

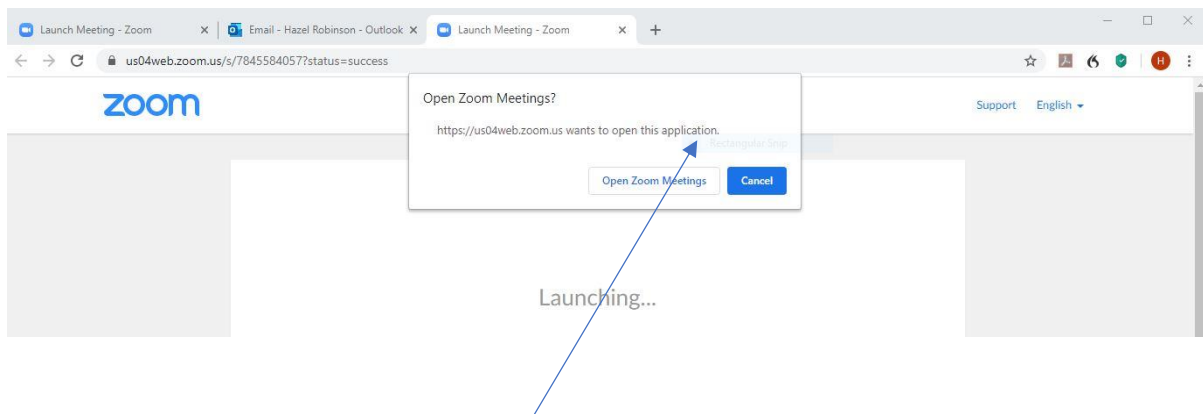
How to Zoom

You do not need a Zoom account unless you are the one hosting. Set yourself up in a quiet and well-lit room away from barking dogs, children or washing machines/coffee machines, people watching TV etc! Please also put your device on a flat surface so that it is propped up safely and we can see your face straight on.

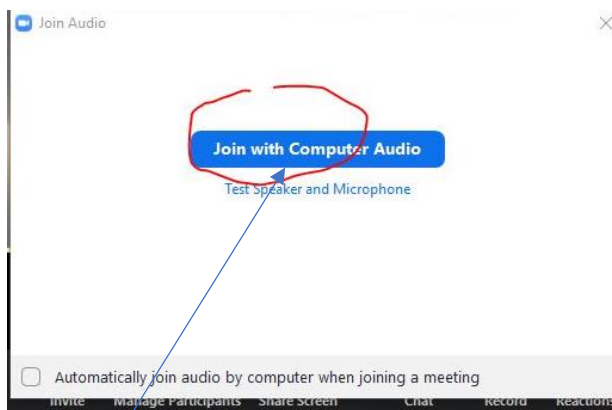
You can use Zoom on different devices, I have set out how to do that below. From whatever device you are using click on the zoom meeting link you have been sent.

Laptop or computer

The screen below should come up.



