

# Using Online Platforms Safely

**This guide covers 3 online meeting platforms, Zoom, Microsoft Teams and Google Meet.**

For each platform it details how to join meetings anonymously and how to participate anonymously (using the chat function and concealing your background).

When using online meeting platforms, it is important you do not share any personal information in the chat functions or to any individuals in the meeting. Details such as:

**Telephone/mobile number**

**Personal email address**

**Photos**

**Address**

It is also important you do not use inappropriate language and never name or reveal the identity of any fellow students.

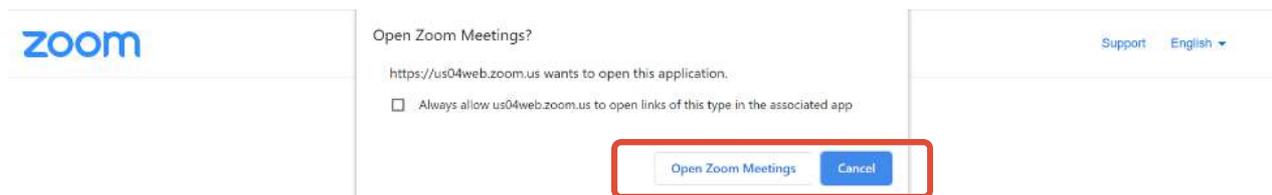
In addition, do not use any of the chat functions to contact an individual directly. When using the Q&A functions make sure your question is directed to the host and all panellists (other attendees can't see this) or to the host/panellists and all attendees.

For further information on securely downloading the meeting platform software, setting it up on your personal computer and advice on hosting or joining calls, please [click here](#).

# zoom Zoom

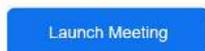
## To join a meeting anonymously

In your email invitation, click on the link below **'Join Zoom Meeting'**. A browser window will open, and you will have the option to open Zoom Meetings, click on this.



Click **Open Zoom Meetings** on the dialog shown by your browser

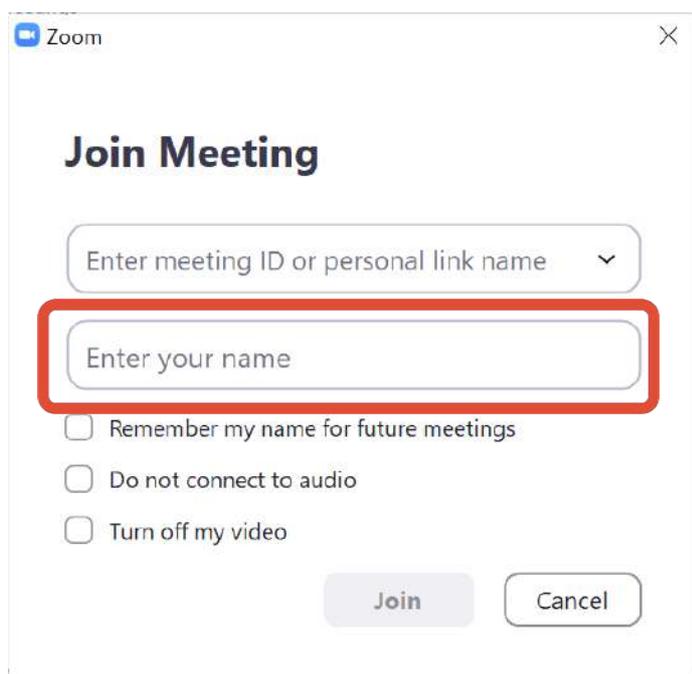
If you don't see a dialog, click **Launch Meeting** below



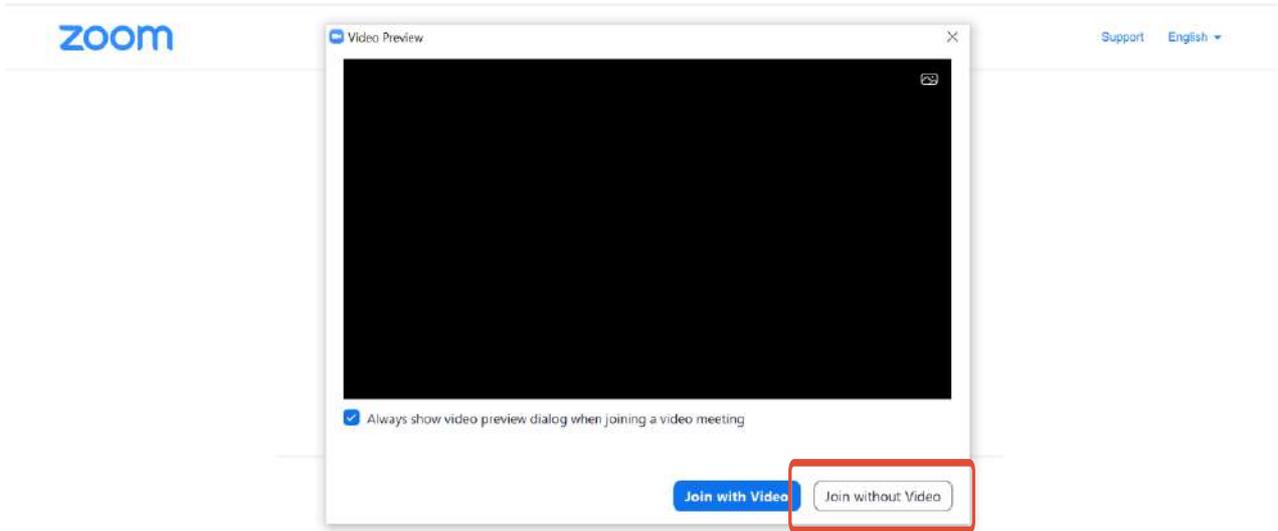
Don't have Zoom Client installed? [Download Now](#)



A pop up will appear where you can enter in your name. If you wish to remain anonymous, remember to enter an alternative name. Remember you are still attending a university meeting, even if your name is not available to the other guests, so please: Be polite, don't use a name of another student, don't use a nickname that others may recognise or be offended by.



You can choose to join without video if you wish to remain anonymous.



Depending on meeting settings, you will either enter the meeting right away, or wait in a lobby for the meeting organiser or presenter to admit you.

