

SOC: Members' Guidance for Using Zoom

Introduction:

During the current COVID19 pandemic, SOC is encouraging branches to continue holding local meetings. Advice on running outings has already been circulated to branches. To help branches hold "virtual" indoor meetings, SOC has purchased subscriptions to Zoom, the popular video-conference software. Many members will be familiar with Zoom; but for those who are not, it is straightforward to use. Further technical support may be provided if required – contact your branch committee for this.

A word on hardware:

Zoom will run on desktop or laptop computers (Windows or Macs), tablets (eg iPads) and smartphones (iPhone, Android). If you want other participants to see you, you need a webcam. A webcam is built-in to most laptops and all tablets and smartphones, and can be added to a desktop computer. We would recommend using a desktop computer, laptop or tablet – smartphones will work but the small screen size will not give a comfortable view of the meeting. The instructions that follow are written for **Windows**; but the general look and feel of Zoom is similar on all platforms.

A word on software:

If using a tablet or smartphone, before using Zoom for the first time you will need to download the (free) Zoom "app" from the Appstore (iPad) or the Google Play Store (Android). This is best done in advance of your first Zoom meeting. You can also download an app for your Windows desktop or laptop PC.

Joining a meeting - by invitation email:

Allow 5 minutes in advance of the start of the meeting to set up and open the Zoom platform. Ideally, allow a bit more time if this is the first time you have used Zoom.

- **Locate your invitation email** and click on the link in the text of the email. You may need to copy and paste the link to your internet browser window. This link should not be shared publicly - to ensure there are no "unwanted guests".
- If you have used Zoom before on your device, follow the instructions. A small box may appear saying: [\[Open Zoom.US\]](#). Click on this.
- If you have not already downloaded the software, you will be prompted to do so. Click on [\[Download and Run Zoom\]](#). Your computer will then download the Zoom software. Once the download is complete, click on [\[Run\]](#). The Zoom software will now be installed and then run on your computer.
- This should take you directly to the correct meeting. If not, you will need to enter the **meeting ID** and **password** shown on your invitation email.
- If asked as you join, type in your name, and allow audio and video.
- If the host hasn't started the meeting yet, you will see a box on your screen with the message ["Waiting for host to start the meeting"](#). While you are waiting, take the opportunity to **check your audio and video** by clicking on the appropriate boxes.
- **Lighting:** try to avoid strong lighting to one side or behind you. A desk lamp close to the screen but turned towards you should help. Another suggestion to provide front lighting is to turn up your screen brightness.
- Once your meeting host has started the meeting, they will need to **admit you to the meeting**. When admitted to the meeting, you should be able to see the host and any other participants already admitted.

Meeting controls:

Along one edge of your screen are some “icons” (clickable symbols) – usually hidden until you touch the screen with your finger (touchscreens only) or move the mouse cursor. The icons are generally self-explanatory.



The first icon is for **Audio**. Your audio may already be muted (shows with a line through the icon). The host has an option to “**mute all**” when setting up the meeting, or during the meeting. If you want to speak to the meeting, click on the audio icon to **unmute**. Click again to **mute**. It is a good idea always to be on mute unless you are speaking as this cuts out background noise. On Windows, the up-arrow alongside this icon gives access to all your microphone and speaker settings, including the volume setting.



The next icon is for **Video**. **If you are using a webcam, you should turn video on.** Click on the icon to toggle between video on and off. On Windows, the up-arrow alongside the video icon gives access to other video settings.



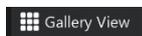
Clicking on the **Participants** icon will list the names of all those participating in the meeting. Selecting a name on the list will allow you to “chat” (*see below*) individually with this participant.



On Windows you have a **Chat** icon, which enables you to type a message either to another participant or to the whole meeting. To access Chat on a tablet, select [\[More\]](#).



Selecting More on a tablet also accesses “**Reactions**” – usually available is just a thumbs up (“I agree”) or a waving hand (“Hi, I’m here!”). On Windows, there is a separate icon (*see left*) for Reactions.



Somewhere on your screen will be the icon to switch to **Gallery View**, which shows you all participants in a grid, though the number of participants visible is limited by your screen size. Selecting the icon again toggles the screen back to **Speaker View**.



For more on setting up Gallery view see Zoom support at :

<https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-participants-in-Gallery-View>

Further help:

Help information and helpful “how-to” videos are available at the Zoom Help Center at:

<https://support.zoom.us/hc/en-us>

Comments and suggestions to improve these guidelines: please email to david.racks18@gmail.com.

SOC Working Group on Branch Meetings

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