

Immunology Winter School 2022

User guide for Zoom Meetings



EAACI HQ

Updated January 18, 2022

IMMUNOLOGY WINTER SCHOOL

Digital 2022

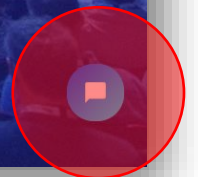
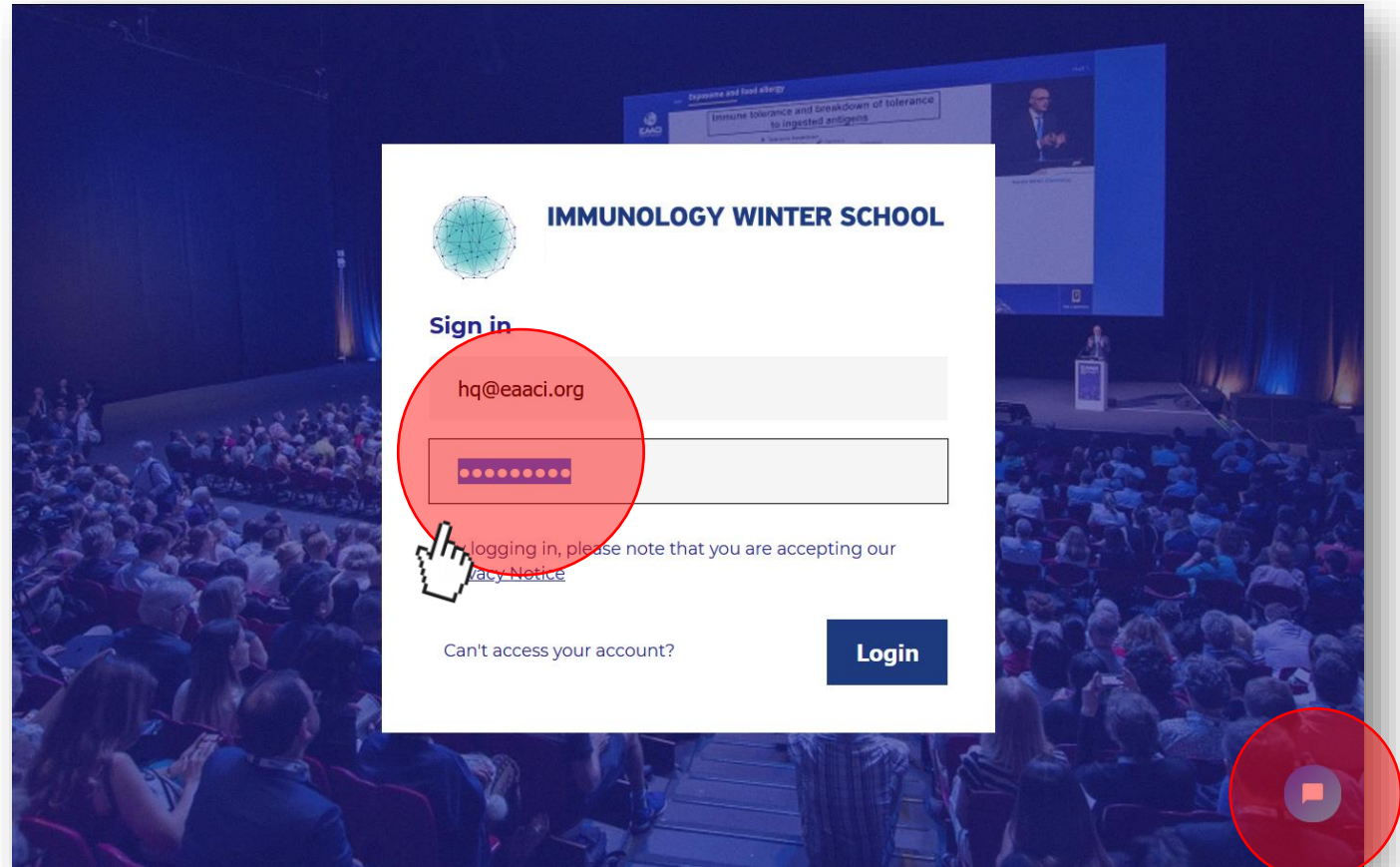
27-30 January