**Please wait, the meeting host will let you in soon.**

You will then be asked to join with computer audio

 Join Audio

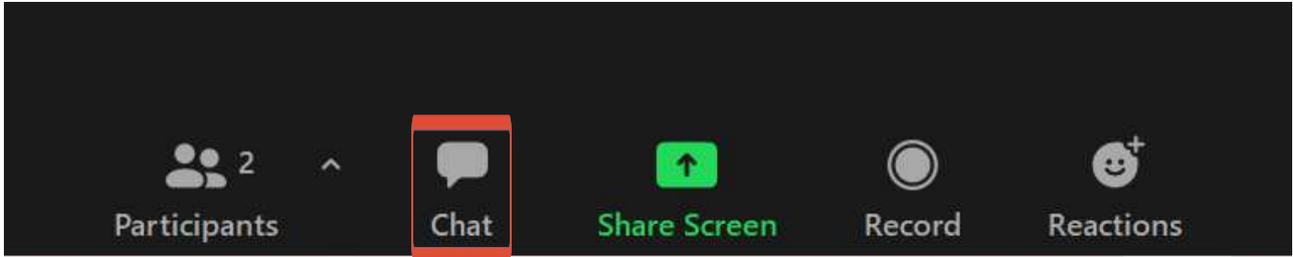


**Join with Computer Audio**

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

To participate in the meeting- If you wish to contribute to the meeting while staying anonymous, you can type comments or questions into the chat, which will be shared using your "anonymous name". On the bottom toolbar, **select the chat button**.

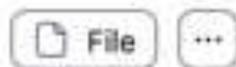


This pop up will appear, where you can type your messages.

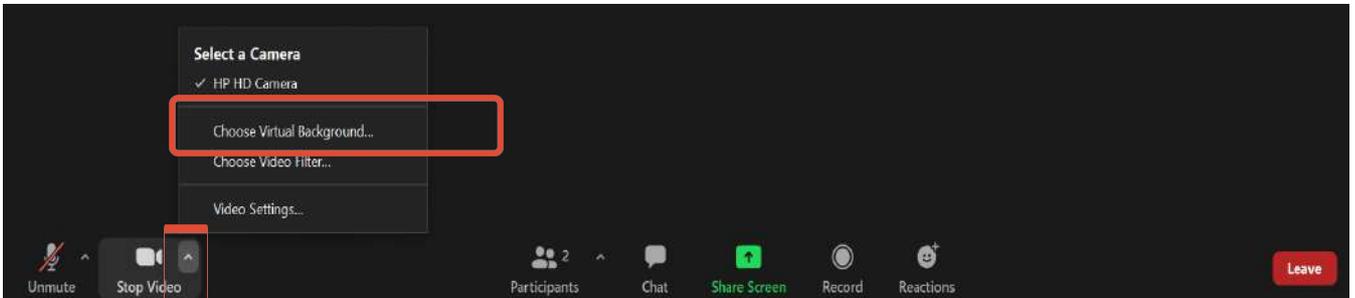


To: Everyone

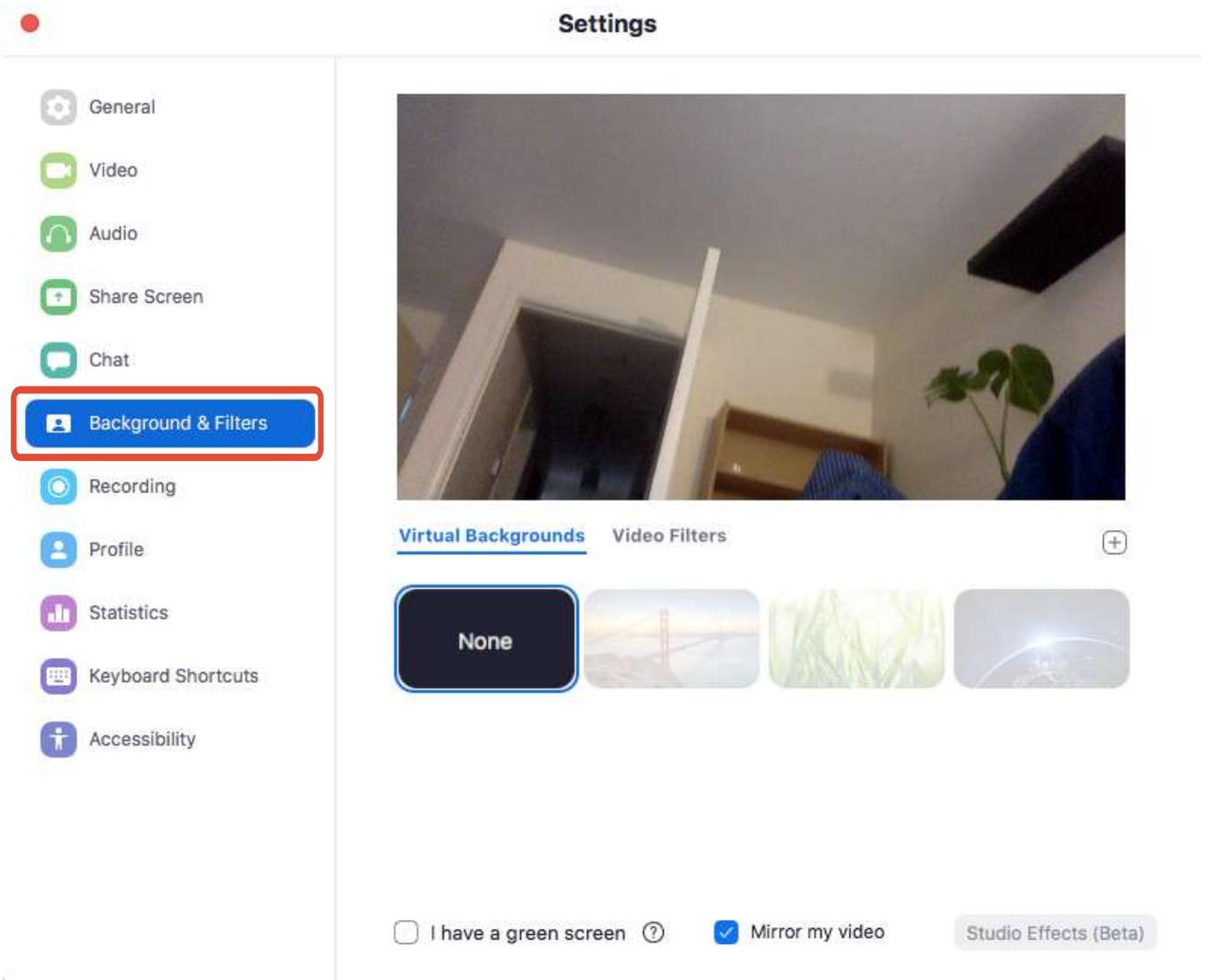
Type message here...



