

ZOOM – can be used for virtual meeting of U3A Groups

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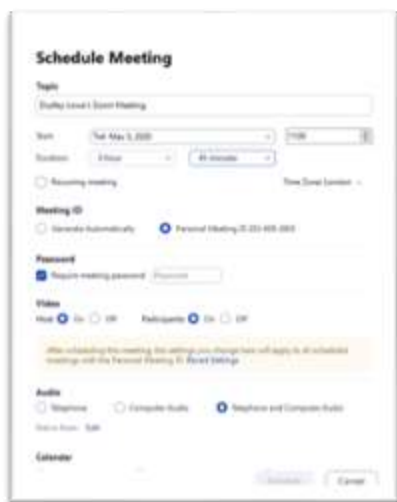


Hi Folks, during this lockdown many people are meeting on line. What this means is that your U3A group could see and talk to each other using a laptop, tablet or even a smartphone. For these notes we'll assume a PC laptop is used



It works over the internet by a 'Host' setting up a meeting on a PC for a specific time and emailing the meeting details to 'Invites' i.e the people the Host want to include in the meeting. The Host then starts the meeting at the time specified, and the Invites, click a link in the email they received from the host. When everyone has made sure their volume control, audio & videocam are set, everyone in the group will be able to see and converse with each other for 40 minutes for free!

The Host needs to download Zoom at [https:// zoom.us](https://zoom.us) and complete sign in, password etc. The Invites don't have to have an account but are asked by Zoom to download a small app when they click on the link of the email received.



To set up a meeting. When Zoom is opened the Schedule Meeting screen will show

- Click 'Schedule' icon
- The 'Schedule Meeting' screen will show.
- Topic, date, time, minutes – change as required
- Meeting ID – Generate automatically
- Password – type a new one or use the one supplied
- Host & Participants – ensure 'ON' buttons selected
- Audio – ensure 'Telephone & Computer Audio' is selected
- Calendar – Ensure 'Other Calendar' is selected
- Click 'Schedule' and on the next screen, click 'Copy to Clipboard'
- Open your email app select your recipients
- Paste the clipboard contents into your email

Recipients of the email:

When the recipients open their email, they need to click the <https://> part of the email. If this is the first time, they are requested to install a small Zoom app. When done:

- Click 'Test Speaker and Microphone', make sure all OK
- Click 'Join with computer Audio'
- When several participants have joined you'll see their faces. Click icon (top right) to toggle between views

Along the bottom of the screen, you'll see a number of icons (L to R):

- Microphone, Video - can be muted / stopped
- Security - can stop/ start various actions
- Participants – lists participants
- Chat – can chat to whole group or an individual participant
- Share Screen – can show a picture/presentation/ video to whole group



There are numerous tutorials on YouTube try this: <https://www.youtube.com/watch?v=hi32Xk2Va7M>