

ZOOM MEETINGS – a short guide

The Society will continue to hold virtual meetings and details of the programme are given in the quarterly journal, e- newsletter and on our website.

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

To enrol for a meeting, please use the booking form in the Members' Only area.

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 and to chat with others.

Install Zoom on your computer

You will need to install the Zoom app on your device in advance of your first meeting.. 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 clicking the link in the email sent by the meeting host (usually chairman or vice-chairman) or by entering a meeting ID number (again supplied by your host). This is contained in the invitation e-mail sent separately to you.



Join Meeting

Enter meeting ID or personal link name

lan

Remember my name for future meetings

Do not connect to audio

Turn off my video

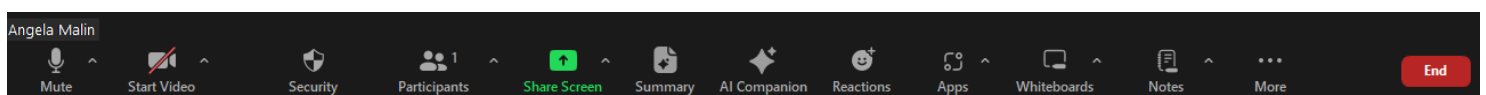
Join Cancel

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.



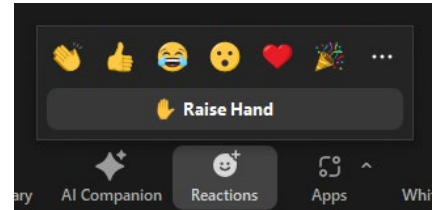
Mute -You can mute your microphone – which is advisable when participating in a presentation to avoid any generated background noise.

Start Video - lets you switch your webcam on/off. Please ensure it is switched on when you join the meeting. You will still be able to see the speaker even if you turn your webcam if off later.

Participants - You can see who is participating in the meeting in list form otherwise you will be able to see thumbnails of participants in the gallery view..

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).

Reactions – click on here if you want to raise your hand to ask a question (and to lower it afterwards) – this helps the host if you use the hand sign.



More: Under this is Chat – where you can post a question in the 'Chat' box, this is useful if you think of a question during the talk The message will be picked up by the host.

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.

Zoom videos

There are two very useful short videos on the Zoom website which can be recommended .

Click: <https://zoom.us/> then along the top menu bar under Resources/Connect & Learn click How-to-Videos. Scroll down a bit to Zoom Meetings and watch the first two videos as below.

