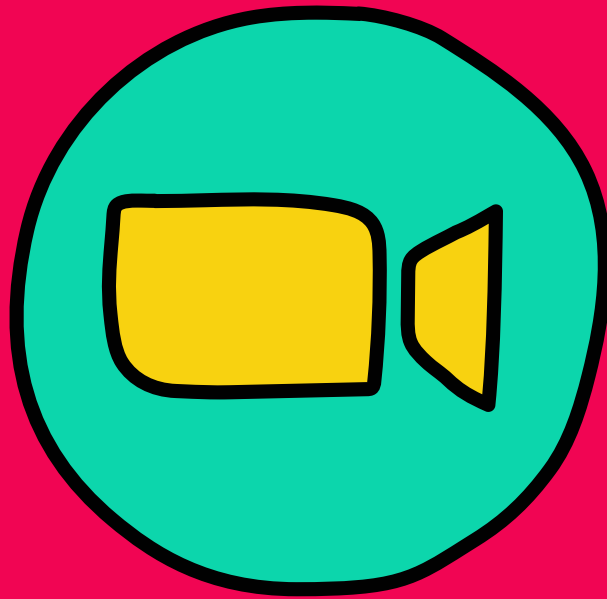


DEMYSTIFYING DEATH WEEK



USING ZOOM FOR YOUR DIGITAL EVENT



2-6 MAY 2022

#DEMYSTIFYDEATH

USING ZOOM TO HOST A DIGITAL EVENT

WHAT IS ZOOM?

Zoom is an online audio and web-conferencing platform.

You can access Zoom using a PC, mac or smart phone that is connected to the internet.



NO TIME LIMIT

USING ZOOM-PRO

Good Life, Good Death, Good Grief can provide you with free use of a Zoom Pro account so you can hold an event during Demystifying Death Week.

Zoom-pro includes features that you can't access through a free zoom account, including:

- No time limit to your meeting.
- Password protected entry.
- Breakout rooms - so you can split your event into smaller discussion groups.



**PASSWORD
PROTECTION**



BREAKOUT ROOMS

GET IN TOUCH

1. If you would like to use the GLGDGG Zoom-pro account for your DD Week event please email pauline@palliativecarescotland.org.uk with:

- your name, organisation and information about the event you'd like to put on.
- the time and date you'd like to hold your event.

2. We'll email you back to confirm whether we're able to support your event through free use of the Zoom account.

3. We'll schedule the zoom meeting for the time and date you choose and email you a zoom invitation link that you can share with potential participants.

4. On the day of your event, we will open up the event for you, and make you host of the meeting. This means that you will be in full control of the meeting, including allocating breakout rooms, screen sharing etc.

**1
EMAIL US THE
DETAILS**

**2
WE'LL EMAIL
BACK**

**3
WE'LL
SCHEDULE
YOUR MEETING**

**4
YOU HOST THE
MEETING**

We cannot provide technical support during the meeting, but if you wish, we can arrange a time where you can practice using the account.

USING ZOOM

USEFUL LINKS



GENERAL INFORMATION

Information about how to use the various features of Zoom is available at online on the Zoom Help Center:

website:<https://support.zoom.us/hc/en-us>

USING BREAKOUT ROOMS

This film gives a good explanation of how to set up breakout rooms on zoom (watch from 2 minutes in): <https://youtu.be/VkK5WEf6xgk>

INSTRUCTIONS FOR PARTICIPANTS

We have prepared a short introduction to zoom that you might find useful for sharing with participants in your event. This is available here: [Introduction to Zoom](#).