## Additions to Membership

Welcome to those who have joined us
Since September 2022

(List of new members supplied by Peter Hutchison)

## Zoom Meetings

## Before the meeting

Zoom can be run on PCs, phones and tablets. On all platforms ZOOM is free to download and use. You don't need an account to join a Zoom meeting, but if you create an account then your name will be displayed on your window and you can create new meetings. The account, too, is free and easy to create.

For PCs - If you don't have it already download the Zoom app from https://zoom.us/download
If using a phone or tablet download ZOOM from your normal App Store.

If you create an account you can try a test session (ie with yourself), by starting a 'New Meeting'. You can have a practice with the controls and check your lighting environment - if the main light source is behind you, then others will only see your silhouette. What you see on your screen is what others will see of you.

If you would like a short practice meeting with someone else, feel free to contact me and I will set one up (lmallen77@ntlworld.com )

## Zoom Meetings

## Joining a scheduled meeting

- Click on the invitation link that you should receive by email (if you haven't received one for an organised meeting, contact me). This should open up ZOOM.

To the question "Do you want to allow this page to open "zoom.us"? Click on allow.

You will then be asked if you want to join by video and then to join by audio - please agree to both.

Your screen should then show an image from your own device camera. You may also see others who have already joined the meeting.

There is a display bar with buttons for various actions which only shows up when you hover over the relevant area. It varies according to whether you are using a desktop computer/laptop or a tablet/iPad. On PC/Laptop it's at the bottom of the screen. On an iPad it's at the top and shows up when you touch the screen (then disappears after a bit, until you touch the screen again). Using computer/laptop, allows all participants to see everyone at once if there are a lot of people in the meeting, whereas on an iPad there seems to be a limit to how many others can be seen.

## Zoom Meetings

You can change the way you view our participants by clicking on the bar and changing the view setting to 'gallery view' which enables you to see everyone in the session. Or you can see one large screen and the participant tiles at the top. It is up to you.

If you either can't see anyone else or hear anything when you join the meeting, or if your sound or picture disappear during the meeting, check your audio and video buttons. (Bottom left on PC/Laptop screen)

## During the meeting

At any time during the meeting you can mute your audio or pause your video by using the relevant buttons. (Top right of your computer image - hover over this area). Can also use the bottom left Audio options - again hover over this area.

When you want to leave the meeting completely, go to the bar click the leave meeting button. (Hover over bottom right side of the screen)

Help with using Zoom can be found here
https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac

