What do I need to know to host or attend a ZOOM Virtual Party?

What is Zoom?

Zoom is a video conferencing service that allows you to virtually meet with others - either by video or audio-only or both. Perfect for virtually meeting all your friends at your virtual party!

Where does the ZOOM party take place?

In the comfort of each individual attendees' home, including the entertainer. Ideal for the current world we are living in.

What do I need to 'attend' a ZOOM party?

- You will need to have access to either an iPad/tablet, computer or laptop with webcam w/ microphone and speakers

Top tip
To get an even better experience, connect your laptop up to the TV via HDMI cable to display the picture onto the larger screen - just position the webcam so that we can still see you

- You will need to have access to a medium to strong internet connection

Do I need a ZOOM account?

It is free to create an account and we guarantee that you'll be hooked on Zoom, it's the perfect way to stay connected with friends and family at this time.

We do recommend that you download the Zoom app via the Zoom Download Center, prior to the party day. Otherwise, you will be prompted to download and install Zoom when you click the join link.

Can I do a test meeting to familiarise myself with the program?

Definitely! Join a test meeting via this link - https://zoom.us/test

How will I 'join' the Zoom party on the day?

You will receive a unique 9, 10, or 11-digit number, called a meeting ID, and a password to join your Zoom party, on the day. You will also receive a link which you can use to join the meeting.

Step by Step Instructions

HOW TO – Prepare for the party

1. Set up a FREE ZOOM account - https://zoom.us/signup

2. Download the Zoom app via the Zoom Download Centre - https://zoom.us/download

3. Join a test meeting via this link - https://zoom.us/test

4. Test out your video and audio by making a practice call to a friend, family member or fellow guest

HOW TO – Access and Enjoy the Event on the day!

1. Find an area to set your guest up for the show
   Top tip *To get an even better experience, connect your laptop up to the TV via HDMI cable to display the picture onto the larger screen - just position the webcam so that we can still see you*

2. You can choose whether to enjoy the show through the screen alone, or use a pair of headphones to get a more immersive experience

3. Try and connect to the call at least 5 minutes prior to the event starting to ensure your technology is working

4. Set the display name of the account to the name of the guest attending the event. This will help the host encourage everyone to participate

5. Click on the link provided by the host of your event, which should automatically open the call

6. If the call does not open automatically, click '**Join**' and type in the Meeting ID provided by your host, which will add your guest to the call

7. Turn on your video, and call in using internet-audio to make sure you can be seen and heard by the host, and other guests

8. You will be admitted by the host at the beginning of the event

9. On the Entertainer's screen, click the 3 dots in the top, right-hand corner to 'pin' this screen. Sit back, relax and enjoy the show!

www.zoomvirtualparty.com