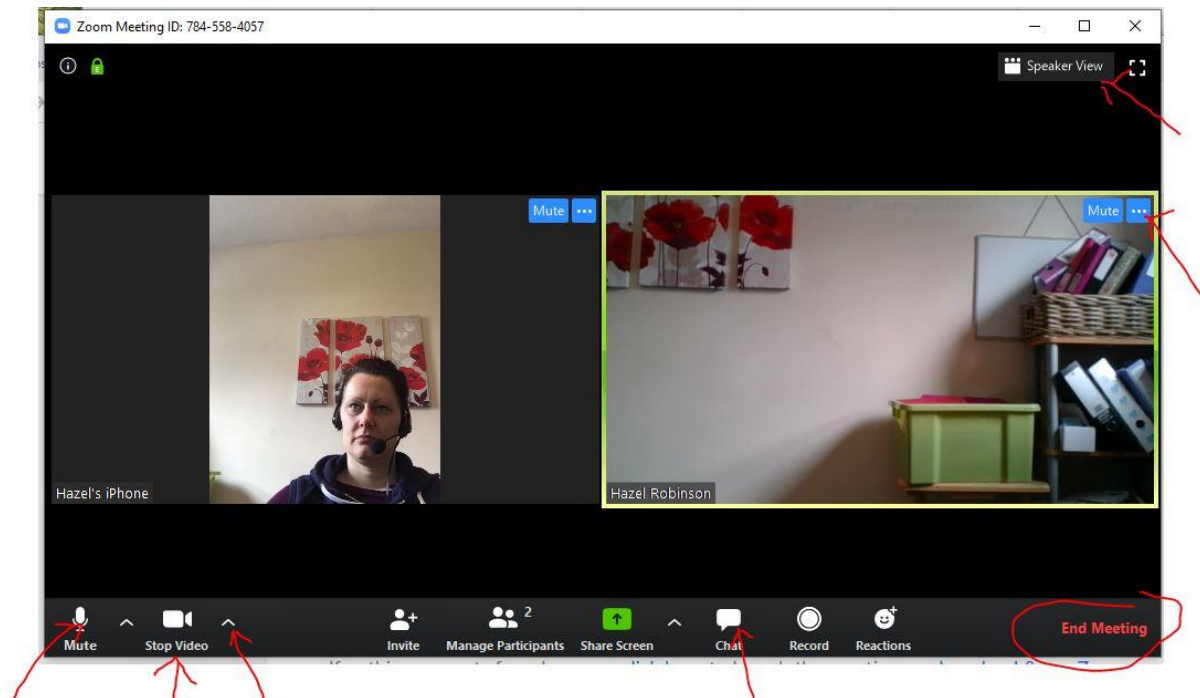
Click on here to **'open zoom meeting'**



Click on **'computer audio'**. If you generally use the computer with headphones, then use those and the sound will come through them. If not, then ensure that no headphones are plugged in.

If you want to check your audio then below the blue box which says, 'Join with computer audio', it says 'test speaker and microphone'. You can click that to check the audio.

You should drop into something like this – our virtual meeting room. Obviously, your background will be your room. You may want to move anything you wouldn't want others to see!



M'phone **Video** **Arrow by video** **Chat bar** **End meeting** **Speaker view**

The above in bold are the tab buttons at the bottom of your screen, except 'speaker view' which is at the top right-hand side.

The **microphone** button is for muting yourself or unmuting when you want to speak. The host can mute attendees as well and may well do so to manage the meeting.

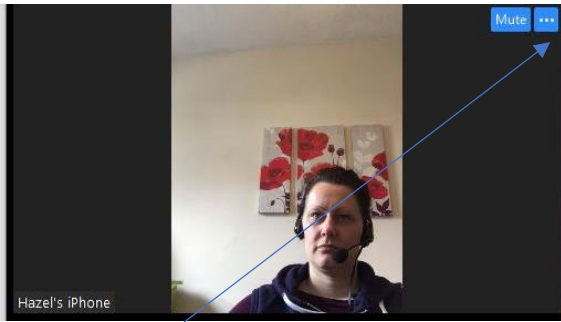
Video – start/stop

Arrow by video – brings up various setting options to choose – click on this and click video settings- you will then see tabs on the left-hand side – video/audio etc. Click a tab, for example 'audio' and you can test your audio to see if it is working.

Chat bar – you can put your questions here.

End meeting – press to exit meeting.

