



MAURICE CROCKARD

A VERY WARM WELCOME

(VIRTUAL TEA/COFFEE & BISCUITS AFTERWARDS)

27TH APRIL 2020

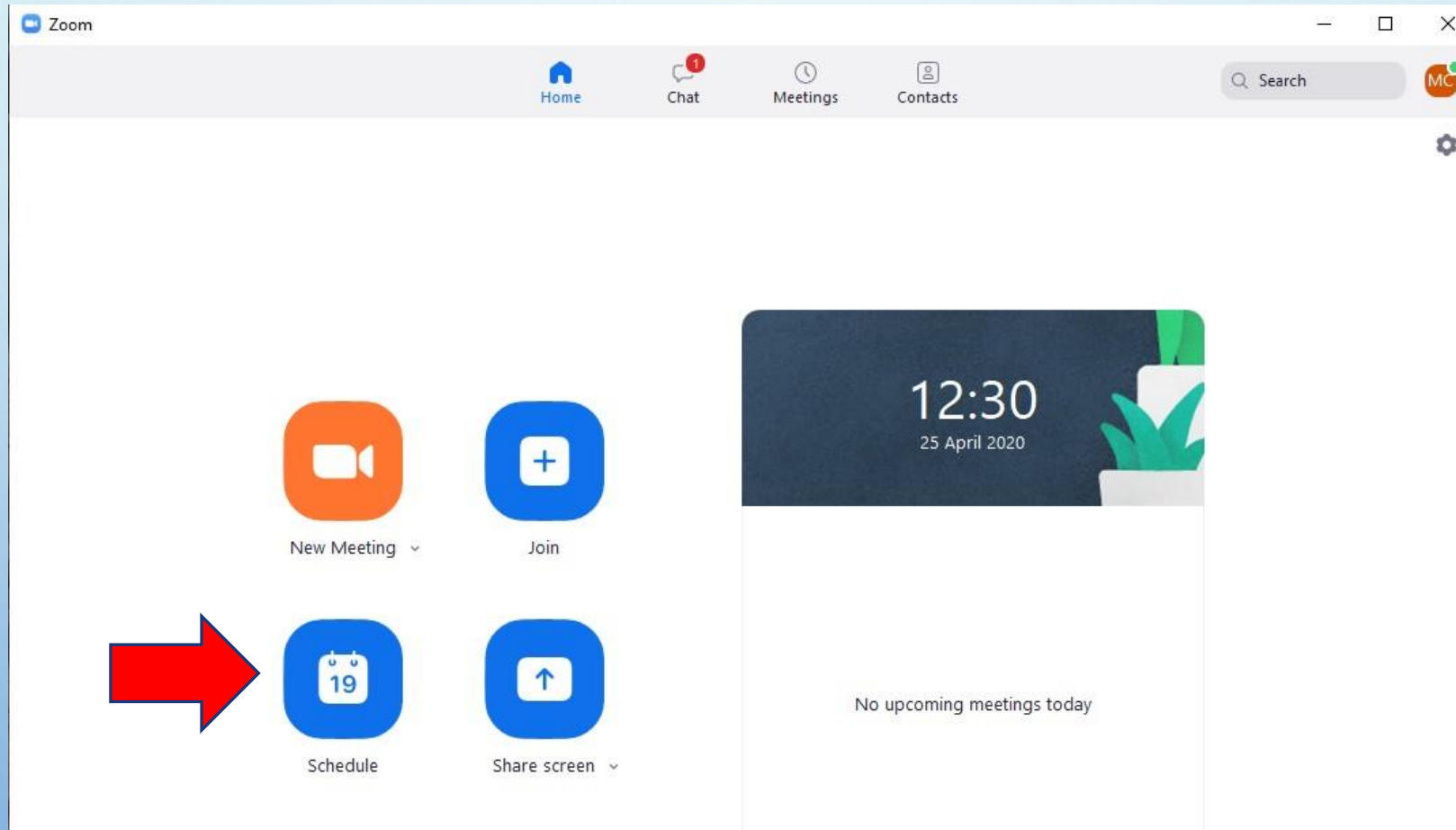
ZOOM GUIDELINES

- Users can use Pc's, Ipads, tablets, smart phones etc.
- Slightly different screens depending on device
- It's free to hold a 40 minute meeting; 2 meetings can be held about 10 minutes apart allowing a comfort break
- Participants don't have to sign up for Zoom accounts