You also have the opportunity to change your background so that you can appear on camera, but your surroundings can't be seen. To do this click on the up arrow beside 'stop video' in the toolbar and then 'choose virtual background'



A pop up will appear, select 'Background & Filters'. Then you can choose which background you would like to apply and join the meeting with video (depending on your model of computer these backgrounds might vary).



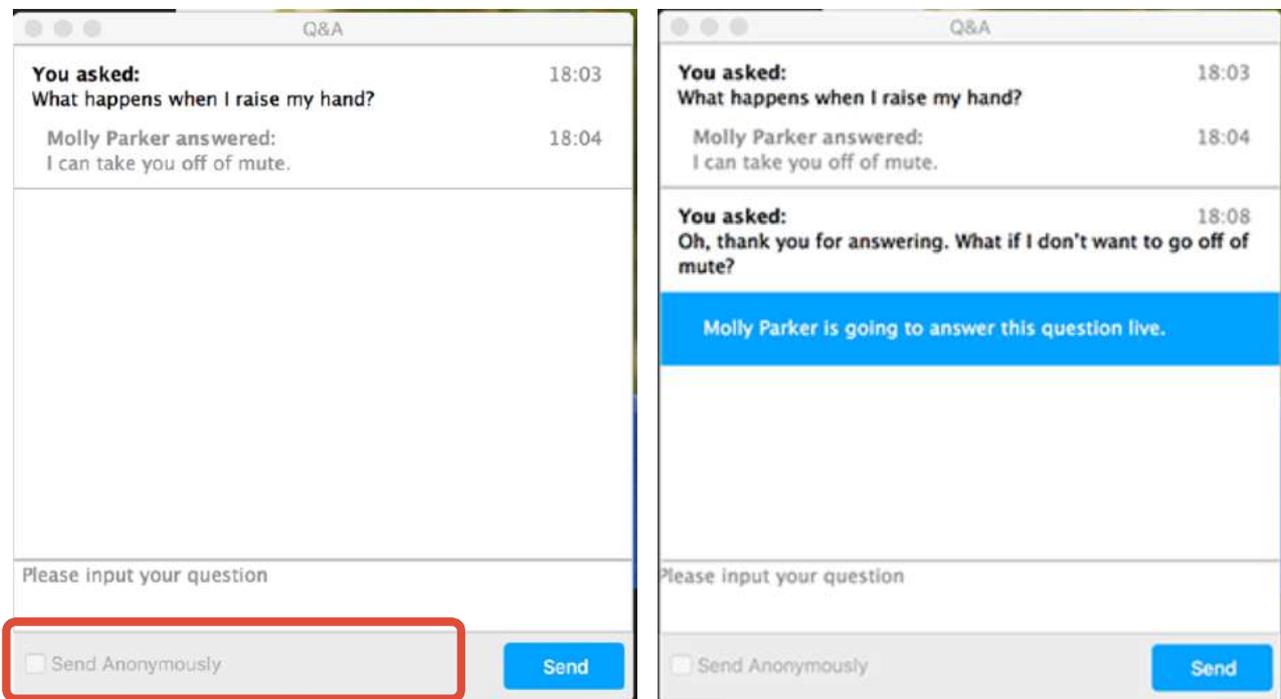
## Zoom Webinars

On Zoom webinars, attendees cannot see a list of the other attendees, however if you write in the chat function, other participants will be able to see your name. Therefore, it is recommended that you still join a Zoom webinar with an anonymous name or using your first name only.

During Zoom webinars it is possible to ask questions anonymously, you can choose for these questions to only be seen by the host and other panellists (not other attendees) or everyone. This can be done through Zoom's Q&A function.

It is important you never privately message one individual, when using the Q&A function you should make sure your question is being sent to the host and other panellists or the host/other panellists and all attendees.

To ask a question, open the Q&A window and type your question into the box which pops up, then click send. If you want to send your question anonymously (your name won't appear), tick the send anonymously box. Whoever you have directed the question too will reply in the general chat.



The host or other panellists can also answer your question live (out loud) and a notification will appear in the Q&A window.



