

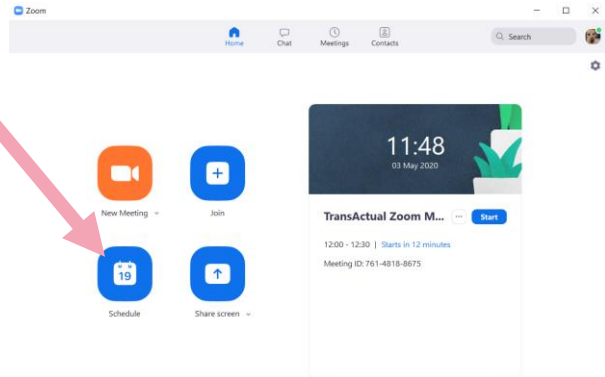


# Getting started online. Staying connected.

This guide will help you keep your Zoom meeting secure and help your members to minimise dysphoria.

## 1. Set up your meeting.

Open Zoom and click schedule.



Give your meeting a name and set the date and time.

It's a good idea to set "require meeting password"

Help your group members by selecting video off. Some people might feel uncomfortable sharing their video because of dysphoria. People that wish to share their video can turn it on when they're in the meeting.

### Schedule Meeting

**Topic**  
TransActual Zoom Meeting

**Start:** Sun May 3, 2020 12:00

**Duration:** 0 hour 30 minutes

Recurring meeting Time Zone: Lond...

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 853-141-6982

**Password**  
 Require meeting password 014596

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio [Edit](#)

**Calendar**  
 Outlook  Google Calendar  Other Calendars

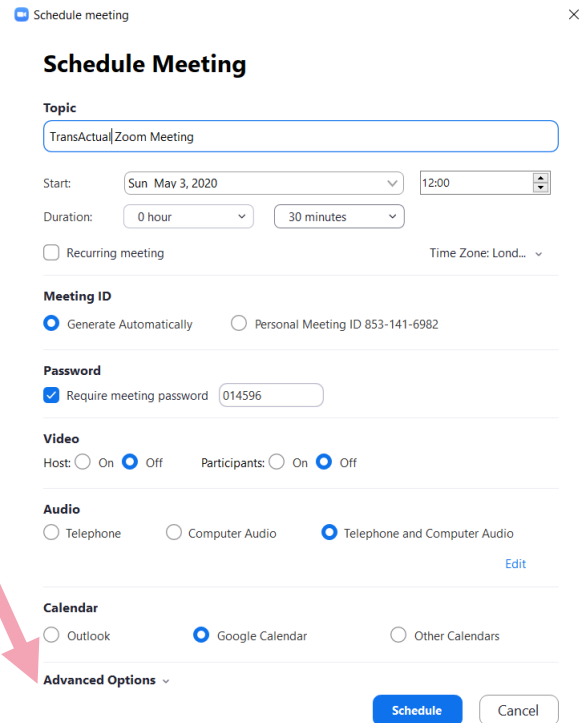
**Advanced Options** [v](#)

[Schedule](#) [Cancel](#)

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It's important to use the "waiting room" function so that you have more control about who comes into the meeting.

Click "advanced options".



Screenshot of the "Schedule Meeting" dialog box. The "Advanced Options" section is collapsed. A pink arrow points from the text "Click 'advanced options'." to the "Advanced Options" dropdown arrow.

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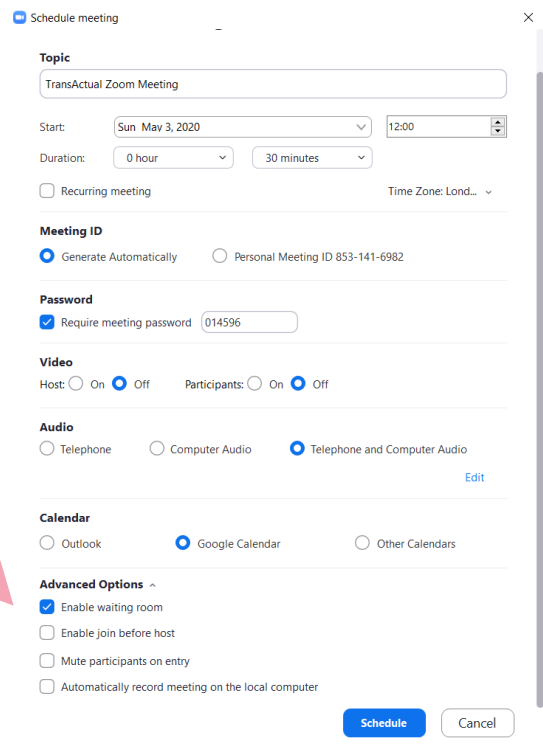
**Calendar**

Outlook  Google Calendar  Other Calendars

**Advanced Options** ^

Then make sure "enable waiting room is ticked".

