

# Welcome to Sofema Aviation Services - ZOOM Webinar Interactive Training Experience

Dear Colleague,

You are probably reading this because you are going to join a **SAS (www.sassofia.com) Zoom Interactive Presentation**. Zoom Video Communications is the best video conferencing solution.

The advantage of a SAS Zoom interactive training is that you are able to talk and discuss in real time with your lecturer.

Moreover on completion of the training you will be provided with access to an MP4 file of the entire proceedings. This will allow you watch over as many times as you want – it is yours to own !

Making sure everything is ready on the day – Lets Test in Advance

To ensure the best possible experience for you we like to make a connection with you to check everything is ok and confirm the sound quality – this process will take no more than 10 to 15 minutes.

We will agree a time with you when it is convenient to perform this test

It is very easy and we send you a link to connect to us – in preparation please see the following and download the APP.



## First Step – Download Zoom Now !

To ensure a pleasant experience with your first Zoom Meeting, we highly encourage individuals to download and install the Zoom Application beforehand.

To download and install the Zoom Application:

- ✓ Go to <https://zoom.us/download> and from the Download Center, click on the Download button under “Zoom Client For Meetings”
- ✓ Once the download is complete, proceed with installing the Zoom application onto your computer.



## Close Programs you will not be using during the Zoom presentation

Please Close Programs you will not be using during the Zoom presentation. Other software will compete for resources. During a meeting, other applications have a way of intruding and asking for attention from your CPU or broadband connection. While downloading information through a broadband connection, the application doing the downloading is competing with Zoom. To engage in the smoothest possible meetings, close any applications you don't need to use for the meeting itself. It's that simple.



## Microphones Change Everything

To set up a standing microphone properly, point it away from any speakers.

Special Note – Please make sure you can mute your microphone so that we can preserve the quality of our recording.

Headset microphones should sit an inch or so away from your face and a few centimeters away from the corner of your lips.

Clip-on microphones should sit at the upper side of the chest. For reference, think about the level where shirt pockets are usually stitched.

For best results use a wired headset, or a clip-on microphone that has noise-cancelling features and a wide pick-up frequency range.





## How Do I Join or Test My Computer / Device Audio?

To allow other meeting participants to hear you in a Zoom Meeting, you will need to choose how you would like to join audio for the meeting. There are two ways to join the audio, joining via computer and joining via telephone. Please check this link how to join your computer audio and test that it is working.

<https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio->



## How Do I Join A Meeting?

Each meeting has a unique 9, 10, or 11-digit number called a Meeting ID that will be required to join a Zoom meeting

If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Please see this link with instructions how to join the meeting.

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

**WE ARE LOOKING FORWARD TO WELCOME YOU ON THE TRAINING!**