

# Joining ZOOM calls and conferences



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# ZOOM at Scottish Swimming

Scottish Swimming have chosen Zoom as one of its online learning platforms due to the flexibility that it offers. As with all online platforms, there is a risk of cyber attack, however Scottish Swimming have put together security advice for both presenters and users to help keep the meeting as secure as possible.

We have put in place training documents and increased security measures for anyone running online meetings or training sessions. Please ensure you carefully read through all of our tips before joining online ZOOM calls or conferences. Scottish Swimming will ONLY invite participants to Zoom meetings with password protection and a waiting room. Please do not join any meeting without password protection.



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# Registering for a meeting

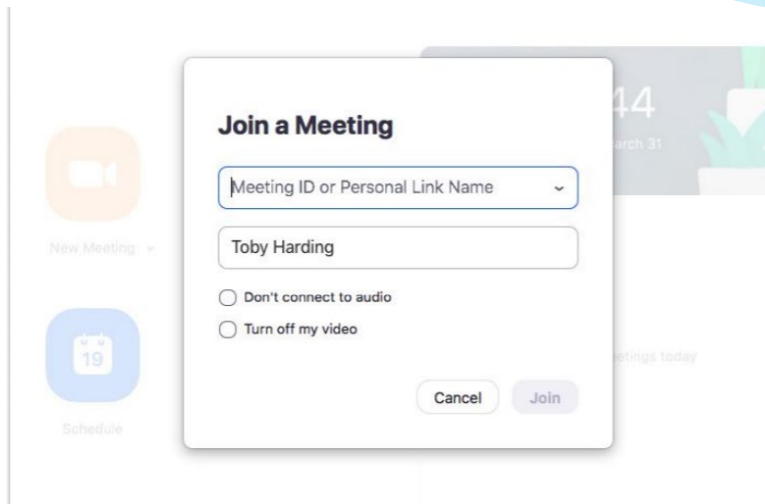
- If you book on a course you may be asked to pre-register before being sent a link
- Always Register with the member name you use on our AZOLVE system so that we can recognise you
- You will then be sent a link which should not be shared with anyone else



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# Joining a meeting

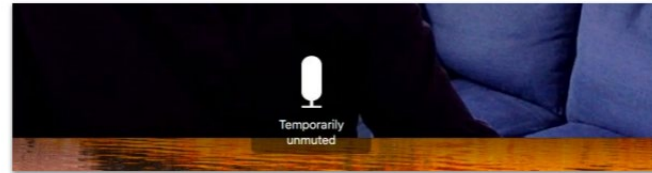
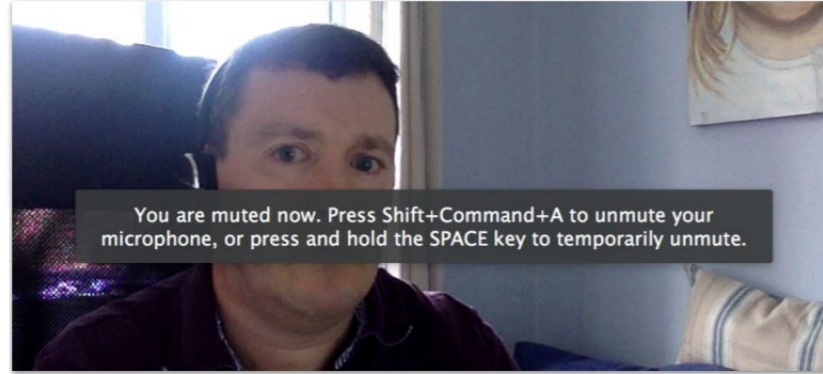
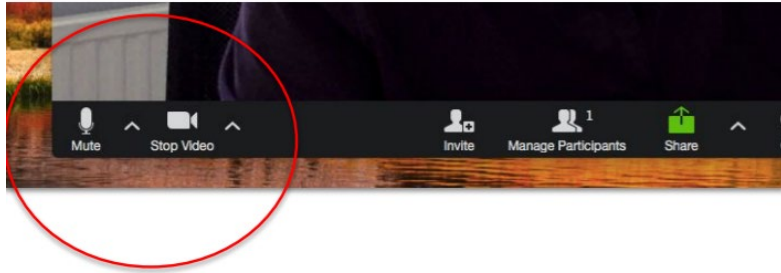
- Use the Join option in the main application using the Meeting ID.
- You have the ability to automatically disconnect your audio or video when entering the call.
- Please ensure your name is clear for those in the call.