EAACI
EUROPEAN ACADEMY OF ALLERGY
AND CLINICAL IMMUNOLOGY

How to Login to the Platform

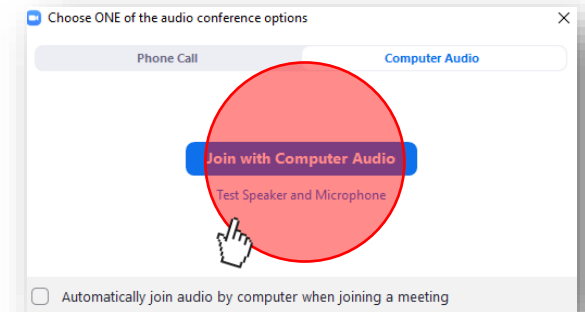
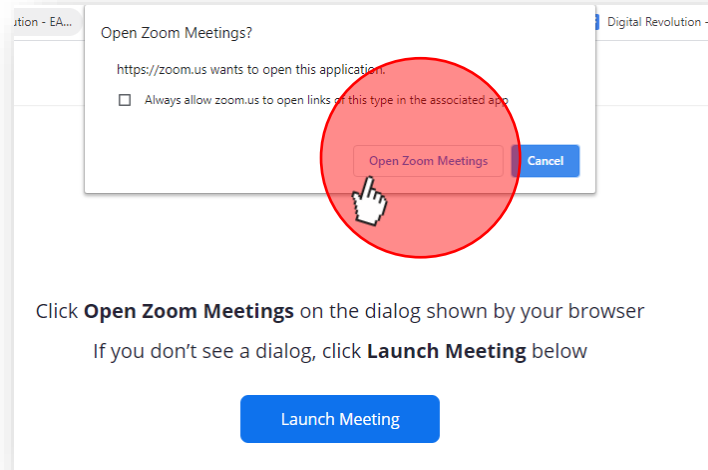
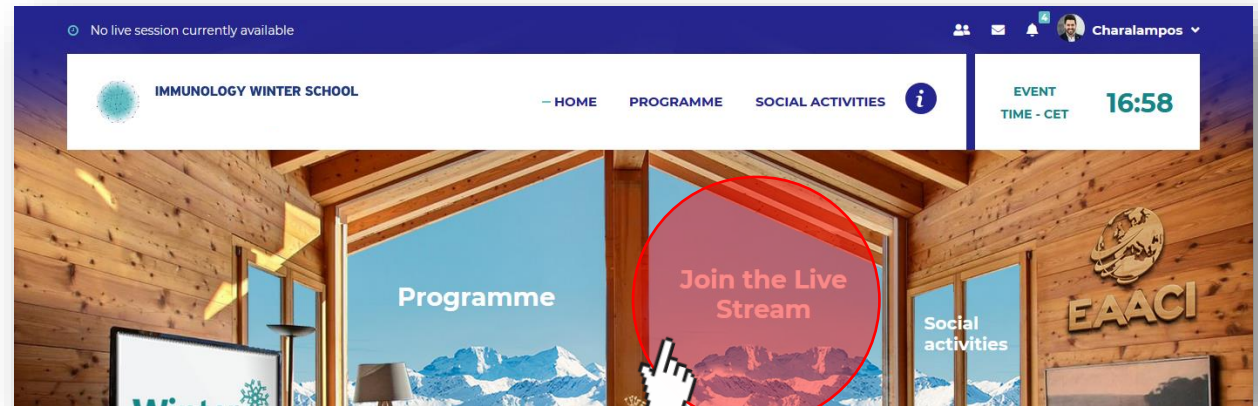
- 1
 - Access the platform via the link address: <https://ws.eaaci.org/login>
- 2
 - Login using your email and password
- 3
 - Encounter any access issues, contact support via the support chat function which can be found at the bottom right of the platform



