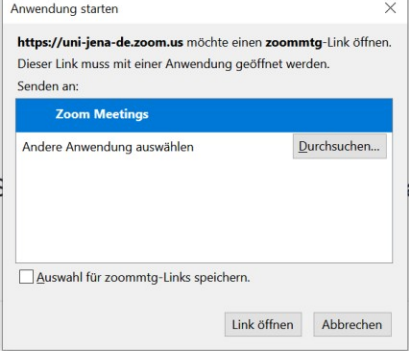
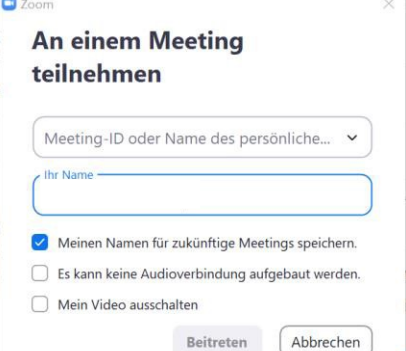


Zoom guide Photonics Days 2020

The Zoom client can be downloaded here: <https://zoom.us/support/download>

You can attend meetings either by **clicking on the link** provided by the host of the meeting or by **using the client directly**.

<p>link: Enter the link into your browser. A dialog box will open and you can start the meeting in the Zoom client.</p>	<p>Meeting ID and password: Enter into the Zoom client directly.</p>
	

Zoom has different features that can be used during meetings. Whether these features are turned on or off for the participants depends on the host of the meeting.

For example, there is a **chat function** which enables participants to ask or answer questions in the chat window.

There is also a **mute function**. If turned on, it means that you can mute and unmute your microphone during the meeting. To make sure meetings aren't interrupted by participants' background noises, it is best to keep your microphone muted and to only unmute it if you want to ask or answer a question, for example.

There is also the possibility of **screen sharing**. This function is often used to share a power-point-presentation with the rest of the participants, for example. You can share your whole screen or just a certain window.

At some point during the meeting, the host may want to do so called **breakout sessions**. This means that the host can move individual participants to different rooms while the meeting is ongoing, for example if they want to discuss a specific topic in more detail than would be interesting for all participants.