

What does vaccination mean to people aged 55+?

Guidance for research participants for attending an online focus group using Zoom

If you decide to participate in this research you will be asked to use Zoom video calling to attend the online focus groups when taking part in this research project. The University of Bristol has an arrangement with Zoom software that allows us to hold online meetings in a secure setting. This guidance explains the key functions of Zoom that will be used during the online focus groups.

You do not need to have an account with Zoom to join a meeting. You can attend an online meeting using a computer, laptop, tablet or smartphone. You may find that using a computer or laptop may be easier as this way you can also type comments using the chat function.

You will receive an email from us with a link to click to join the online video call. When you click this link the meeting will open in your web browser, so you won't need to download any additional software. If you already have Zoom software installed, your device is likely to prompt you to log into your account. Once you have joined the meeting we will talk you through the different Zoom functions, such as chat/message options, available to you, and these are also discussed below.

How to join a Zoom meeting – detailed guide

The email inviting you to join the meeting will show information like this:

A Person is inviting you to a scheduled Zoom meeting.

Topic: Online focus group

Time: Month DD, YEAR 00:00 AM London

Join Zoom Meeting

<https://bristol-ac-uk.zoom.us/j/1111111?xxx=xxxxxxxx> (example only)

Meeting ID: 123 1234 1234 (example only)

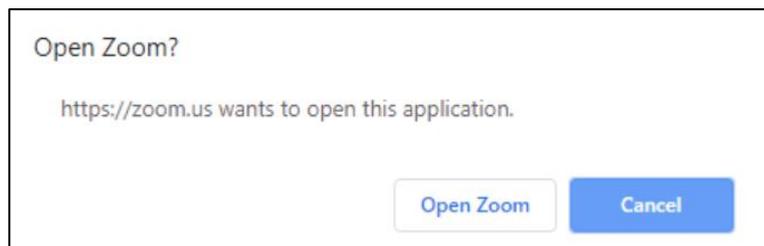
Passcode: 123456 (example only)

One tap mobile

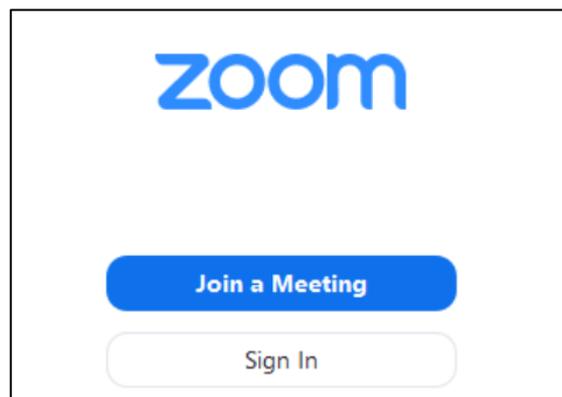
+441234567891,, 12345678912# United Kingdom (example only)

+4423456789012,,234567890123# United Kingdom (example only)

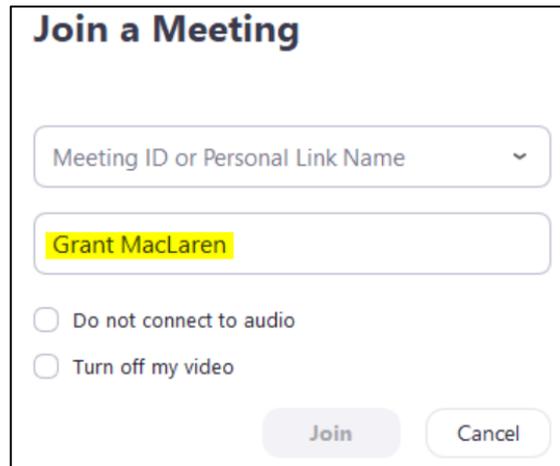
1. Once you click on the weblink for the meeting provided in the email, an image with two buttons will appear asking you to open Zoom:



