

WAPC USE OF ZOOM FOR ONLINE MEETINGS (V1.1)

I understand a few people have expressed doubt or concern over the ease, methods and safety of downloading/installing the Zoom software and thus participating in the Club online meetings.

In addition, when you have installed Zoom, what settings to use during meetings is something that is worth giving guidance on.

This paper is designed to address these points and thus encourage as many of you as possible to participate in the Club meetings.

WHAT IS ZOOM

You've all heard someone mention ZOOM over the past 6 months, but why and what is it.

ZOOM is basically an online Video Conferencing system, allowing many people to see and talk to each other online (over the Internet).

Online Conference systems have been around for many years, used mainly by businesses with offices spread far and wide.

You may have personally used SKYPE (or similar) to talk to your family who are in other parts of the world. ZOOM is similar in principle, but for larger numbers of people and more geared to group meetings.

With the advent of COVID and lockdowns, the general public have looked for ways to interact with others without being in the same place/location. ZOOM has become a popular solution to meet this need as it has marketed itself to both businesses and public groups, perhaps better than some alternative offerings.

ZOOM is an American company.

ZOOM is a small piece of software that is downloadable free of charge. It is free to use unless you want a meeting longer than 40 mins for more than 4 people.

The Club tried the Free service for a 2 hour meeting and whilst we could work with/around the 40 minute limit it was far from ideal, so we decided to subscribe to a Zoom licence, which allows us effectively unlimited meeting time and any number of meetings with a participation number in excess of anything we are likely to need. That licence is held by one person (club representative who is 'registered' on Zoom) who arranges and manages any call and has to be on the call to avoid the 40 minute limitation.

Any one of you can download the s/w then 'register' on ZOOM and arrange your own meetings, but you will be limited to the 40 minutes per call (unless less than 4 people).

There are various 'security' levels with ZOOM that cover both security of access to calls and security of 'content' whilst on calls. There was some early criticism of Zoom security, but in recent months Zoom has introduced additional security measures to address those and to protect calls.

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WHAT IS NEEDED TO RUN ZOOM

ZOOM will run on most platforms and operating systems – Desktop; Laptop; Tablet; Smart Phone and even standard phone (for audio only).

I would strongly recommend you use it on a Desktop or Laptop computer as your experience will be better than on a Tablet or Smartphone, for both audio and video, with more video controls available. However, it can be run on a Tablet/phone, both Android and IOS.

To participate (for others to see you) in Video, you will need a camera/webcam and to hear what is going on you obviously need some audio speakers/headphones capability. For most people this isn't an issue as most devices nowadays have these built in. A Desktop may require you obtaining separate webcam/speakers to attach.

The device you use has to be connected to the Internet (other than a standard phone).

Connection speed is a factor in quality of video especially, but again nowadays, for most people this isn't an issue. If you live in an area with very low broadband speed or are still on old modems, then yes, you may have some issues.

DOWNLOADING ZOOM SOFTWARE

This is very simple and takes only a minute or so depending on your connection speed. You obviously have to be connected to the Internet.

Under all normal circumstances and certainly highly recommended, you will download the zoom (client) s/w onto the device you plan to use (you can download onto any number or type of device if you want – it is free!) in advance of your first meeting.

It is possible to join the meeting via your browser without any software

(see <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>), but you have far fewer controls over your screen via the browser, so it is not recommended unless for some reason you cannot download/install the s/w.

You can download/install in a number of ways, but I would recommend you do it in advance of a meeting as it allows you to test out your audio and video beforehand. You can download the **ZOOM CLIENT FOR MEETINGS** from the RESOURCES tab at <https://zoom.us/signin>. NOTE - **you do not need to SIGN UP**, you only need to download AND INSTALL the zoom client s/w to join a meeting.

Don't forget having downloaded you need to install if it doesn't do it automatically. This is normally done by clicking on the 'download indicator at the bottom of your screen' and choosing to open/run the download, following any instructions it gives you).

If you are downloading to a mobile device e.g. Tablet or SmartPhone, select the **ZOOM MOBILE APPS** download option for either Apple (IOS) or GOOGLE (ANDROID) device depending on the device you are using.

Alternatively, when you get an invite to a meeting (via Email) and click on the link provided in the email it gives a number of options -

- a) **Launch meeting** (for if you have already downloaded and installed the Zoom client s/w ... OR just click on 'OPEN ZOOM MEETINGS in the little window that appears);
- b) **Download and run Zoom** (for if you haven't yet downloaded and installed the client s/w);

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c) **Launch via Browser** (for if for some reason you can't download and install the client s/w ... although **not recommended**).

JOINING A MEETING

When you receive a meeting invite via email –

1. With Zoom, each invited person will get an email giving details of the meeting and a link to enter under 'JOIN ZOOM MEETING' (see below example).
2. When you click on the link, it gives a number of options -
 - a) Launch meeting (for if you have already downloaded and installed the Zoom client s/w ... OR just click on 'OPEN ZOOM MEETINGS in the little window that appears);
 - b) Download and run Zoom (for if you haven't yet downloaded and installed the client s/w);
 - c) Launch via Browser (for if for some reason you can't download and install the client s/w ... **although not recommended**).

Example of a meeting invite-

Calvin Downes is inviting you to a scheduled Zoom meeting.

Topic: Example invite.