# Microsoft Teams

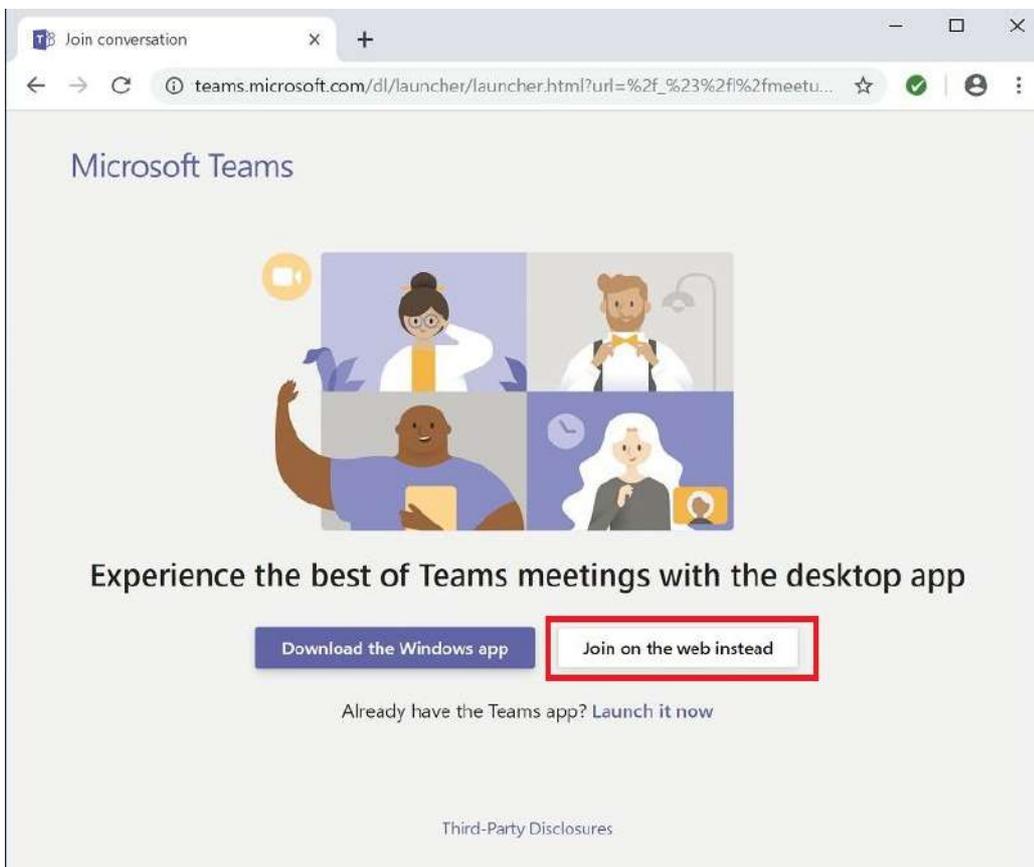
## Before a meeting

Please let the organiser of the meeting know if you want to join anonymously in advance, so they can make the appropriate arrangements.

## To join a meeting anonymously

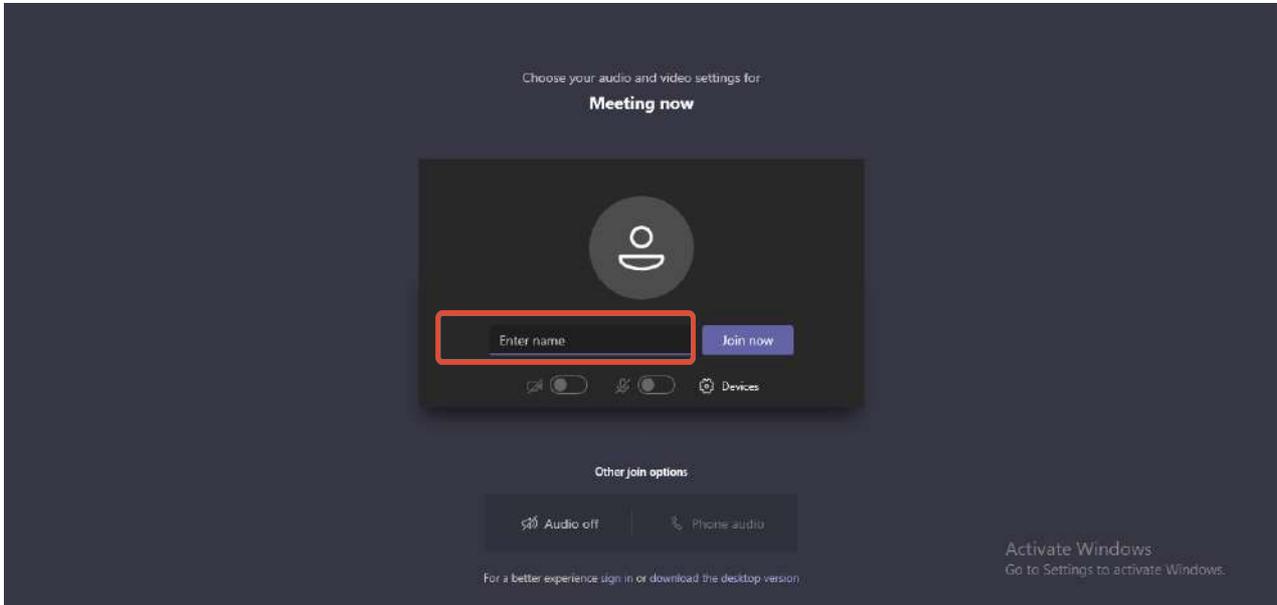
In your email invitation, select **Join Microsoft Teams Meeting**. A browser window will open, and you will have the option to either open / download Teams to your computer or to continue in the browser and open the Teams meeting on the web.

Select the option to join the web meeting. **Note:** if you have the Teams app installed on your device, you may need to open an Incognito/InPrivate window in your browser and copy the meeting link into the address bar.

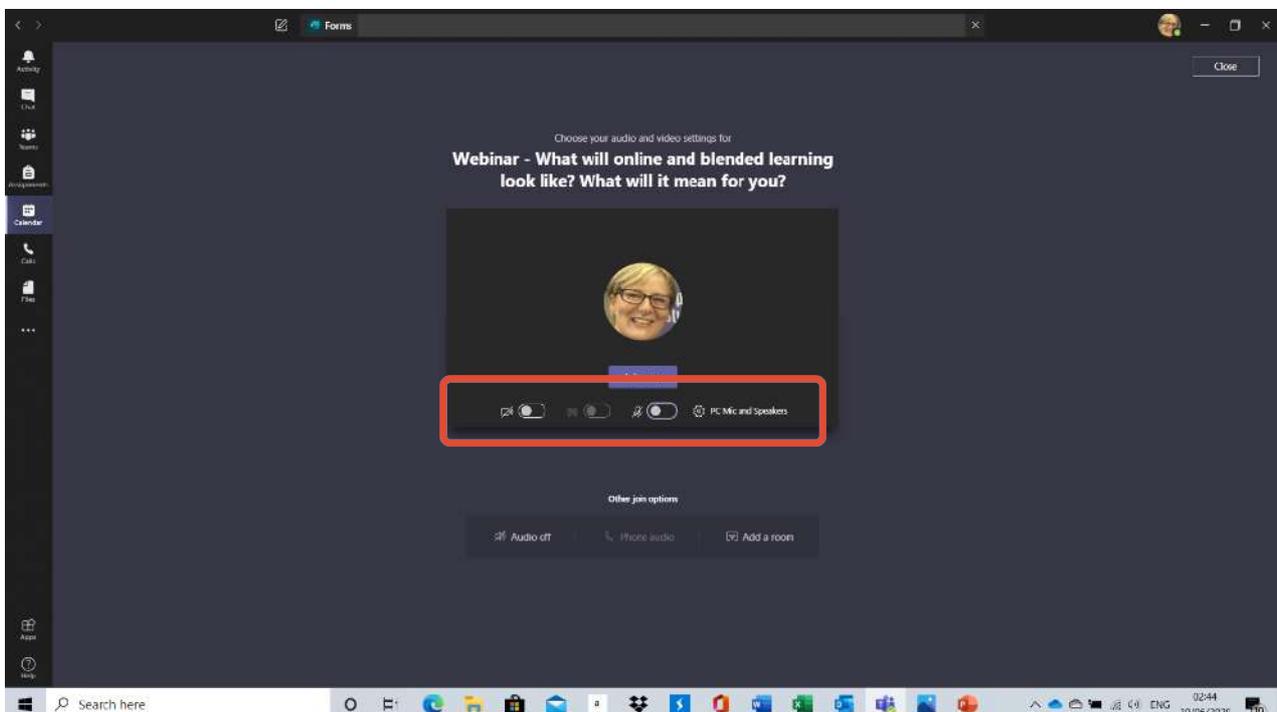


Type in your name. *If you wish to remain anonymous, remember to enter an alternative name.*

