

Joining a Zoom meeting run by Redditch u3a =====

These notes are to help you join a 'Zoom' tele-conferencing meeting which is being presented by a section of Redditch u3a.

1) Preparation of your computer

You need do nothing to your computer to prepare for joining the meeting. You don't need to install or use any software other than an internet (web) browser such as Chrome, Firefox, Safari, Edge - one of which should normally already be provided on your computer by the manufacturer. If you know your computer can't connect to the internet you'll need to seek further advice.

2) Receipt in advance of the Zoom invitation

Some time ahead of the meeting - perhaps a week - you should receive an email from the Zoom session organiser, which will contain the link information you need to join the meeting. Here's a typical (though fictitious) link -

<https://us02web.zoom.us/j/7849960385?pwd=agwuuc690dklekkk29cjdp09>

The link will ideally be underlined (if not, see below), probably shown in coloured characters, and immediately preceded by the text 'Join Zoom Meeting '

The email may also contain other log-in information including session number, passcodes and similar. None of this other information will be needed for you to make the connection. Please do not share with others either the link or other information in the email. Doing so may compromise the security of the session.

The information for joining the Zoom session may alternatively be provided to you in the form of a printed page rather than an email. In either case you should identify the link entry as described above.

3) Joining the Zoom session.

A few minutes (e.g. 10) prior to the advertised start time for the meeting, switch on your computer and open the email you have received. You don't need to start running any other software. Now click on the link given in the email. If the link is properly set up (underlined, probably coloured blue), clicking it should cause your web browser to open a webpage from the 'Zoom' organisation.

If the link is not set up correctly, the browser page will not open - in fact there'll be no response to clicking the link. Instead you'll need to start the web browser manually (i.e. open Chrome, Edge or whatever you use). At this point the browser address bar will be showing the address of your normal start-up page (e.g. <https://google.co.uk> or <https://www.msn.com>). Using the mouse, copy the text of the link in the email, and replace what's in the browser address bar with the link information. Or you can

type in the link text by hand - of course you'll have to be 100% accurate as you do so. If you've received the link on paper you obviously can't do copy and paste, so again you'll need to type in the link to the address bar by hand - carefully!

With the link information in your web-browser address bar, tell the browser to fetch that page - probably by pressing 'ENTER' on the keyboard. You may now get a pop-up box asking 'Allow this site to open the zoommtg link with Zoom Meetings?' - if so click on 'Open Link'. If you have used Zoom before, you will now receive the message "Please wait, the meeting host will let you in soon". Click on "Join with Computer Audio" if prompted.

If it is your first time using Zoom, you will be prompted to download and run Zoom by following the on-screen instructions. You will eventually receive the "Please wait, the meeting host will let you in soon". Click on "Join with Computer Audio" if prompted.

4) Privacy during the session.

There are normally 3 icons on the screen which you can use whenever you like to protect your privacy during the session. The icons are usually towards the bottom of the Zoom session window, but may well be invisible if the system thinks you don't need them. Move the mouse around the screen to make them temporarily reappear.

'Mute' switches off your microphone or re-enables it. Sound being delivered to your computer is unaffected. You can turn mute on, off whenever and as often as you like.

'Video' switches off your camera or re-enables it. Video being delivered to your computer is unaffected. You can disable/re-enable the camera whenever and as often as you like.

'End' or 'Leave session' disconnects you from the Zoom session. The session will continue but you are no longer part of it. Your microphone and camera are no longer sending information to the session. If you do leave the session and need to reconnect you will have to go back to '3) Joining the Zoom session' and start again. You'll also have to wait for the session organiser to admit you to the meeting - they may now be busy running the session so that you have to wait a long time.

5) Closing the Zoom session.

Unless you are the organiser of the session, you cannot close it. You can however leave it as described above (End / Leave Session). You can use this function to exit from the session at the end (or any other time) but if the organiser terminates the session beforehand, it will all be shut down anyway.