

HOW TO ZOOM

WHAT YOU NEED AND WHAT YOU DO TO PARTICIPATE

Its free to take part. You have the use of a Zoom licence, but its only for 40 minutes if free, otherwise it costs unless the organiser of the meeting has a full licence, like that of our u3a

WHAT YOU NEED

- a device
 - smartphone: iPhone , Android, others – all have cameras
 - tablet: iPad, Android, others – all have cameras
 - laptop: usually has camera in lid
 - desktop: Apple or PC :
 - if it does not have a built-in camera, to join with Vision you need a webcam mounted on the top of the monitor, connected to the desktop with a cable (HDMI or USB) – make sure it is plugged right in, both ends,
- Broadband internet access: or, it is possible using your phone' s or tablet' s mobile phone network
- you do not need the Zoom app, but its slightly easier if you have it and its straightforward and free to download

WHAT YOU DO

The organiser of a meeting will have sent you a 'link' by email. It is usually a line of text in blue, starting with '<https://us02.....>'. There is also a password, which you do not need to bother about.

- Get into your web browser (Chrome, Safari, Edge...)
- Go to the email sent to you and find the link
- Click on the link 5 minutes or so before the start time.
- Click 'Allow' in answer to the question which appears , then → notice saying 'waiting for host to start meeting' - just wait.
- Notice appears 'Test computer audio' – its best to do this the first time (or if you do a practice run)
 - 'Test Speaker' → click and a tone should sound
 - 'Test Mic' → speak and coloured blobs appear
 - Zoom will probably find Audio and Video automatically on your device
 - *if either of these do not function, you may have to go to your device → 'Settings' → 'Sounds' (however its done on your device) and ensure that the appropriate 'Output – sound from the speaker, or 'Input' - from the mike, is showing, or Camera is showing 'Video'*
- Click the red button, Top Left in the box to return
- when the Host/organiser appears on the screen, click 'Join with computer audio'

- At the Bottom Left of the screen are 'Audio' and 'Video' buttons. If 'off' , they have a red line across. Click on them to turn them 'on' or 'off' . When people shout 'Unmute' it means that your Audio is turned 'off and you have to click it 'on' .
- Your people will appear in boxes across the screen. Whoever speaks is usually enlarged. Check the angle of your device to get a head and shoulders presentation.
- You do not need much light on you, often you have to cut down the light for the best picture
- That' s about all there is folks – Enjoy!