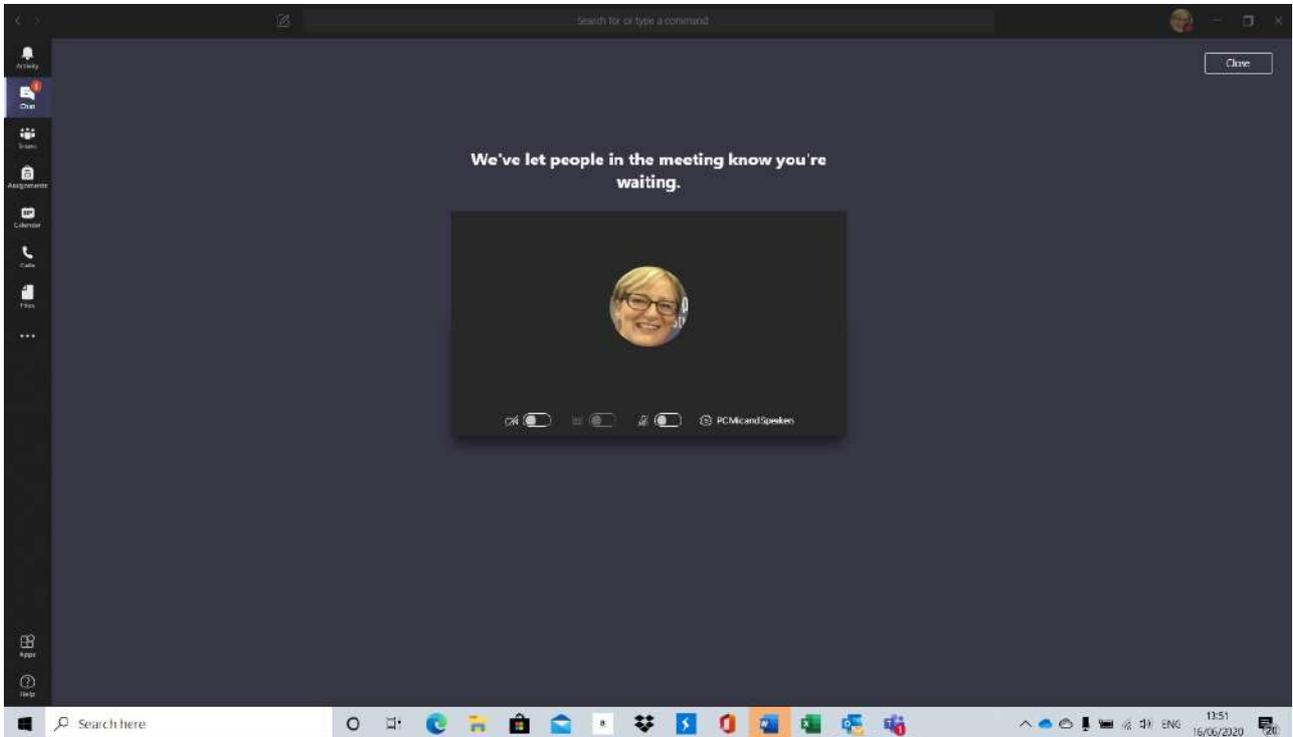
Remember you are still attending a university meeting, even if your name is not available to the other guests, so please: Be polite, don't use a name of another student, don't use a nickname that others may recognise or be offended by.



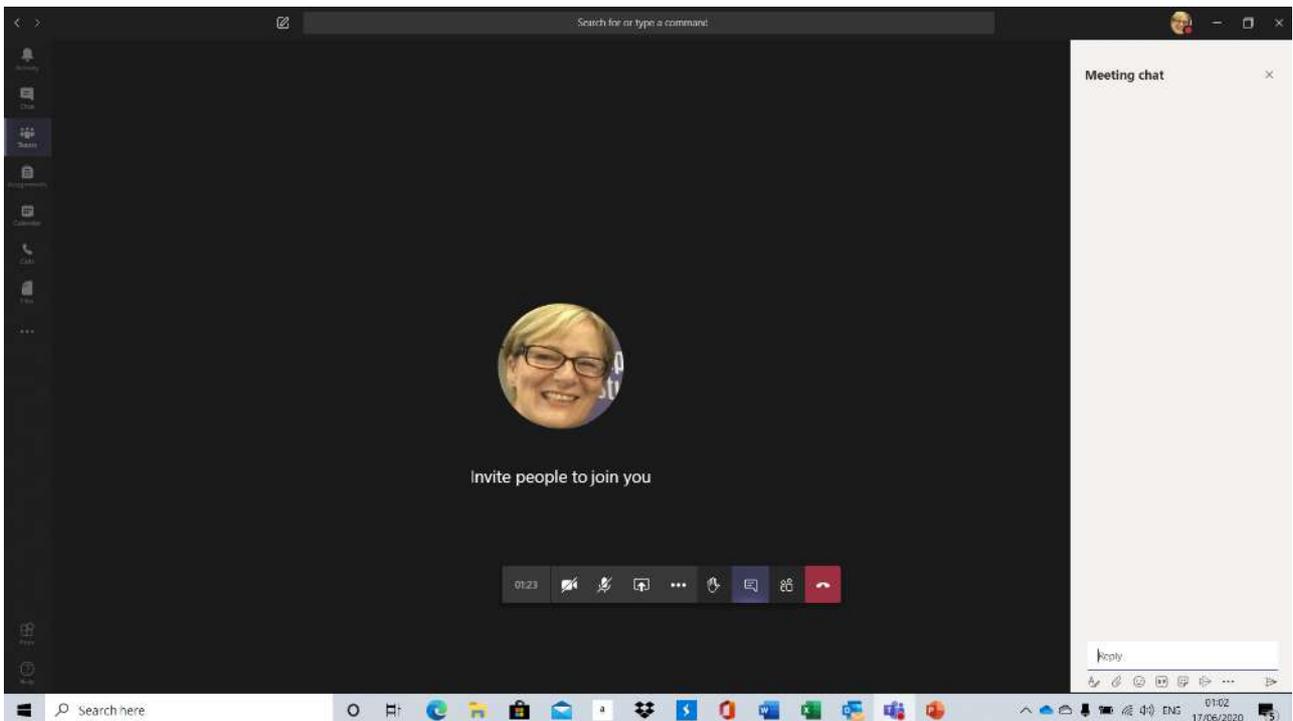
Choose the audio and video settings you want. If you wish to remain anonymous, make sure your camera and microphone are switched off before you join the meeting and select Join now.