Time: Oct 1, 2020 19:30 London

Join Zoom Meeting

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

Meeting ID: 123 4567 8901

Passcode: 111111

One tap mobile

+442030512874,,84620464924#,,,,,0#,,913993# United Kingdom

+442034815237,,84620464924#,,,,,0#,,913993# United Kingdom

Dial by your location

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 123 4567 8901

Passcode: 111111

Find your local number: <https://us02web.zoom.us/j/kwkzYSXqH>

The phone numbers are for use only if you join by standard phone.

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DON'T SHARE THE INVITE WITH ANYONE AS IT CONTAINS THE SECURITY ACCESS TO THE MEETING.

If you do, anyone who is not meant to be on the call may get 'evicted'!

If you have downloaded the s/w in advance you can join by opening that (selecting the Zoom Client software (named ZOOM) on your computer) and manually entering the meeting details if you wish. see <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

The easiest way though is to simply click the 'JOIN ZOOM MEETING' link in the email invite.

For every meeting, as you join, you will be asked for your Name and Email address. This is necessary in order for us to manage Visitors effectively. It also ensures the Host can see who is in the Waiting Room and gives us the facility of keeping a record of who has joined which meetings.

The information is not used for any other purpose.

The only way to avoid this is for ALL MEMBERS to create an account on ZOOM, which I suspect some won't want to do.

You will be placed in 'Waiting room' first, until the Host/meeting controller allows you in. This is used to a) give us a chance to ensure the 'speaker' is working correctly before everyone comes on and starts chatting and b) to ensure only those visitors who have subscribed for the talk are allowed into it.

If for some reason it is taking longer than expected to sort out the speaker, the Host will send a message to the waiting room explaining why you are waiting longer than 5 mins or so.

Once admitted, you will go straight through to the meeting and be able to chat with other attendees before we start.

Join the meeting with AUDIO and VIDEO enabled so people can see and hear you ... it will ask you if you want to.

If you want more detail on how to join meetings depending on device used etc. see <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

GUIDELINES FOR WHEN IN A CALL

There are various settings you can control/alter to improve your own Zoom experience as well as some general guidelines whilst on a call.

When you join a call you will normally have video and audio enabled so people can hear and see you. You can control various aspects of what people can see or hear of you and you can control how your screen (view of others) appears to you.

When you first join a meeting, depending on what settings you have made previously, you will see a window for yourself plus one for each of the other participants.

Various controls appear when you move your cursor to top or bottom of your screen.

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1. FULL SCREEN – I would suggest you ensure your ZOOM window is utilising the full screen (you can change at any time) - This is achieved by pressing ALT F (or ctrl F on Mac I think) ... or click on the 'broken square' icon in the top right of screen (may need to move your cursor up to top of screen to make controls visible) - it may be somewhere else on your screen. To return to normal screen (exit full screen), press ESC.

2. AUDIO CONTROLS – usually at the bottom of your screen you will see a Microphone icon with a 'pop up' arrow, probably with MUTE written underneath. Clicking on the icon will alternate between muting and unmuting your own microphone.

When you click on the 'pop-up arrow' a set of options appear. Mostly you can leave these as are, but it's worth checking the AUDIO SETTINGS option. I would suggest the following should be set if not already -

- a. SUPPRESS BACKGROUND NOISE – Auto
- b. Automatically adjust microphone level – ON
- c. Automatically join audio by computer – ON
- d. Press and hold Space key to temporarily unmute yourself – ON (allows you to temporarily unmute yourself, for example if in a talk you want to ask a question and the speaker has said that's OK). You can test your speakers & microphone from here also.

3. VIDEO CONTROLS - usually at the bottom of your screen you will see a Video camera icon with a 'pop up' arrow, probably with STOP VIDEO written underneath. Clicking on the icon will alternate between enabling and disabling your own video.

When you click on the 'pop-up arrow' a set of options appear. Click on Video settings and I suggest the following –

- a) Enable HD – ON
- b) Touch up my appearance – ON
- c) Adjust for low light – AUTO
- d) Always display participant names on their video – ON
- e) Spotlight my video when I speak – ON
- f) Display upto 49 participants per screen in Gallery view - ON

If you want a bit of fun, if you select Choose virtual Backgrounds from the Video Pop-Up window, you can give yourself a background that is any image (JPG) you choose from your computer (click on the + symbol to add a JPG file.

You can also add Video Filters to give yourself bunny whiskers etc. if you want or put your image in a virtual living room etc.!

NOTE – bear in mind, if you have turned OFF your speakers or Camera at 'Computer level' that will probably override all settings in Zoom.

WHILST IN A PRESENTATION

1. During a presentation you may be automatically muted by the Host to avoid any background noise. If not I suggest you MUTE yourselves unless and until you want to say something/ask a

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question (provided speaker has agreed to that).

2. When a presentation starts you can alter the 'view' size to fit your screen better if the images are too big/small. Move your cursor to the top of your screen and a 'VIEW OPTIONS' panel appears. Click on it and select the sizing you want, e.g. 100%. If the image is not central in your screen, you can drag it(Click and drag) into the correct position. Usually FIT TO SCREEN is the optimum. You may need to try different settings to avoid too small or too big an image.

3. You can minimise the 'gallery' (view of attendees) to just see the current speaker during the slideshow. Move the cursor over your picture and a set of icons appear. Select the rectangle box to show just the 'current' speaker. This picture will change if someone else speaks. (The little line icon replaces the picture with Name of speaker and the 3 line icon shows all attendees in a panel on the right of the screen).

Calvin Downes

DOCUMENT CONTROLS (Text in red are the changes to the previous version)		
DATE	VERSION	CHANGE
2/10/20	V1	
15/10/20	V1.1	Joining a meeting (Page 4) – registration