

# Guide for Members

How to use and to hold online face-to-face meetings

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### **1. Why Use Zoom?**

Zoom provides the capability for groups of people to meet face-to-face online, wherever they may be in the world. These are just some of the benefits for clubs and our district.

Location. A Zoom meeting eliminates any disadvantage to participants who live in remote areas and also breaks down the barrier to a larger geographical district. Attendees can join a meeting from any worldwide location, and therefore we promote world understanding and can provide an unlimited source of interesting speakers.

Reducing e-Mails. e-Mailing in respect of a particular matter can drag on for days as the number of e-Mails proliferates and the tone of voice is invariably misinterpreted, leading to acrimony. Zoom is face-to-face in every way.

Reducing telephone calls. Several people can be together online, saving a series of separate individual calls.

Sharing documents, presentations and videos etc. online. Saves the need to print copies for all participants and can also be used to make changes and write up notes. Meetings can be recorded with everybody's agreement and archived or made available to participants who could not attend.

Frequency of meetings. Can be for any length of time and at any time of day or night. Online meetings can facilitate better attendance, leading to quicker decisions and better decision making as a result.

Can be used for any purpose. Meetings can accommodate between 2 and 100 people and can also be used to initiate break-out sessions within each meeting or presentation.

## **2. What does it cost?**

As a Free subscriber you can use a Zoom meeting for 40 mins with up about 20 participants. Or longer if there are only 3 participants. You may start another meeting immediately afterwards for a further 40 mins.

There is an option to become a monthly or annual subscriber. At the time of writing this only annual subscription was available over £100 so not appropriate.

Individuals can, therefore, participate in meetings, preferably via the internet using their existing broadband provider. The quality of reception can sometimes depend on the strength of the broadband signal, but Zoom is the market leader in this respect.

Tip: If you want to reduce the amount of data the video option can be turned off.

Using mobile phones or other forms of telephony without the internet may attract a charge from the provider.

## **3. First-time users**

Setting up is very easy. Search for [www.zoom.us](http://www.zoom.us) and sign up. You will be asked to download the app, which will take about a minute.

You will be asked to insert your given name and surname and a password of your choice. Skip the invite colleagues box at this stage, and it is as simple as that!

Alternatively, it is more likely that you will receive an invitation from somebody else to participate in a Zoom meeting with a specific link to that meeting.

When you click on this link, you will be prompted to follow the same process as above if it is your first time. Therefore, it will take a couple of minutes longer to download Zoom for the first meeting, so give yourself an extra 5 minutes or, even better, do this in advance of the meeting.

You may arrive at the meeting before anybody else does – think of it as a virtual room, and you just got there early, they'll soon join you.

#### **4. How to join a Zoom meeting**

Every future invitation will include a link, which you will need to join the meeting. You can either copy and paste to your search bar or click on it. We do not usually request a password for our meetings.

The Zoom website has some great tutorials, most of which will only take a minute of your time. For a simple guide to joining a meeting follow this link;

[How to Join a meeting link](#)

You may be asked to join with computer audio and video before joining the meeting.

You can join a meeting at any time and leave at any time.

## **5. How to set up a meeting**

Setting up a meeting is also very simple as the following link will demonstrate.

[How to Set up a meeting link](#)

## **6. What equipment do I need?**

PC, Laptop, Tablet or Mobile Phone. These will usually have inbuilt speakers, microphones and cameras or you may have a separate camera with your PC.

It is recommended, but not essential that you use earphones with an inbuilt microphone to cut down on ambient noise. The earphones that come with a mobile phone are ideal.

Under 'settings' are options for testing your camera, speakers and microphone

## **7. Some Security advice**

IMPORTANT SECURITY ANNOUNCEMENT - FOR ZOOM USERS WITH PAID ACCOUNTS. HOW TO STAY SAFE GUIDE.

Over the last couple of weeks there's been a big scramble across the world to learn and use video conferencing.

If you can't speak face to face the next best thing is a video call.

Most people's first port of call in business is usually Zoom because it's easy to use - just press a button and you can start talking.

It's as simple as that .....but actually it's not.

As with all things online unless you protect yourself someone - somewhere could hack into your calls and cause mayhem.

Don't forget that even the Pentagon has been hacked.

The thing about Zoom and most video conferencing software is that most people use it “as is” without bothering to dive into the settings.

That's why there have been a number of reports online about Zoom calls getting hacked with some very unpleasant material being shared.

However, if you dive into the Zoom settings there are lots of robust ways to ensure your meetings are secure

So, here's your guide to staying safe on Zoom:

- Take the time to understand your Zoom settings before launching a meeting.
- Every time you set up a meeting use the scheduled meeting option to create a unique URL.
- Make sure every meeting is password protected
- Insist your callers register for the call in advance
- Switch on encryption
- Lock the meeting once everyone has arrived
- Change your screen sharing to Host only
- Create a "Waiting Room" so people can't join the meeting before the host. This will allow you to admit people to the meeting one at a time
- Disable File Transfer so people can't introduce anything untoward into your meeting
- Use the "Allowed Removed Participants to Rejoin" setting so anyone who has been removed from the meeting can't rejoin.
- In chat disable the facility for people to message people individually
- If you have the setting Stream to FB set to on - you need to check that you haven't enabled Stream to YouTube - because your video will not be secure.
- Never share your meeting url or your personal meeting room url in a public space on social media
- Turn on the User Authentication setting
- Nominate a Co-Host to moderate the meeting while you do the presentation

It sounds complicated but actually once you are really familiar with depth of this software - and what it can offer to your business – these security settings will become second nature.