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# In conference controls

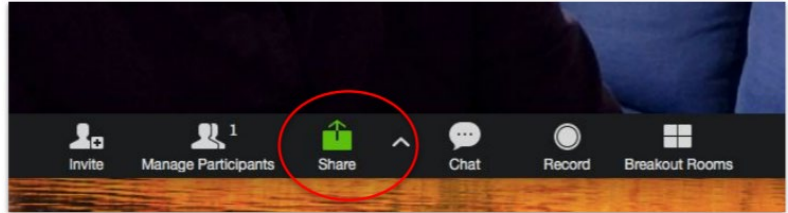
- You have the ability to control your video and audio at any time.



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# Sharing screens

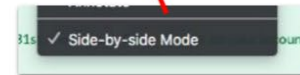
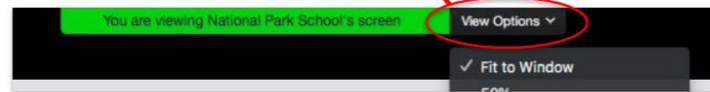
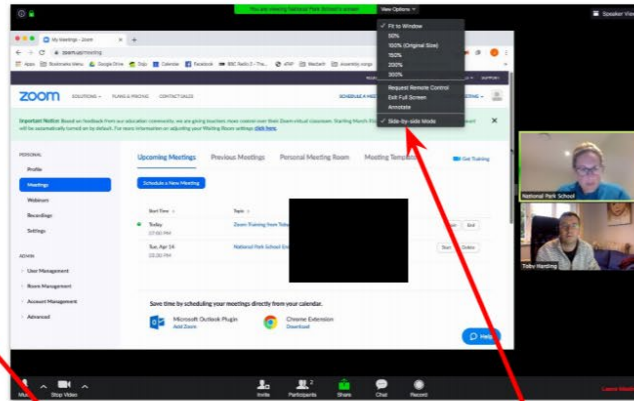
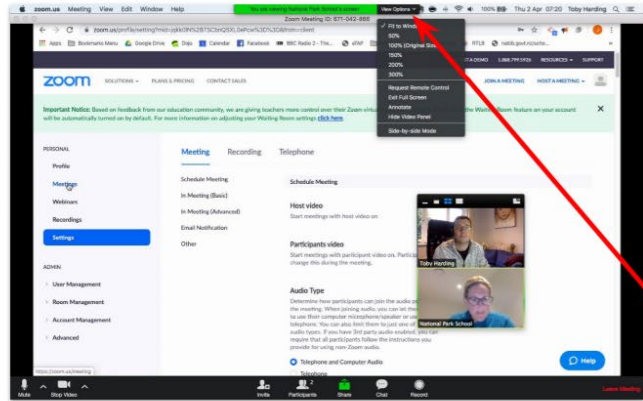
- **We advise against sharing sensitive and confidential information on Zoom.** If the host allows you privileges to share screen, you can share the following:
  - The entire desktop
    - Beware! People can now see those “new email” notifications, or Slack messages appearing
  - A single application
    - A browser, for Google Drive docs etc
    - An office application



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# Sharing screens

- If the host is sharing their screen, you have controls over how it's presented:



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# The Waiting Room

- If the host has enabled the waiting room, you will see the following before the host admits you in to the call:

**Please wait, the meeting host will let you in soon.**

**Toby Harding's Personal Meeting Room**



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# Do's when joining meetings

- Always update the app when prompted — don't wait for later
- Cross check your meeting ID and URL with your colleagues before entering
- If you are asked to pre-register use your full name
- Ensure you are part of a waiting room before joining the meeting
- Use private chat function when possible and if necessary
- Treat Zoom/Zoom Chat like a work tool and maintain professionalism at all times



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# Don'ts when joining meetings

- Don't share or publish your meeting URL or password on a public forum/website
- Don't click on any links that appear from a chat video. Get the participant to send this via email
- Don't assume that all Zoom meeting invites/links are safe. Verify this with the person that has sent you the invite
- Don't join a meeting that is not secured with a password
- Don't join a meeting that does not enter you in to a meeting room beforehand
- Don't give control of your screen to a third party
- Don't accept any files displayed in the chat function



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# More information

Swim England have some useful videos on using ZOOM. The videos cover essential functions, how to navigate Zoom and how to use specific Zoom features. [Click here](#) to access the videos.



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