

Tenterden U3A: Zoom meeting guidance

How to participate in a meeting

1. Sign up and install Zoom on your chosen device
 1. If you are using a PC or Mac computer, sign up for the free version of Zoom at <https://zoom.us/freesignup> and follow the instructions. Join a test meeting, making sure that your computer audio and video can connect to Zoom. Familiarise yourself with the controls to turn your microphone on and off.
 2. If you are using iPad or iPhone, go to the Apple App store and install the 'Zoom Cloud Meetings' app. Open the app and sign up to Zoom. You will get a verification e-mail. Select "Activate Account" and choose a password. Join a test meeting to make sure you can connect with audio and video. Familiarise yourself with the controls to turn your microphone on and off.
 3. If you are using an Android tablet or smartphone, follow go to the Google app store and follow the same procedure as above.
 4. If you don't install Zoom, you may still join a meeting from a web browser *provided the meeting host has enabled this feature.*
2. To join a meeting
 1. The host will have sent you an email with a link to the meeting. At the stated time (or just before) click on the link in your computer, laptop or tablet. As a security measure, **do not share the link with anyone or post it on social media.**
 2. Follow the instructions: make sure you select 'join meeting with video' and 'join meeting with audio' when you are prompted.
 3. **Don't be late.** If you see a message saying 'the host knows you are waiting' - be patient. The meeting host will let you in when s/he is ready.
3. **During meetings: Zoom etiquette**
 1. Try to participate from somewhere quiet and mute your microphone when you are not speaking. (Telephones, doorbells and barking dogs are irritating!)
 2. Raise a hand when you want to speak. The host will invite you.
 3. Only connect from one device at a time: if there are two of you in the room, share the same device.

Some tips for hosting a meeting

- It's a good idea to have a trial session for new users, to make sure things are working
- Set video 'on' and 'join with computer audio' for both host and participants
- If it's a big group with occasional users, log in to your Zoom account, go to 'settings' and in the 'advanced' settings enable 'join from a web link' function
- If it's a big meeting, or you are using screen sharing, do not use the 'waiting room'
- If you are sharing a presentation, turn off the small video windows (control in the top right hand corner) so they don't obscure the presentation
- If you are sharing a DVD (a) don't wear headphones (the mic needs to hear the audio) and (b) play it in a (large) window.