



Chester Archaeological Society

Registered Charity No 1068062

Guidelines for online lectures using Zoom

You will be e-mailed a Registration Link for each lecture, when you register you will receive a confirmation email containing information about joining the lecture.

After joining the lecture

During the lecture, please ensure that your microphone is muted and your camera is off – this stops the possibility of feedback and makes the lecture run more smoothly.

To turn your microphone off, find and click on the microphone icon at the bottom of the screen so that you are muted.

To turn your camera off, find and click on the video camera icon at the bottom of the screen.

Please do not unmute yourself or turn your camera on once the lecture has started.

You should select 'Speaker' under the View option.

Questions

If you have a question during the lecture, please enter your question in the chat box (chat icon is at the bottom of the screen). This will be monitored, and the host will ask them on your behalf at the end of the talk.