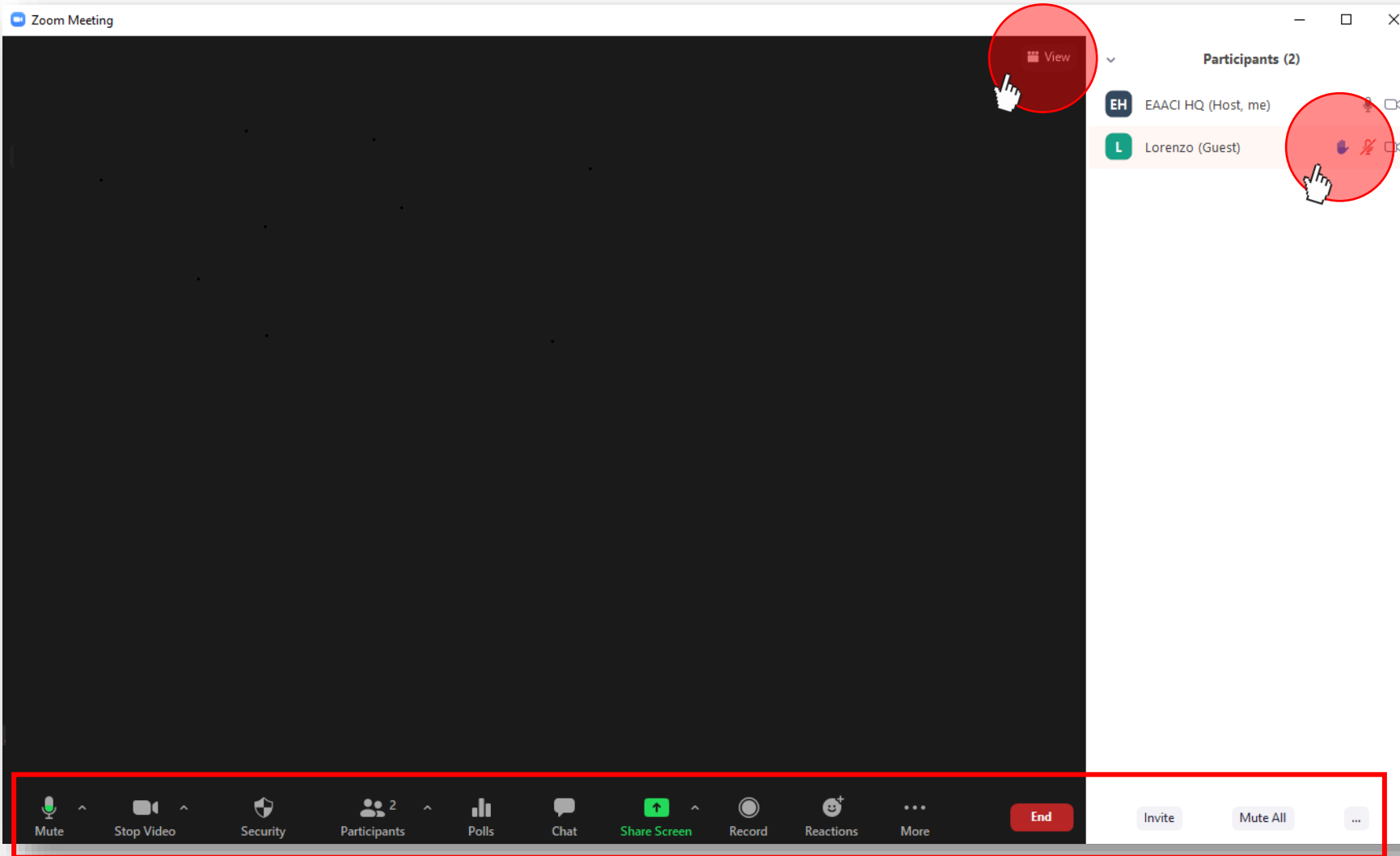
Support
Chat

Zoom Access – Chairs/Speakers

- 1
 - Click on “Join the Live Stream” via the Winter School Platform where you will be redirected directly to the Zoom meeting (The Zoom sessions can also be accessed via the Platform Agenda)
- 2
 - Click open Zoom Meetings on the dialog shown by your browser. If you don't see a dialog, click “Launch Meeting”
- 3
 - Choose your audio preference
- 4
 - The Host will grant you permission to be “Co-host”
- 5
 - We recommend you join at least 10 minutes before the start of your presentation
 - * If you have already logged in to one Zoom session, you do not need to exit and re-enter for another session