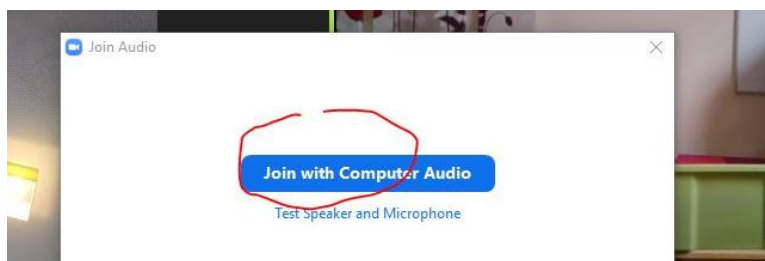
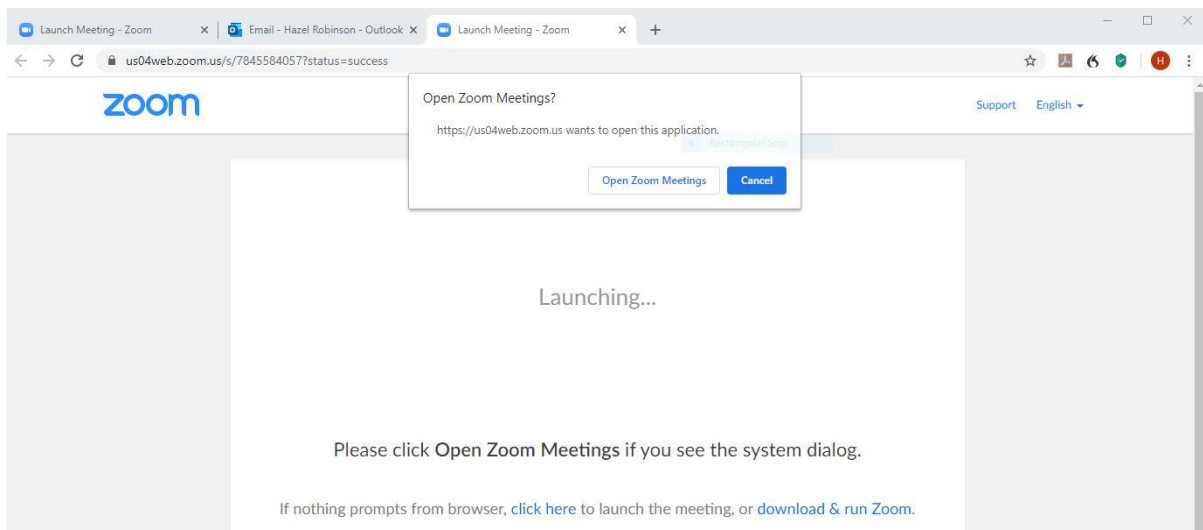
Speaker view – the choice is either to have whoever is speaking as the main one on your screen or 'gallery view'. The **gallery view is preferential** because you can see everybody who is in the meeting at same time, please select this.



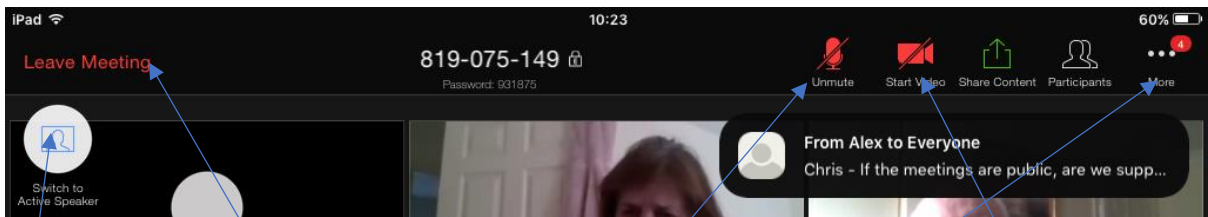
The little blue square with three dots at the top of your picture is where you can edit the name that comes up on your screen. For ex, David should put – David Browne, Chairman etc.

iPad or tablet

Click the link - the screen below should come up. Click to 'open zoom meetings.



Click to 'join with computer audio'



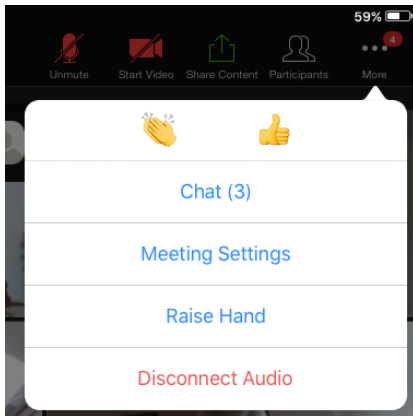
This should be the top part of your screen.