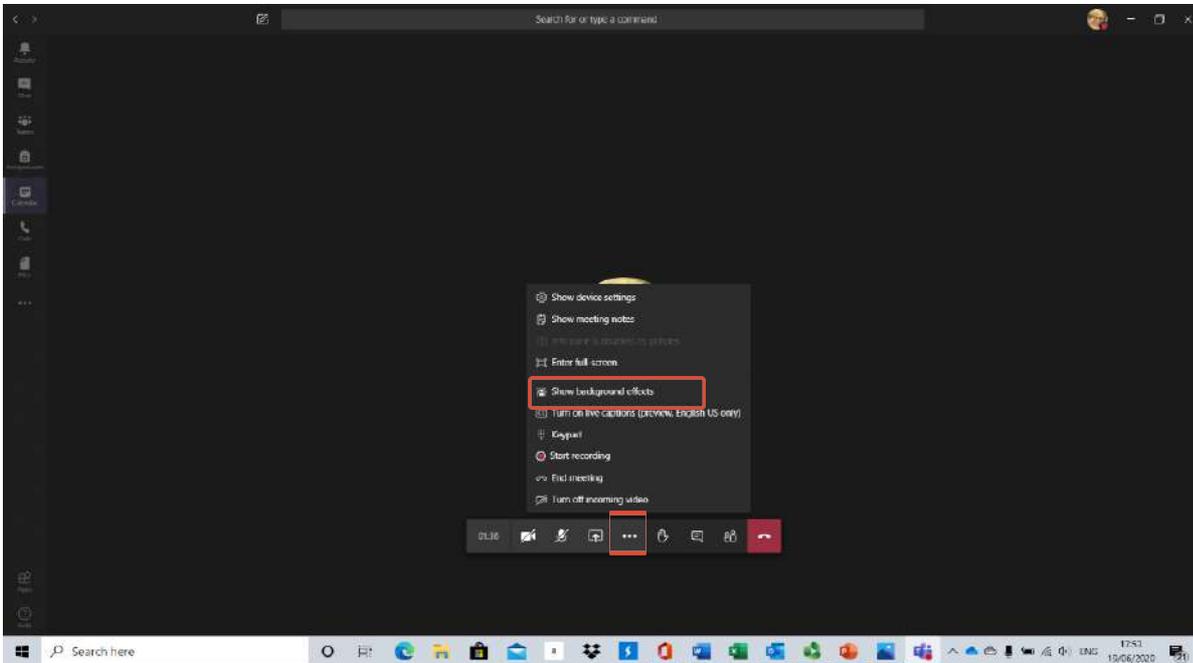
Depending on meeting settings, you will either enter the meeting right away, or wait in a lobby for the meeting organiser or presenter to admit you.



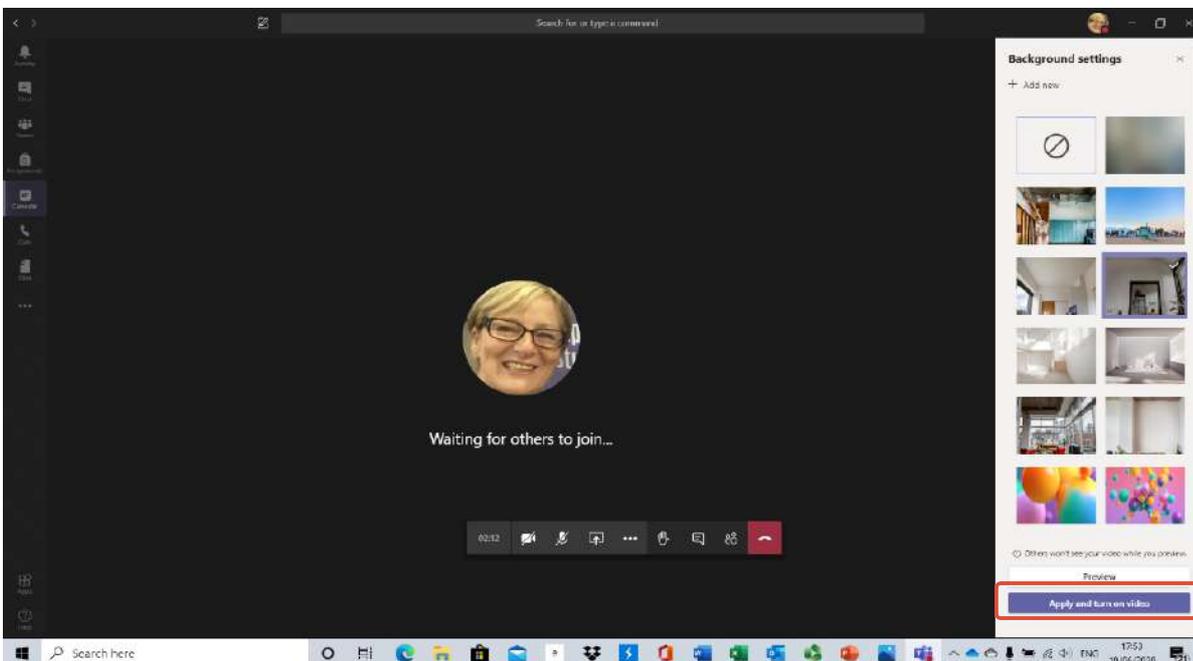
To participate in the meeting- If you wish to contribute to the meeting while staying anonymous, you can type comments or questions into the chat, which will be shared using your "anonymous name".