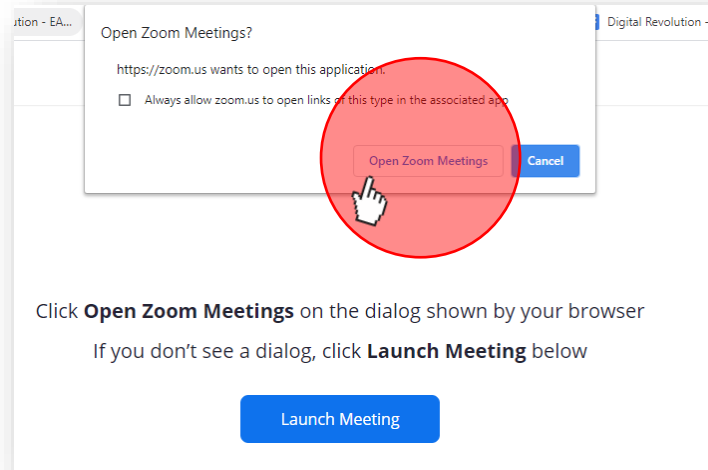
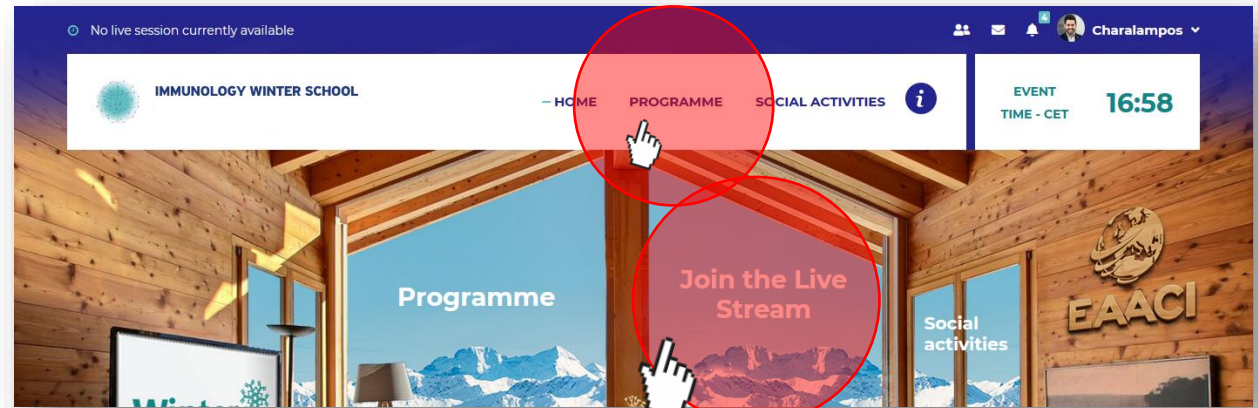
Zoom: Chair/ Speaker View (Co-Host)