Speaker view

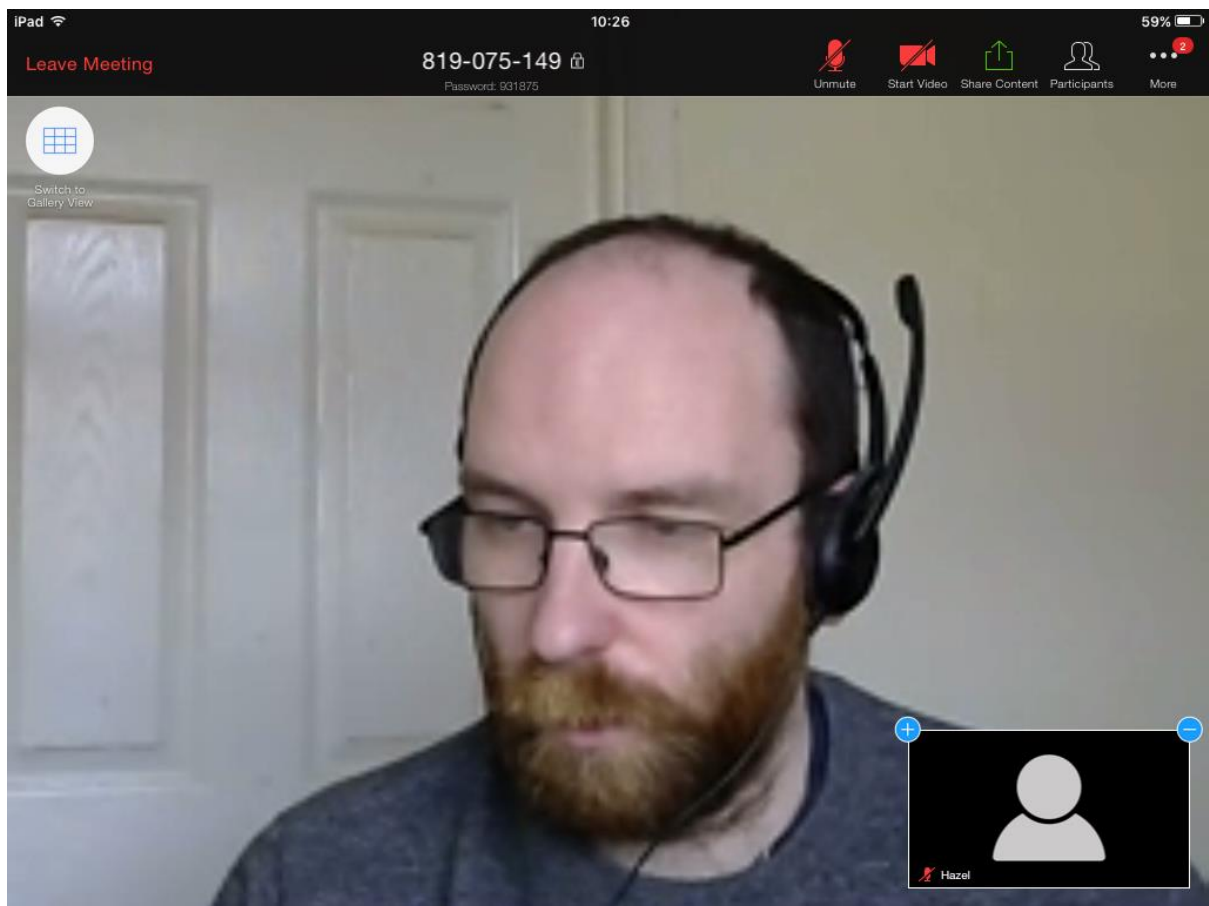
Leave meeting

m'phone – mute/unmute yourself

video-start/stop



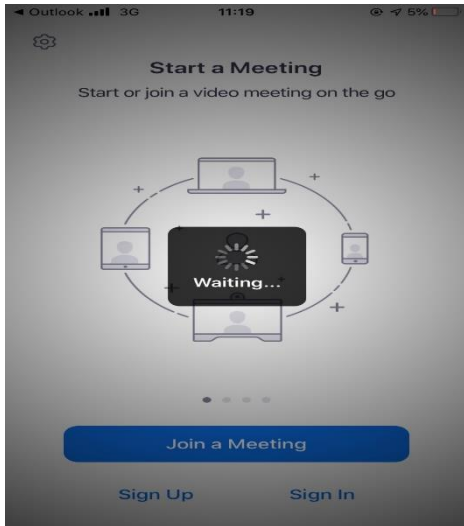
These three little dots at the top right-hand side of your screen will bring up this menu. 'Chat' brings up the chat bar in which you can type a question. 'Raise hands' is a useful function to show you wish to say something if you have been muted (chats can be missed more easily).



This is what speaker view looks like. The main person speaking (in this case Chris from CALC) is foremost on the screen. We cannot see the other 30 people in the meeting. Therefore, I would choose gallery view so we can see everyone.