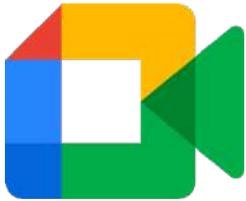
You also have the opportunity to change your background so that you can appear on camera, but your surroundings can't be seen. To do this click on the 3 dots in the toolbar and then 'show background effects'



Then you can choose which background you would like to apply and join the meeting with video (depending on your model of computer these backgrounds might vary).



Following the meeting- If you joined a meeting anonymously, check any entries you made in the chat and delete any you would like to remove. Only the person who entered the comment in the chat can edit or delete it. Once you have logged out of the meeting you will not be able to delete any comments. Once you are satisfied you have checked the chat, you can leave the meeting.



# Google Meet

## To join a meeting anonymously

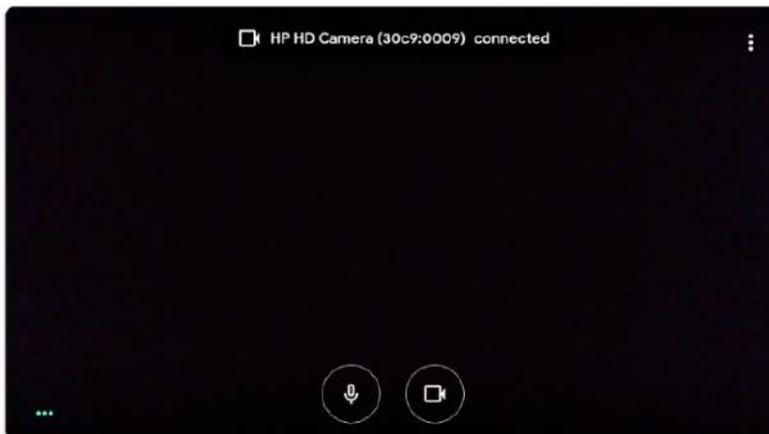
In your email invitation, select **Join Meeting**. A browser window will open, and you can enter in your name. If you wish to remain anonymous, remember to enter an alternative name.

Remember you are still attending a university meeting, even if your name is not available to the other guests, so please: Be polite, don't use a name of another student, don't use a nickname that others may recognise or be offended by.

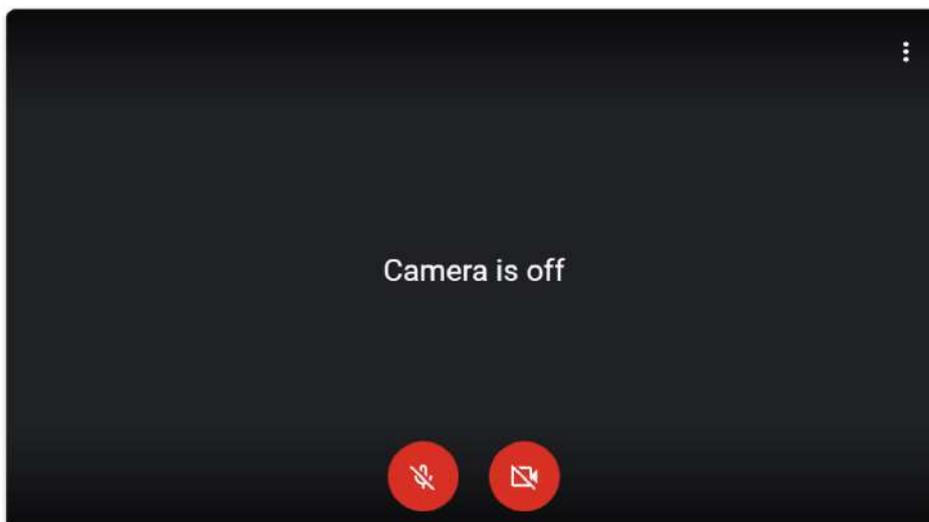
Then click ask to join.



Sign in



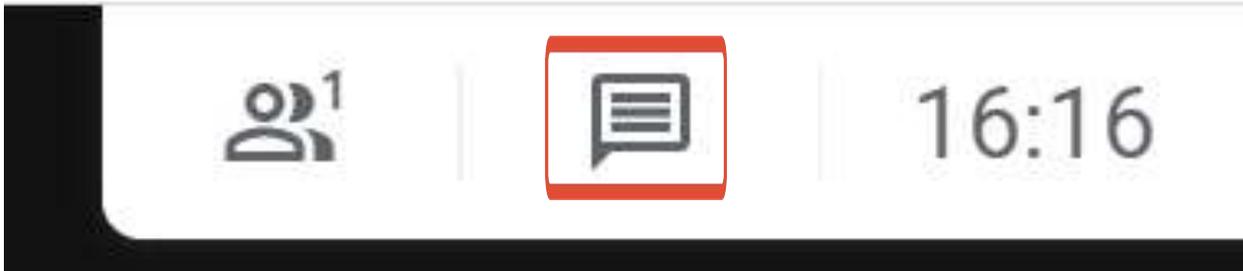
You can also mute your microphone and turn off your camera before joining the meeting.



