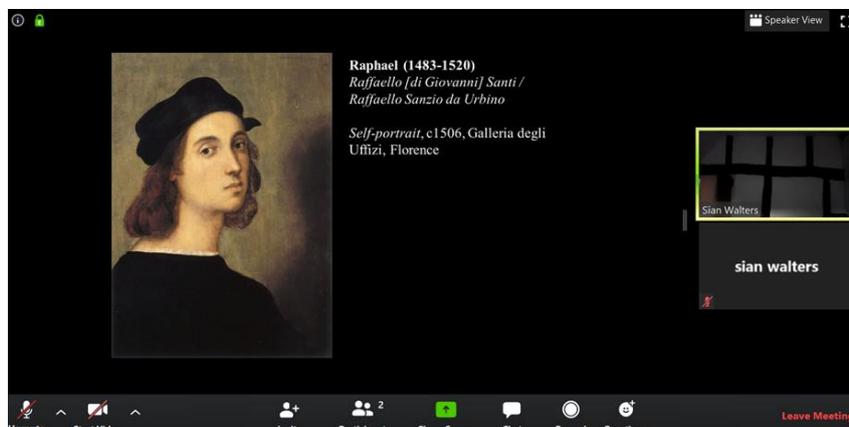
Then just wait until the lecture begins. We will spend a few minutes checking that people have connected OK, and then I will begin. After the lecture there will be time for questions. That's it!

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SOME EXTRA TIPS and TECHNICAL SUPPORT

A few more pointers in case you have any extra questions

- Do check your junk box/spam if you don't get your **Click to Join** email after registering. If you lose it, just register again and it should come through. Registration closes 45 minutes before the lecture.

- Whilst waiting for the lecture to begin, you can click the "Test Computer Audio" button (see above) to ensure that you can hear OK. It is very important to ensure that **the sound on your computer is switched ON** and that the volume levels are up. You can try this in advance of the lecture by testing a piece of music on your computer or googling any video which has sound to make sure you can hear it without problems. If you can't, then you need to adjust the sound levels on your computer.

- There will be a short technical run through for those new to Zoom at the start of each lecture, don't worry!

- You may like to click this test link which will give you an idea of what happens in a zoom meeting/lecture. https://zoom.us/test
  This test function does not always work because Zoom is very popular at the moment, if it doesn't just try again later

- Ensure you have the latest upgraded version of Zoom installed – Zoom will prompt you if you need to upgrade

- If you press something by accident and the screen suddenly becomes very small, don't worry, just

  click the green arrow and it will become full screen again!

- I will be able to see who did NOT attend a lecture so if you could not watch live, I will send you the recording automatically, you don't need to contact me.

- I won't be able to answer any of your technical questions regarding Zoom, however see below for their support site. In case you need help setting up Zoom or if you have problems at all, my website developer has very kindly agreed to help anyone needing remote assistance. He can log into your computer remotely from anywhere in the world. This is a chargeable service but his fees are very reasonable. Nick Alder: nick@cloudlevel.me

DOWNLOADING ZOOM

Download Zoom from https://zoom.us/signup. Simply follow the prompts to download the correct Zoom desktop client for your computer and operating system.

Please see the System Requirements at the following URL to ensure that you are ready to go: https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac

Your Zoom Desktop Client will download. You will then need to install the client. Note that you may also download clients for IOS and Android devices. This is what the Zoom icon will look like on your computer **You may have to click on the link again in the email to connect to the meeting, once you have installed the client.**

For help – see https://support.zoom.us/hc/en-us

A laptop, tablet or desktop is preferred over a Smartphone

Don't have several programs running while using Zoom

I look forward to seeing you on a course or lecture soon!

Siân Walters,
Director, Art History in Focus

Disclaimer: I am afraid that I/we cannot be responsible for any technical matters regarding your computer/devices and disclaim all liability for any issues that may arise as the result of using Zoom Meetings.