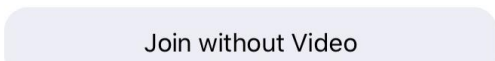
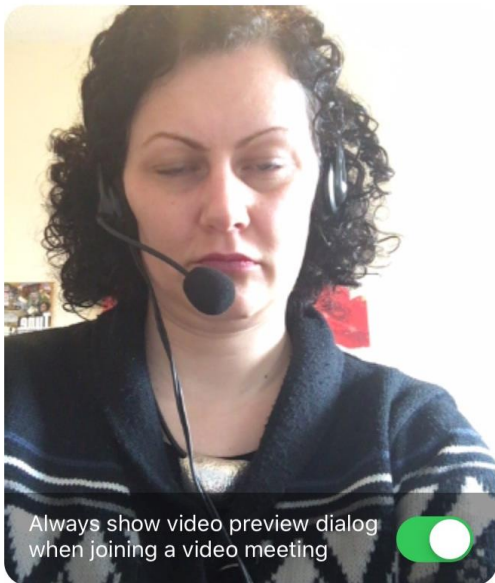
Iphone or Smart phone

If you are coming in on an iPhone or smart phone, please download the 'Zoom Cloud Meetings' app – download from App store or google play (whichever you get your apps from). Click the zoom meeting link sent to you.

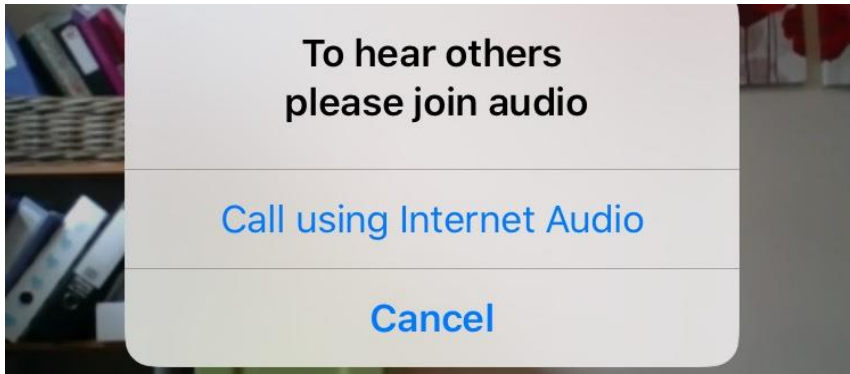


This screen should come up and it asks for your name – type in your full name – for ex. John Smith and if you have a role, such as Chairman, put that in as well.