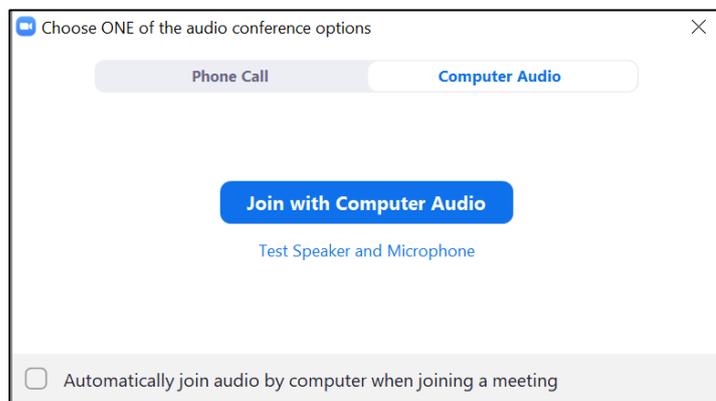
2. Once you click 'Open Zoom' another image with two buttons will appear:



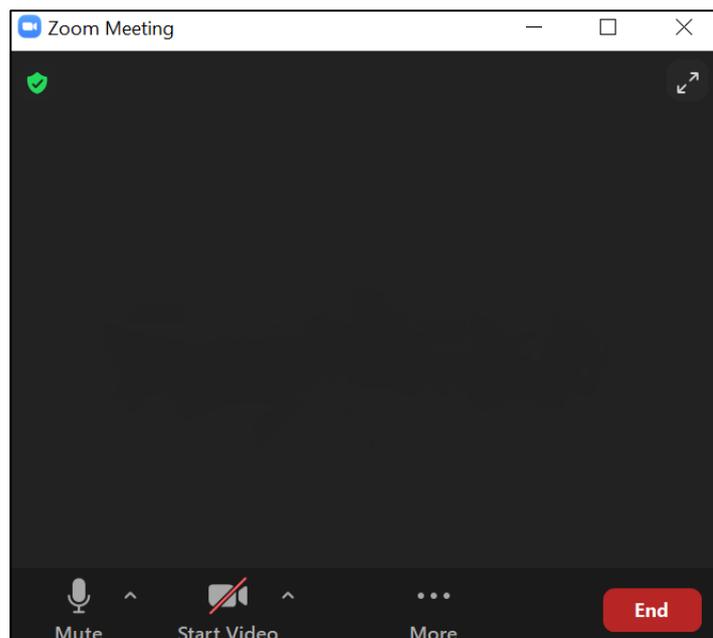
- Once you click 'Join a Meeting' you will be asked to provide your name (field highlighted in yellow). This can be for example your first name or initials. If you are asked to provide a meeting ID, this is the number code found on the email invitation.



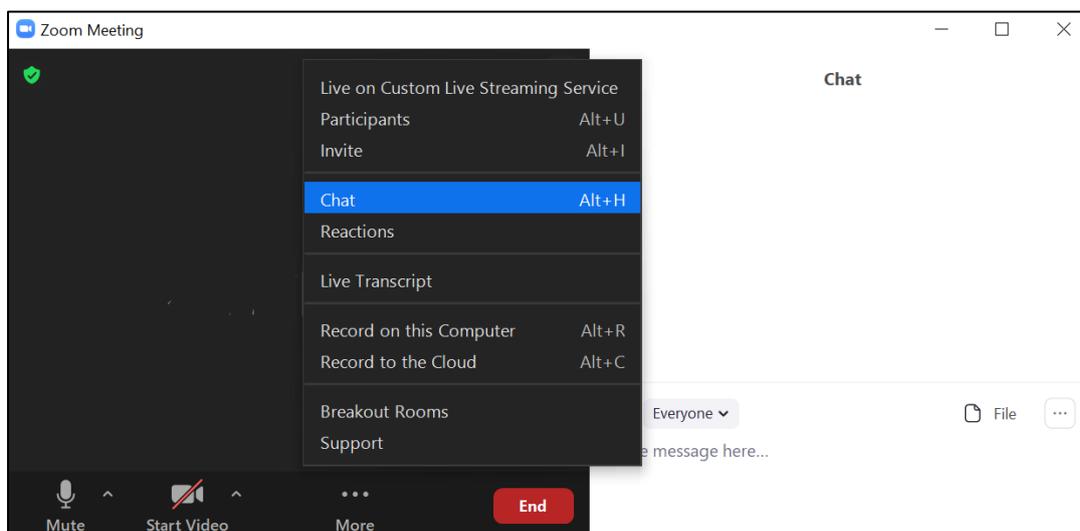
- The final step before joining the online meeting is to confirm how your audio will be transmitted. When using a computer, click 'Join with Computer Audio'



