ZOOM MEETINGS – a short guide

The Society will continue to hold virtual meetings for the foreseeable future and details of the programme will be given in the newsletter or on our website.

If you have not used Zoom before, it really is quite easy.

To enrol for a meeting, email; info@northants-fhs.org
You can enrol for a particular meeting or do a 'block booking'.
You will be sent a Zoom link and log in details about 2 days before each meeting.
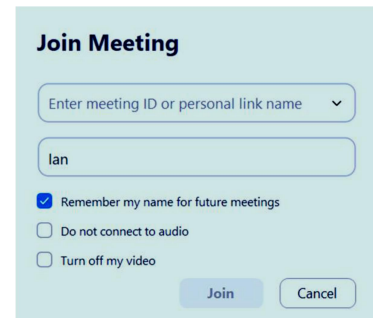Most meetings will be speaker presentations.
'Doors open' 30 minutes before the start of the meeting to give you time to log in and make sure you can see and hear the meeting host and speaker.

Install Zoom on your computer
Install the Zoom app to improve your experience during sessions.
Do this in advance of your meeting or webinar. It only takes a few minutes. Alternatively, you will be prompted to do this as you join your first meeting. See: www.zoom.us

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting. You can join the meeting by entering a meeting ID number (again supplied by your host). This is usually contained in an invitation e-mail sent separately to you. Or you can just click the link in the email.

Your screen will display a "Launching" page and will ask you to click the "Open Zoom" dialogue.

Settings
When using your computer adjust your settings using the dialogue box.
The bottom menu bar /control panel will enable you to perform certain functions.
Mute -You can mute your microphone – which is advisable when participating in a presentation to avoid any generated background noise.
Start Video - lets you switch your webcam on/off.   Please ensure it is switched on when you join the meeting.

Participants - You can see who is participating in the meeting in list form otherwise you will be able to see thumbnails of participants usually along the top of the screen.
Share screen - You can only do so when given control by the host. This allows you to share your screen with the audience (usually only the speaker will be able to share screen).
More - More enables you to chat, raise a hand etc.

Participation tips
Background noise from any of the participants on unmuted microphones should be avoided
Microphones will normally be muted by the host whilst the speaker is presenting.
You can use the button on the dialogue box to unmute should you wish to speak or ask a question.
Using the Chat facility enable you to chat either publicly to everyone or designate a private chat to another participant.