



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 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/download>. See the last page if you need more help with this.
2. You will receive an email approximately 24-48 hours in advance of the event asking you to **register**.** This is a privacy function enabling only registered participants to attend. It will look something like this:

You are invited to a Zoom webinar.
When: Apr 20, 2023 11:00 AM London
Topic: Cultural Travels from Home - Barcelona's Gothic Quarter

Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_GuFoanKLRQ-IEDF6CCWcGQ

3. Click the long blue link and you'll be asked to fill in your name and email address (make sure you type this in correctly) on a Webinar Registration screen. Having now registered, you will then receive an email with your **joining details**. Check your junk box if you can't find the email.

Thank you for registering for Cultural Travels from Home - Barcelona's Gothic Quarter. You can find information about this webinar below.

Cultural Travels from Home - Barcelona's Gothic Quarter	
Date & Time	Apr 20, 2023 11:00 AM London
Webinar ID	850 3445 6430

Add to: [Google Calendar](#) [Outlook Calendar\(.ICS\)](#) [Yahoo Calendar](#)

To edit or cancel your registration details, click [here](#). You can cancel your registration before Apr 20, 2023 11:00 AM.

Please submit any questions to: info@arthistoryinfocus.com
Thank you!

WAYS TO JOIN THIS WEBINAR

- Join from PC, Mac, iPad, or Android

[Join Webinar](#)

If the button above does not work, paste this into your browser:
https://us02web.zoom.us/j/85034456430?tk=dgXoplFH1pP5c1C1_E6sWAvkc_PfCfBxOMpoWqWZoVU_DQMAAAATzHLVbhZKcU1MdWhBYIRwLV_FEd25taGJTlTFRAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uiid=WN_GuFoanKLRQ-IEDF6CCWcGQ

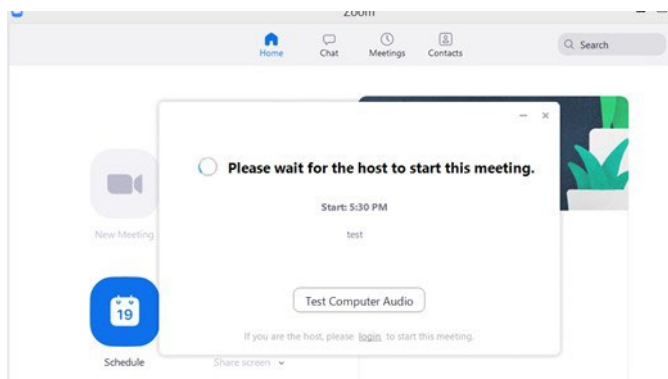
To keep this webinar secure, do not share this link publicly.

Keep this email safe or add the details to your online calendar, as you will need to click the "Join Webinar" button to watch the live lecture. This is your personal link and should not be shared. If you lose the email don't worry! As long as you have registered, you will also receive a reminder 1 day/ 1 hour before the start time.

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

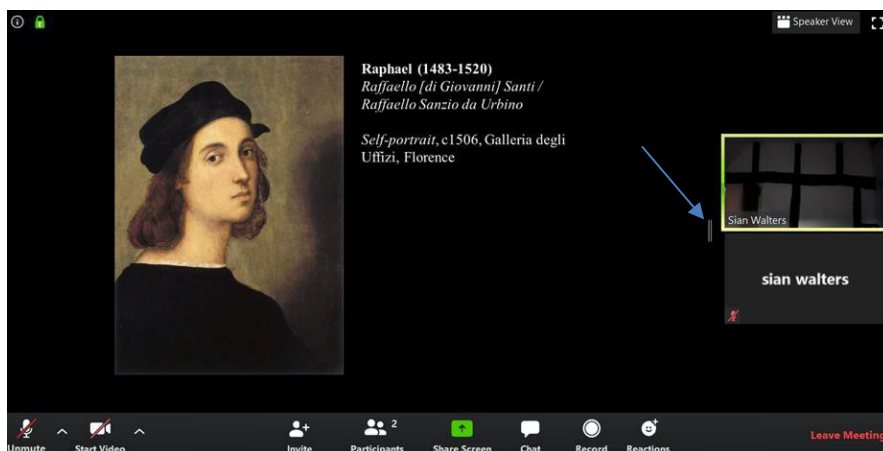
WHAT TO DO ON THE DAY

Before the lecture starts, open the “[Click Here to Join](#)” link (see above). If you log in earlier than 10 minutes before the start time you will see this screen.



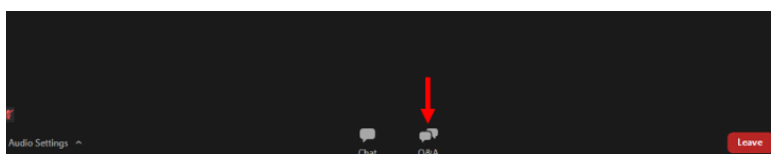
Whilst waiting for the lecture to begin, you can click the “Test Computer Audio” button (see above) to ensure that you can hear well. It is very important to ensure that **the sound on your computer is switched ON** and that the volume levels are up. *Tip: you can try this in advance of the lecture by 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 will need to adjust the sound levels on your computer.*

The host will start the meeting at the scheduled time. You should then be able to see a little box with picture of the host on the right and the lecture screen on the left.



You can make the lecture screen size larger and the speaker screen smaller by moving the little vertical bars (indicated by the blue arrow). You can also alter your screen settings to make the speaker screen disappear, if you prefer just to see the lecture screen.

Normally during our Webinars you will only see a few icons at the bottom of your screen. If you would like to participate and ask questions during the session (these will be anonymous) please just click the Q&A button. We might use the Chat function to send messages to participants, for example a hand-out, but otherwise this function is disabled. So just use Q&A instead.



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 **joining details** via email after registering. If you lose the email, just register again and it should come through.
- Viewing Zoom recordings works best when using Google Chrome – if you are using an iPad and encounter difficulties this is probably because the default browser for iPad is Safari which is not always compatible with Zoom – please do try using another device or using Google Chrome. Make sure your Zoom is updated to the latest version.
- You will need a good Wi-Fi connection to watch both live events and recordings. If your connection is slow this may cause the sound and/or image to buffer, We would recommend checking your internet connection and ensuring you have at least the following speeds: 3.8Mbps/3.0Mbps (upload/download).
- If you have problems with an image buffering, try logging back into the webinar, or click the Refresh icon – “Control + f5” (or on a mac “R”).
- 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>
- 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!

- We will be able to see who did NOT attend a lecture so if you could not watch live, we will send you the recording automatically, you don't need to contact us.
- We regret that we are not able to answer any of your technical questions regarding Zoom, however see below for their support site.

DOWNLOADING ZOOM

Download Zoom from <https://zoom.us/download>. Simply follow the prompts to download the correct Zoom desktop client for your computer and operating system. Click Desktop Client for laptops/PCs or Mobile Apps for iPads/phones (eg Apple Store for iPads).

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

We 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/Webinars.