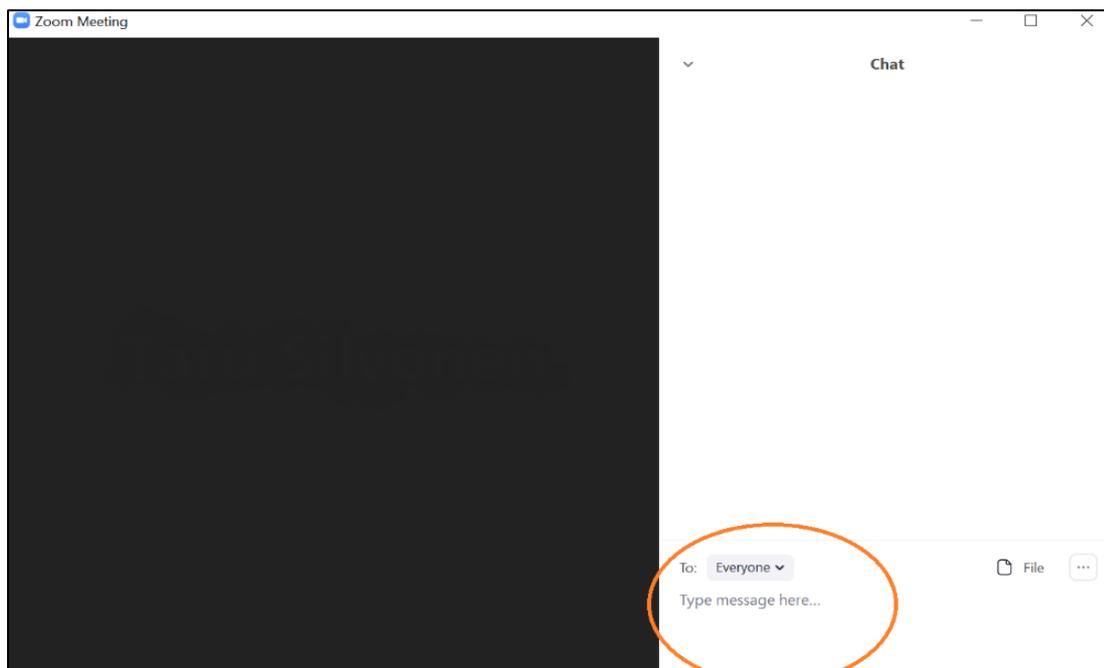
- Once the meeting is ongoing you can turn your video and audio on/off at the bottom left corner when you hover over the Zoom window. In the image, video has been turned off, showing the image crossed over in red.
- When you would like to leave the meeting, click 'End' at the bottom right corner. You will be asked again if you want to leave before the window will close. Please note that these options will only be visible if you hover your cursor over the Zoom meeting window.



7. You also have the option of writing comments into the chat during the meeting. You can open the chat by hovering your cursor over 'More' and clicking 'Chat':



8. Once you have opened the chat, you have the option of sending a message to everyone in the meeting or the facilitator only. Clicking on the downward arrow in the grey button that says 'Everyone' will show the list of people you can send a message to during the videocall:



These are the main functions of Zoom that can be used during the online focus groups in this research. Please note that these instructions are indicative and each step may vary depending on the device that you are using. If you would like to discuss the use of Zoom or have any requirements for support please contact the research team via grp-vaccinesinolderadults@groups.bristol.ac.uk or by phone 0117 455 7657.