

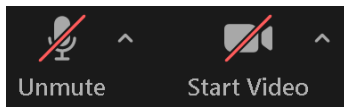
## **Instructions for interactive participation via Zoom**

### **TEST and SETUP**

Make sure well in advance, that your devices and internet connection are compatible with Zoom: <https://zoom.us/test>. Use the same setup at the actual live event to. If you have not previously used Zoom, please download and install the program when prompted to do so. If you are facing technical difficulties before the event, please contact [info@aboaservices.fi](mailto:info@aboaservices.fi) for assistance.

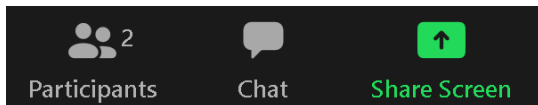
### **USING THE CONTROLS IN ZOOM**

When joining a meeting, click “Join with Computer Audio” / “Join Audio” / “Call Over Internet”. You can activate your microphone and/or camera by clicking the icons on the lower left corner:



If you several microphones, speakers or cameras installed, you can select the one Zoom uses by clicking the small arrow next to the icon.

If you have the right to present something during the presentation, you can share your screen/program from the “Share Screen” icon and then select the content to be shared.



If you are remotely presenting to a LiveStream event via Zoom, your presentation will be presented from the studio (presentation uploaded earlier) for best quality and shared to you in Zoom. You can control the presentation remotely, when prompted.

### **BEFORE THE LIVE EVENT**

Before the event, please notify:

1. For best experience, please use a laptop and the pre-installed Zoom software
2. An external (headset) microphone is recommended.
3. A good network connection, fixed line preferred.
4. A good quality webcam and well-lit room.

Huomioithan, että tapahtuma live-streamataan yleisölle.