Video Preview



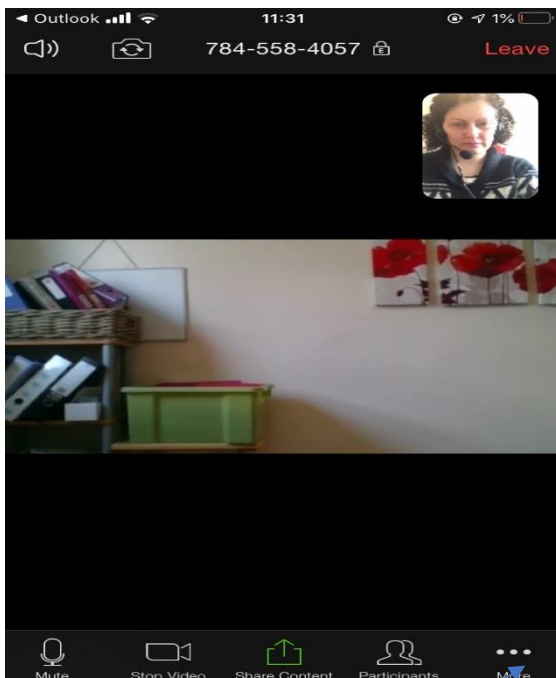
Click on 'join with video' unless for whatever reason you do not want the video on.



Click on 'Use internet audio' or 'device audio'

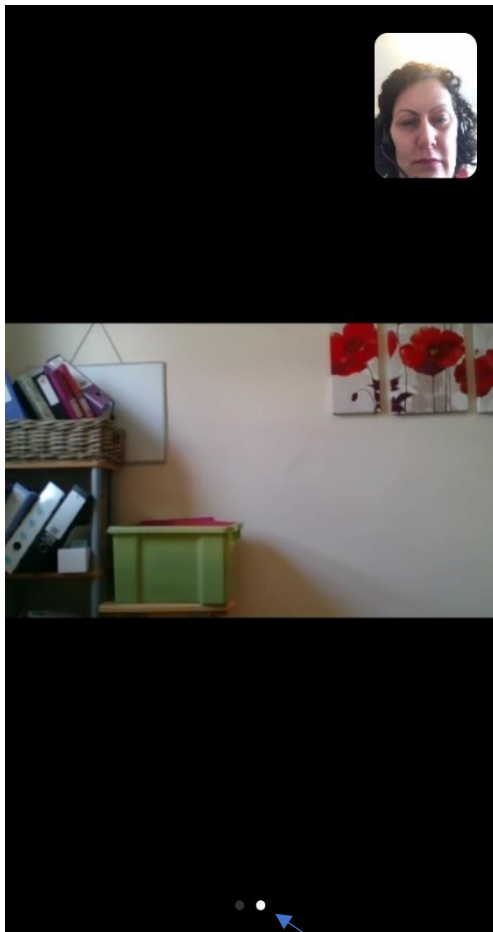
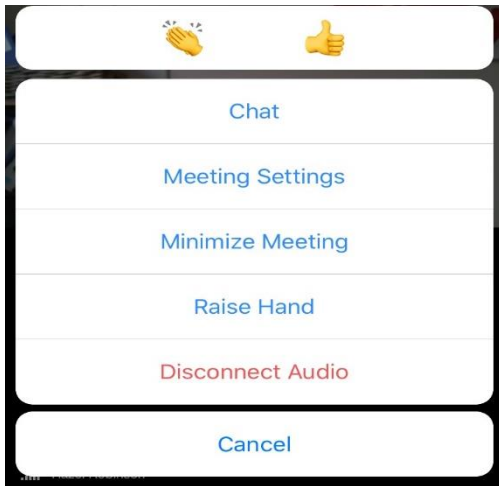


At this point, you should have dropped into a virtual chat room – see below, your room in the background.



Click 'more' to get the options below. 'Chat' is for the chat bar to come up and you can write a message. 'Raise hand' is useful if you are muted and wish to speak.

Hazel Robinson 3/4/2020



To speak you need to swipe left and it will bring up a different screen (see below), you can then tap to speak.



Safe Driving Mode

Leave

Your microphone is muted

Your video is stopped

Tap to
Speak