HOSTING A ZOOM MEETING

- One person hosts the meeting and needs to have signed up for a free Zoom account
- When the host schedules a meeting, (s)he can copy the invitation (to the clipboard)
- Host then pastes this into an email and sends out
- Recipients simply click on link in email

SCHEDULING A MEETING



SCHEDULING A MEETING

Schedule meeting

Schedule Meeting

Topic
Maurice Crockard's Zoom Meeting

Start: Sat April 25, 2020 13:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: London

Meeting ID
 Generate Automatically Personal Meeting ID 384-690-9212

Password
 Require meeting password 025437

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options

[Schedule](#) [Cancel](#)

STARTING A MEETING

The screenshot shows the Zoom web interface. At the top, there are navigation tabs for Home, Chat (with a notification badge), Meetings, and Contacts. A search bar and a user profile icon are on the right. The main content area displays a meeting card for 'B&G U3A Co-ordinators and Committee Zoom Meeting' on Monday, April 27. The card includes the meeting ID '384-690-9212' and 'My Personal Meeting ID (PMI)'. Below the card, there are four buttons: 'Start', 'Copy Invitation', 'Edit', and 'Delete'. A red arrow points to the 'Start' button. The 'Start' button is highlighted with a yellow glow.

Zoom

Home Chat Meetings Contacts

Search

Upcoming Recorded

384-690-9212
My Personal Meeting ID (PMI)

Mon, Apr 27

B&G U3A Co-ordinators and Committee Zoom Meeting
14:00-14:45
Meeting ID: 767-1307-2621

Start Copy Invitation Edit Delete

Show Meeting Invitation

CONDUCTING MEETING

- As host, you will be prompted as and when participants arrive in the waiting room (new security feature)
- Click on button for each individual you choose to admit
- Allow a few minutes for people to settle and say hello
- If necessary, use the “Mute All” option (see next screen)



Talking: Maurice Crockard

Meeting Topic: Maurice Crockard's Personal Meeting Room

Host: Maurice Crockard

Invitation URL: <https://us04web.zoom.us/j/3846909212>

[Copy URL](#)

Participant ID: 374026



Join Audio

Computer Audio Connected



Share Screen



Invite Others



Mute



Start Video



Security



Manage Participants



Chat



Share Screen



Record

End Meeting

CONDUCTING MEETING

- The “options bar”, highlighted at the bottom of the screen on the previous slide, is displayed (if not visible) by moving the cursor down to the bottom of that window
- It includes “Manage Participants”, which allows you to mute individuals and turn off their video input
- Options can also be invoked using the ALT key e.g.