It's a bad idea to allow your group members to join the meeting before you're there – make sure "enable join before host" is unticked.



Screenshot of the "Schedule Meeting" dialog box. The "Advanced Options" section is expanded, showing the "Enable waiting room" checkbox checked. A pink arrow points from the text "Then make sure 'enable waiting room is ticked'." to the "Enable waiting room" checkbox.

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**Advanced Options** ^

Enable waiting room

Enable join before host

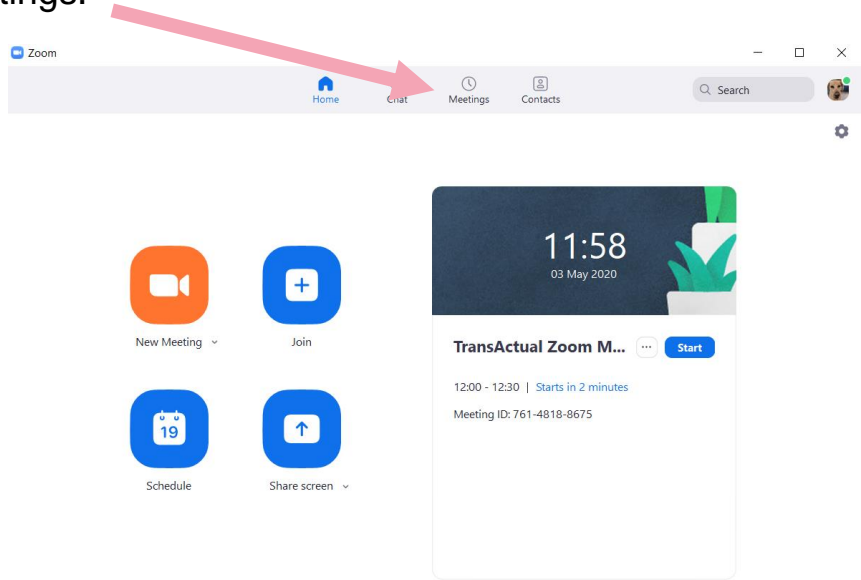
Mute participants on entry

Automatically record meeting on the local computer

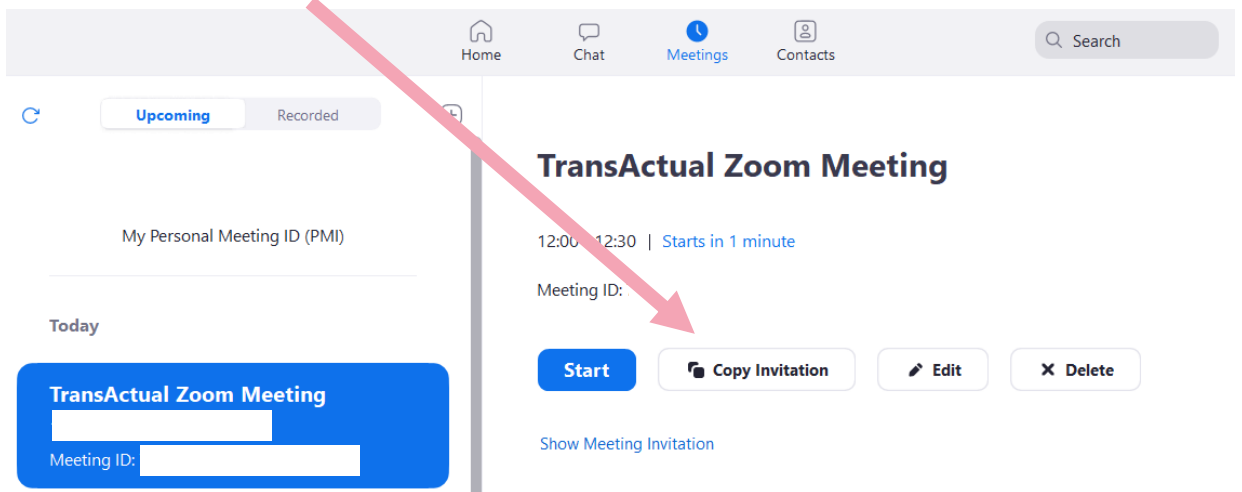
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## 2. Invite people to your meeting.

Open Zoom and click meetings.



Click “copy invitation”.



Paste the invitation into an e-mail to your existing members.

**It's really important not to share the meeting details publicly.**

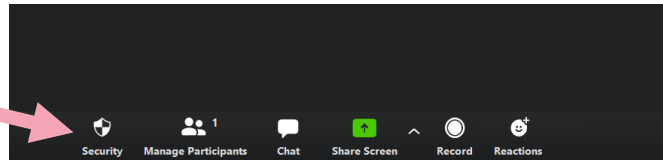
Instead, advertise the dates and times of the groups, with an e-mail address so that people can get in touch if they'd like to join. If new members want to join, it's advisable to have a 1:1 Zoom meeting first, with the camera on, so that you can check whether they are who they say they are.

