Open Space Technology on Zoom
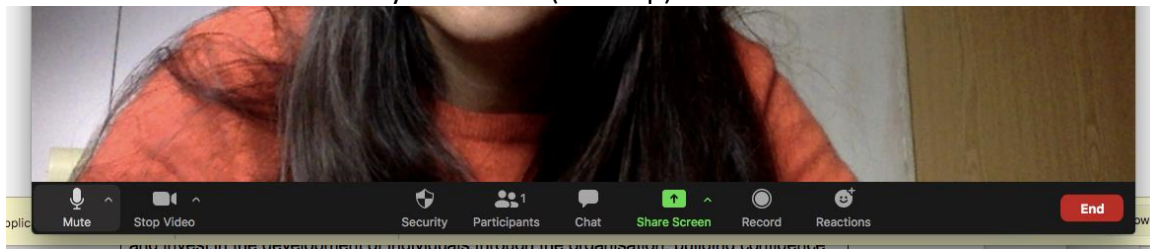## Tutorial and Tips for participants

Please go through these simple instructions before the event.

You will need to use the following Zoom tools in order to participate fully within the Open Space event. Below are basic instructions to help you.

1   How to mute yourself and why
This is really important, it's very distracting when microphones are not muted. So on entering the meeting please mute yourself. Please only unmute when asked to by the host. Click 'Mute' at the bottom of your screen (desktop)
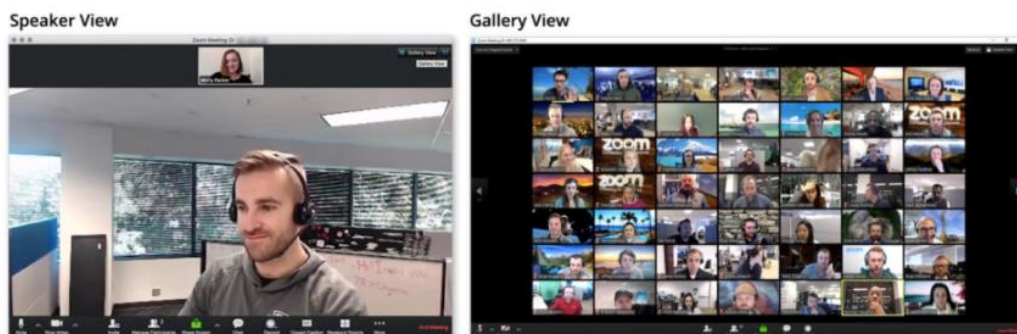

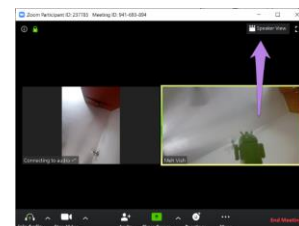Click 'unmute' when you want to/are invited to speak:

2   How to do 'Speaker view'
There are various ways you can view the meeting, the main ways are Speaker view and Gallery view – see pictures below. We **recommend using Speaker view** most of the time in the Open Space so you can see and focus on the person speaking.

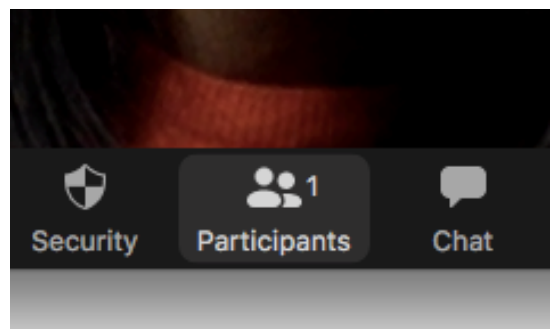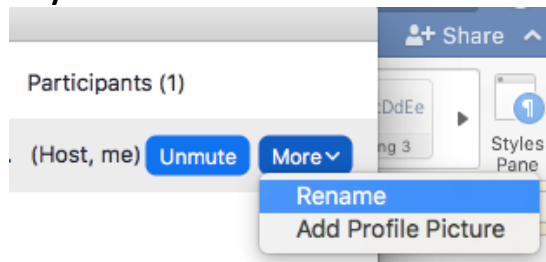To change views, click the button in the top Right of your screen :

If you are joining on a mobile phone:
- Zoom mobile app automatically displays Speaker view. ...
- Swipe **left** from Speaker view to switch to gallery view. ...
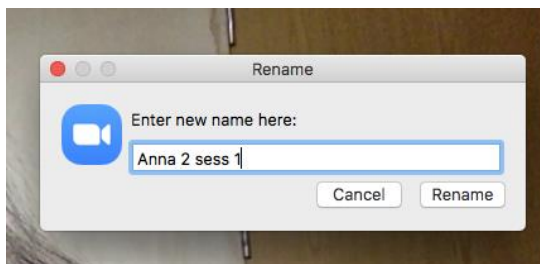- Swipe **right** to switch back to Speaker view.

3   How to change your on-screen name
This is important for us to **assign you to your chosen break-out rooms** during the Open Space discussions so you need to know how to do this.

1. Click on 'Participants' at the bottom of your screen

2. This will open a new window, **hover over your name and click 'more' and 'rename'**

3. This opens a new window, where you can type your name and add information e.g. breakout room number. Keep your name and add the extra info after it.

For some devices the rename function is accessed by **clicking on three dots (…)** to the top right of your own image, this opens the rename option.

3   How to move in and out of Breakout rooms
As part of the meeting you will be invited to move between breakout rooms, you will be asked which topic you want to be part of initially and assigned to a room. When you want to leave the room and move to a different one, just click 'Leave room' in the bottom Right hand corner. This will bring you back to the main room where you can ask the host to assign you to a new room.

4   How to raise your hand to speak, show reactions and use live Chat
Take a look at this tutorial online: https://www.youtube.com/watch?v=MK80ovbnvj4