CONDUCTING MEETING

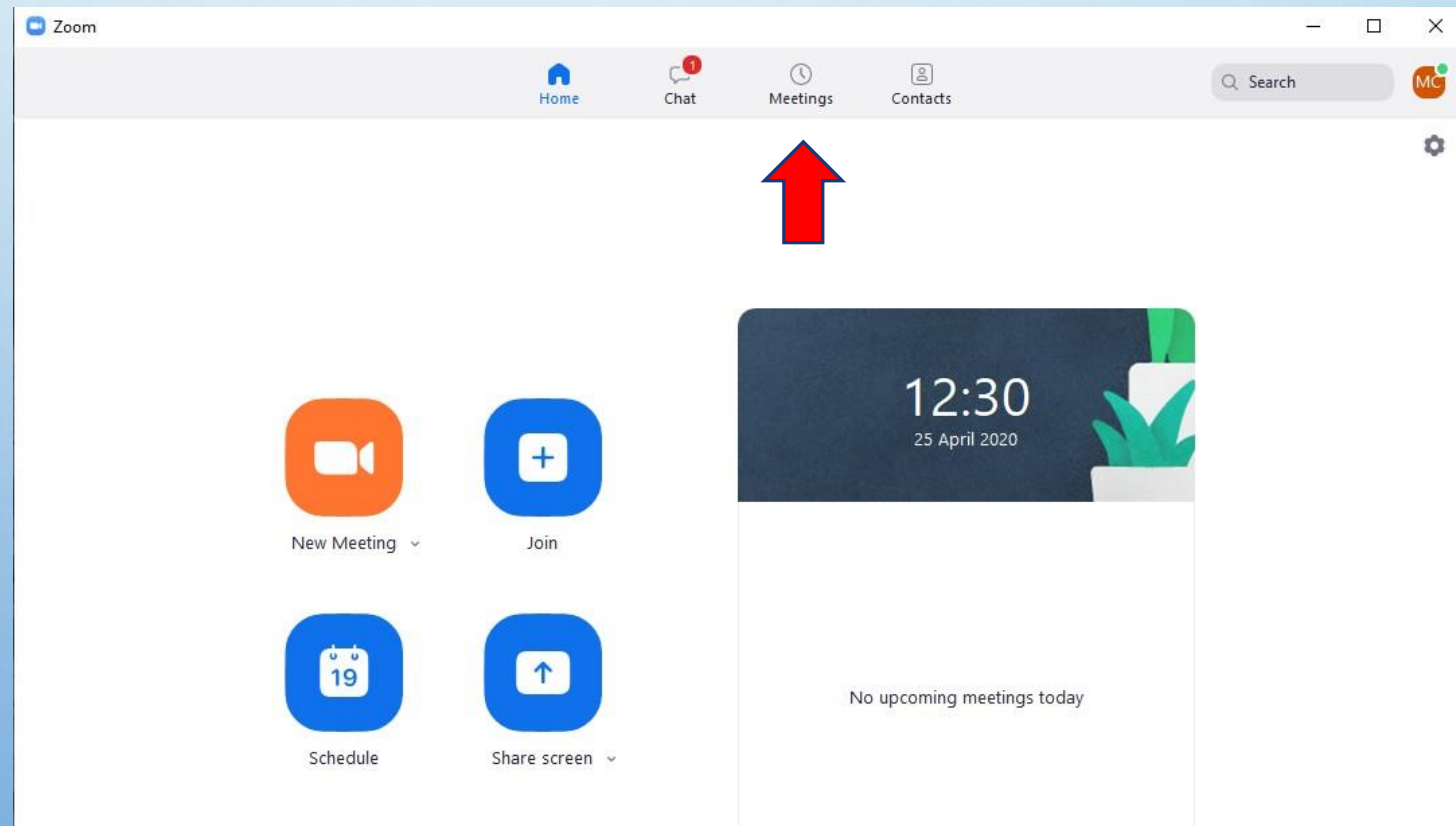
- Options can be invoked by any participant, by holding the ALT key down while pressing another key, including
- ALT + A mutes/unmutes **A**udio
- ALT + V switch on/off **V**ideo
- ALT + S , **S**hare screen; ALT + H , **C**hat (see next slide)

SHARING SCREEN & CHATTING

- **SHARING SCREEN** – Enables any active screen on a computer to be shared with all participants. Useful for running a Powerpoint presentation or looking through Photographs.
- **CHATTING** – allows anyone to send a message to anyone or everyone without interrupting the speaker

IMPROMPTU ZOOM MEETINGS

- If you just want a quick unscheduled meeting with a few people, then
- Click “Meetings”



IMPROMPTU MEETINGS

- If you start an unscheduled meeting, you can then invite others to join using ALT + I or clicking the displayed button (see slide 8)
- If you have people that you wish to meet with regularly, it is advisable to add them as Contacts rather than having to remember their email address each time

JUST DO IT

- The easiest way to learn about Zoom is to try it out with one or two friends or family members.
- Don't be afraid to make mistakes.
- Write yourself little notes as you find out new things
- This presentation will be on our website.



That's All For Today

looping back to start