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### 3. At the start of your meeting.

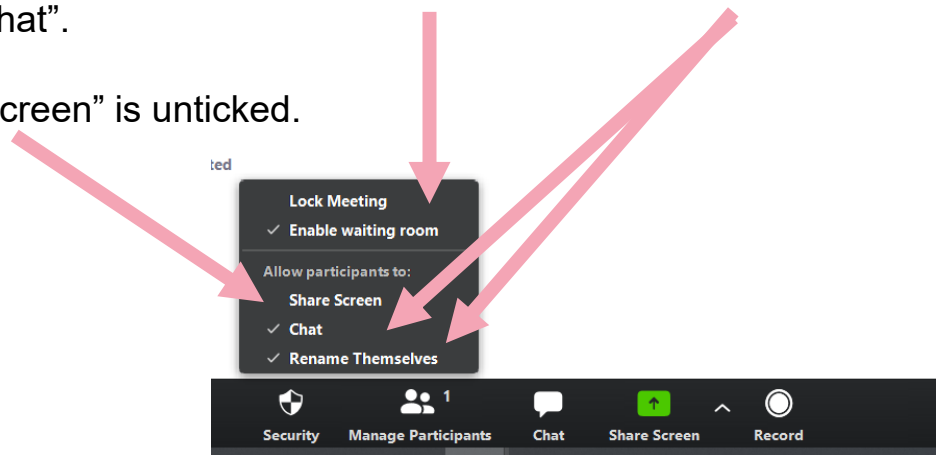
Set the meeting so that only you can screen share and so that participants can change their name. This is useful for people who are not yet using the same name in all areas of their life and also allows participants to add their pronouns.

Click “security”.

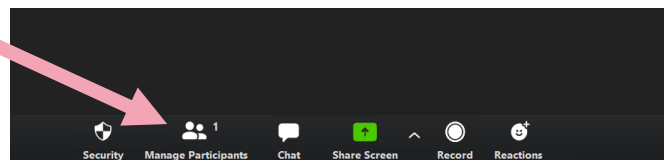


Make sure that there is a tick next to “Enable waiting room”, “rename themselves” and “chat”.

Make sure “share screen” is unticked.



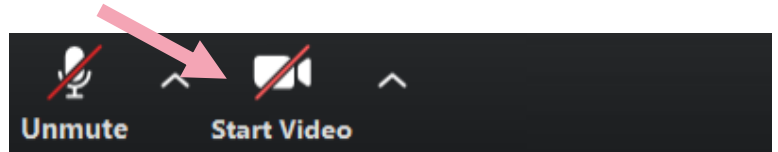
When members start to join the meeting a message will pop up to let you know that people are in the waiting room and it's simple to click and let them in (if you know who they are). You can also keep an eye on the waiting room if you click “manage participants”, you'll be able to see a list of participants in the waiting room. You can then let them join the meeting.



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## 4. Managing dysphoria when using Zoom.

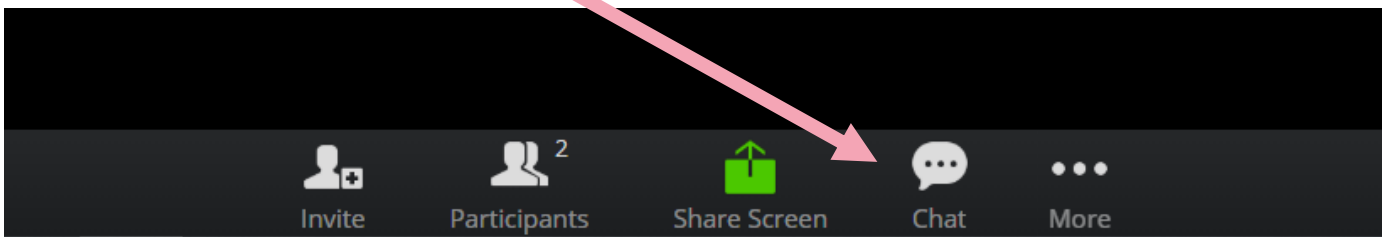
If someone is dysphoric about their appearance and doesn't want anyone to see them, they can keep their camera off. The button for turning the camera on and off is in the bottom right of the screen.



If someone is dysphoric about their voice and doesn't want anyone to hear them, they can keep their microphone off and use the chat function instead.. The mute button is in the bottom right of the screen.



To use chat, click the “chat” button.



The chat bar will show up at the side of the screen.

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