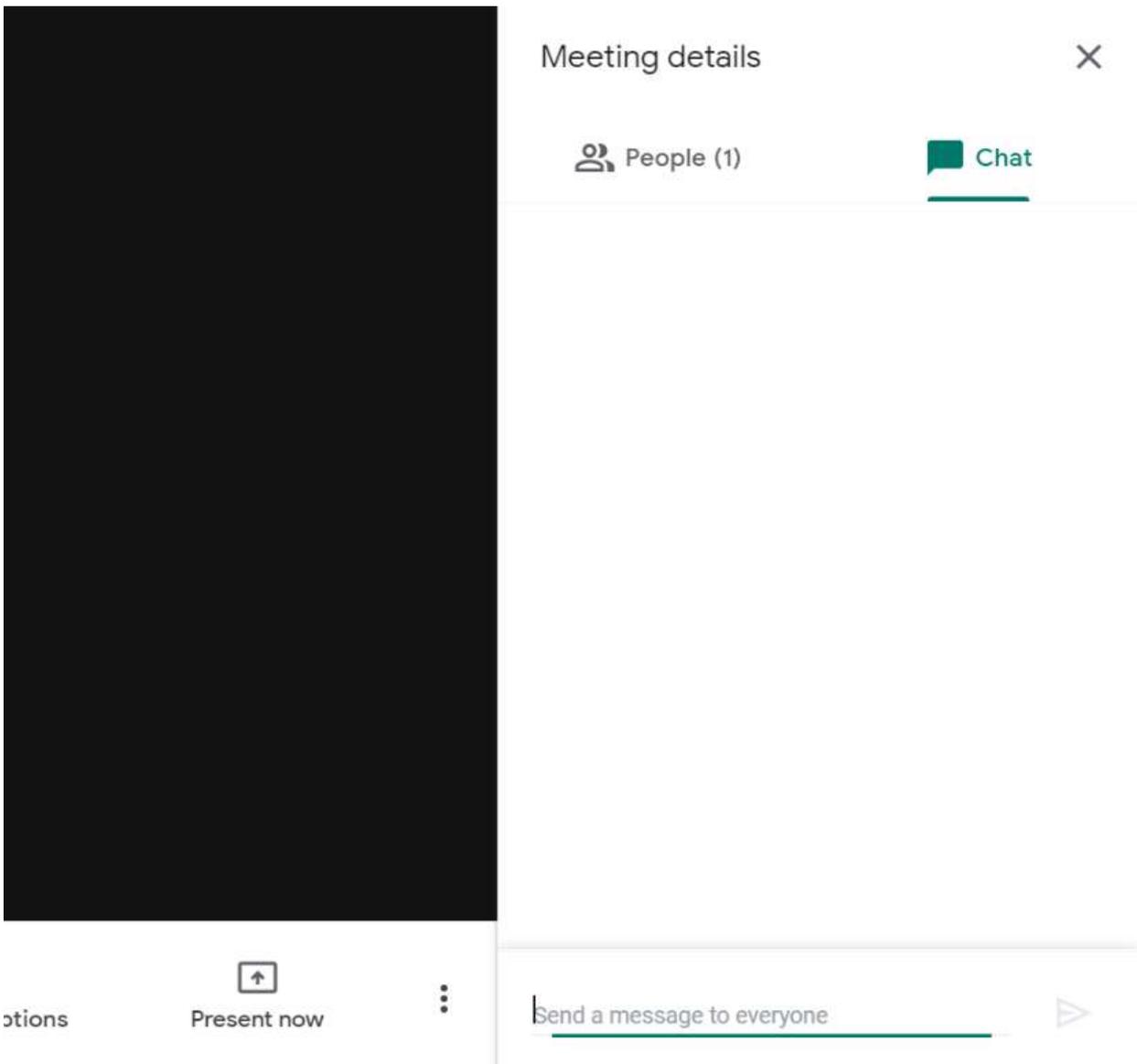
### To participate in the meeting

If you wish to contribute to the meeting while staying anonymous, you can type comments or questions into the chat, which will be shared using your "anonymous name".

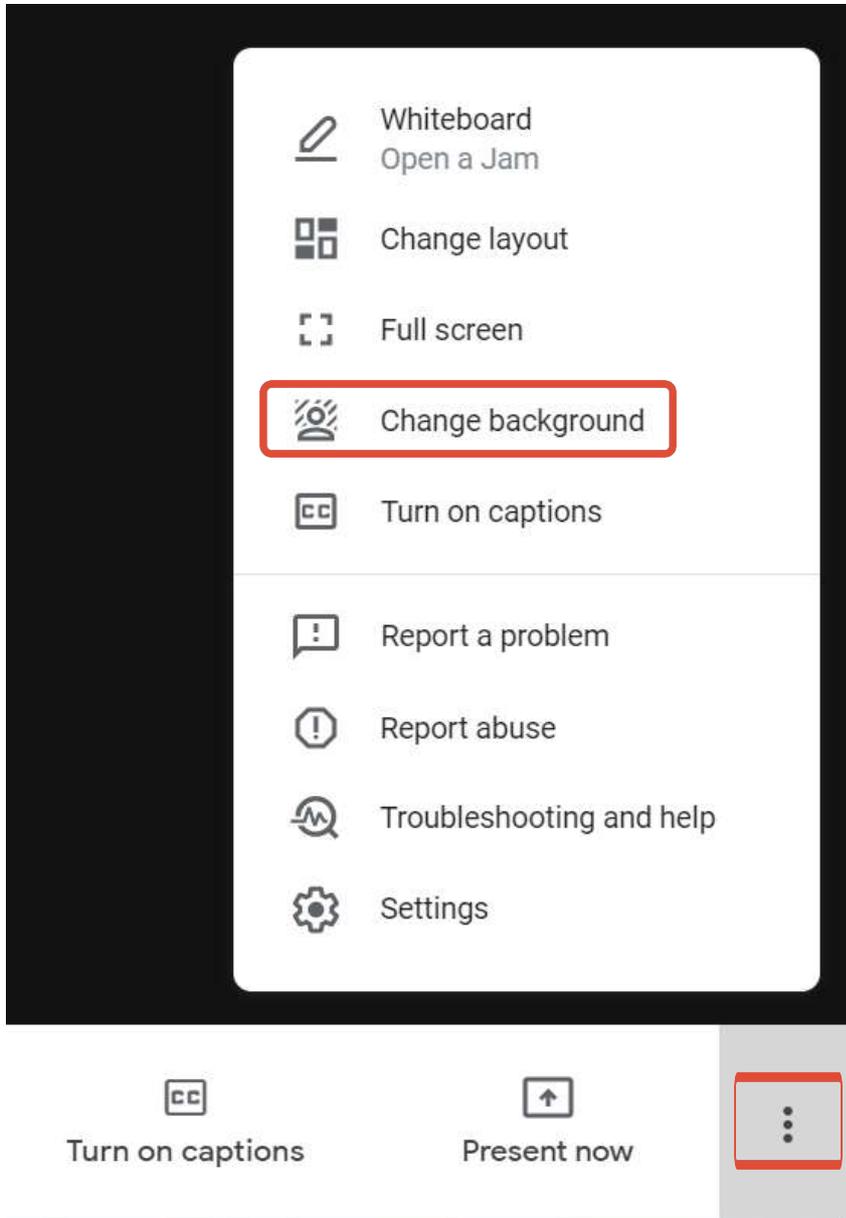
Click the chat button in the top right corner.



A pop-up window will appear where you can type your message.



You also have the opportunity to change your background so that you can appear on camera, but your surroundings can't be seen. To do this click on the 3 dots in the toolbar and then 'change background'.



Then you can choose which background you would like to apply and join the meeting with video (depending on your model of computer these backgrounds might vary).

## Backgrounds



Your camera is turned off. Selecting a background will turn it on.