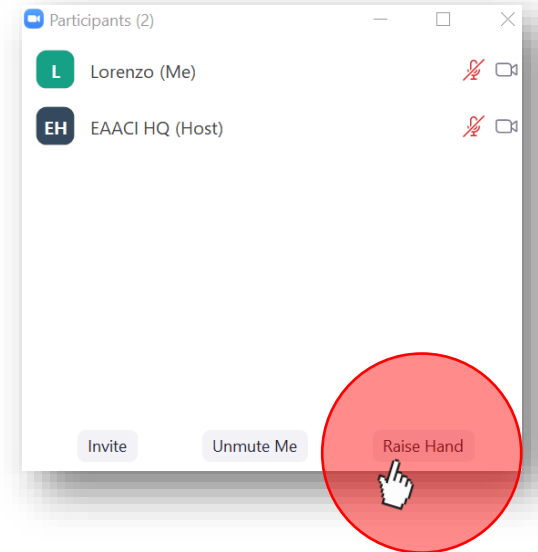
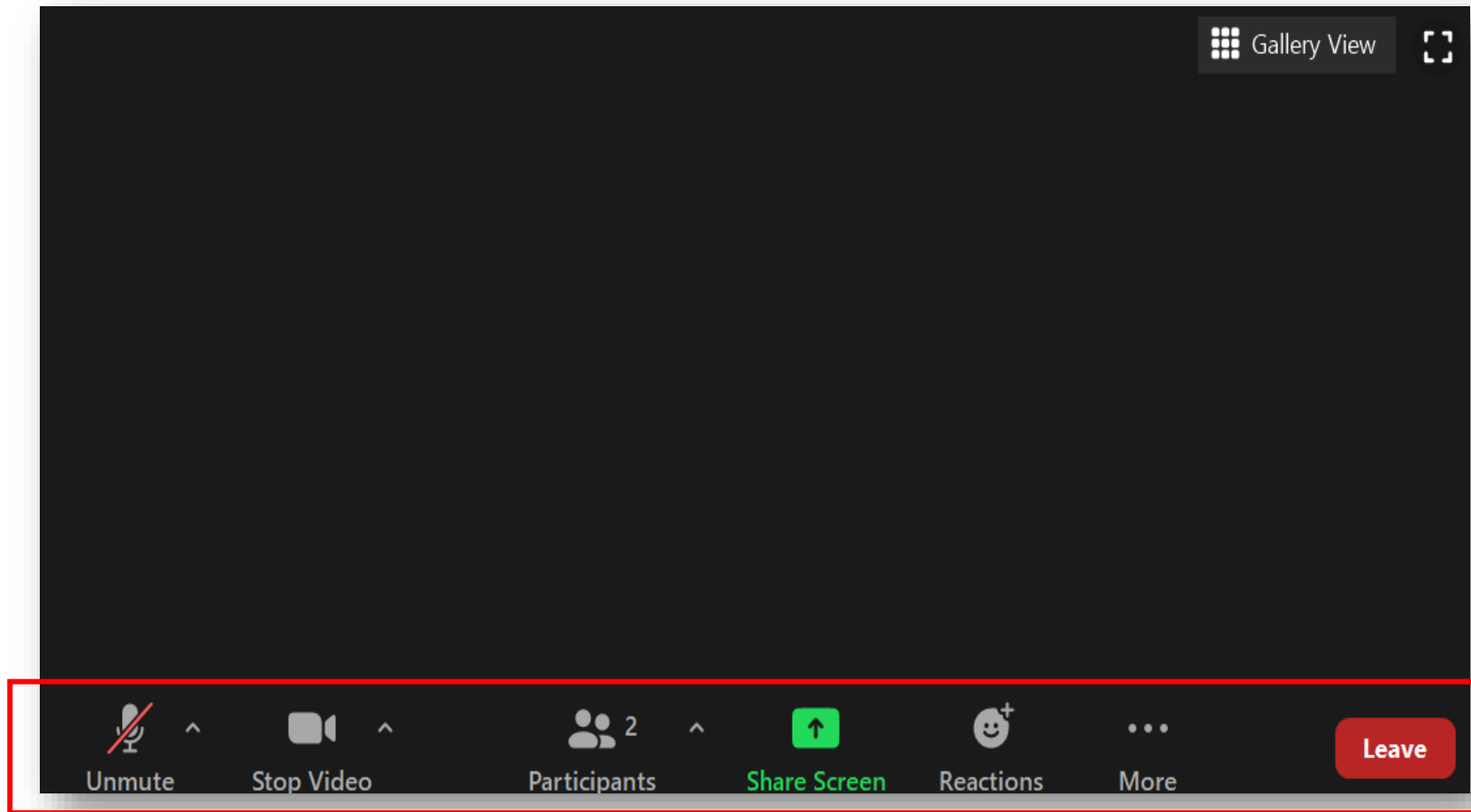
- To switch your screen view, participant list on the right side will disappear until you change the view again
- Indicates that someone from the audience raised their hand to ask a question.
- Co-host or EAACI HQ need to unmute the participant

Zoom Access – General

- 1
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Zoom Access – General functionalities view



- To "Raise your Hand" Click on "Participant" then click "Raise Hand". This will notify the speaker that you would like to speak, and the co-host will grant you permission to speak

Zoom: Audio Testing

- 1
 - During a meeting you can access your audio settings and test your audio when you are already in a meeting.
 - 1. In the meeting controls, click the arrow next to **Mute/Unmute**.
 - 2. Click **Audio Options**: this will open your audio settings



- 2
 - Testing your speaker, by clicking the Test Speaker to play a test tone
 - If you cannot hear it, select a different speaker from the menu or adjust the **Volume**

