

# Zoom Joining Instructions

## **What is a Zoom meeting?**

You may or may not be familiar with the term, but during this time when our usual group meetings are not possible, Zoom technology offers a way of continuing to deliver the high quality talks that are popular with our members.

Although it looks daunting, Zoom is easy enough to use once you get used to it – and hopefully some of you have already been giving this kind of communication a go during lockdown.

As this is new to us as a group, we may encounter hitches along the way. If so, we very much hope that you will bear with us: it is going to be a learning curve for everyone.

## **What you need to do to install Zoom on your computer or tablet**

Download the Zoom application from <https://www.zoom.us/download> (recommended). This will not cost you anything OR

Sign up for a free Zoom account at <https://www.zoom.us/signup> OR

You can get Zoom access by clicking on the email link which you will be sent before each meeting.

You can find a beginners YouTube video at <https://youtu.be/9isp3qPeQ0E>

## **What you need to do in advance of each meeting**

Each meeting has a Host who controls access to the event and its progress once it has started. Our Programme Organiser, Neil Crawford, will normally Host our Zoom meetings.

Prior to each meeting, you will be sent an email invite on behalf of the Host. This will contain details about the meeting.

Before the start time of the meeting, you will need to click on the link which will be contained in the email and follow the instructions on screen.

**Please allow time for this to avoid any delay in getting the meeting started.**

## **Joining the meeting**

The meeting and talk will usually start at 7.30pm but attendees can enter the virtual “waiting area” from 7.15pm onwards. Neil will be acting as gatekeeper for the meeting and will let people in from the ‘waiting room’. It would be helpful if you could provide the name you will be known by when you come into the meeting, for example T Cowie, Maggie’s iPad, etc.

## **After the meeting**

The Host will disconnect you after the meeting is over.

## **Q’s and A’s**

### **Q: What if I cannot hear anything?**

A: Look for the microphone icon, usually at the bottom left of the screen. Click on the down arrow next to it and adjust the microphone and loudspeaker settings accordingly. You may also need to ensure that the loudspeaker or headphone volume is correctly adjusted for your hearing.

### **Q: Will I be able to ask the speaker questions?**

A: Yes, you will be able to ask questions at the end of the presentation.

Audience microphones will normally be muted by you or by the Host during the talk.

**Q: Can I record the talk?**

A: No. However, subject to the agreement of the Speaker, talks will be recorded and made available for viewing on our website later.

**Q: Will other people be able to see or hear me?**

A: Normally yes, but you can disable your camera and/or microphone if you wish.

**Q: What should I do if I can't be heard?**

A: Look for the microphone icon, usually at the bottom left of the screen. Check it's not switched off (if there is an X through it, click on the icon).

**Q: What should I do if I can't see the Speaker talking?**

A: Look for the camera icon, usually at the bottom left of your screen. Check it's not switched off (if there's an X through it, click on the icon).