

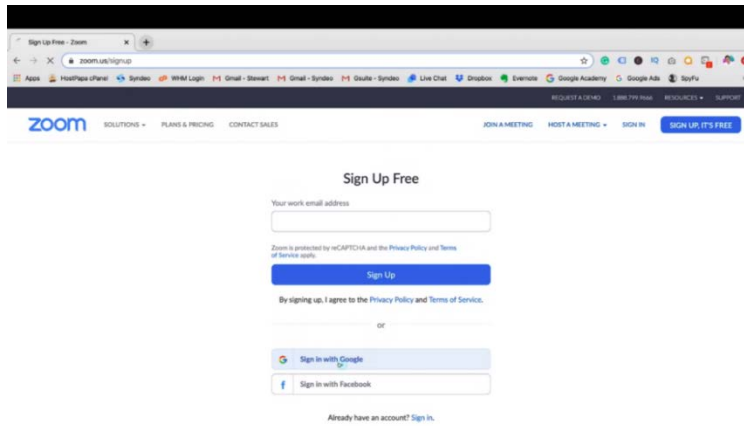
How to.....Access ZOOM MEETINGS

Contents:

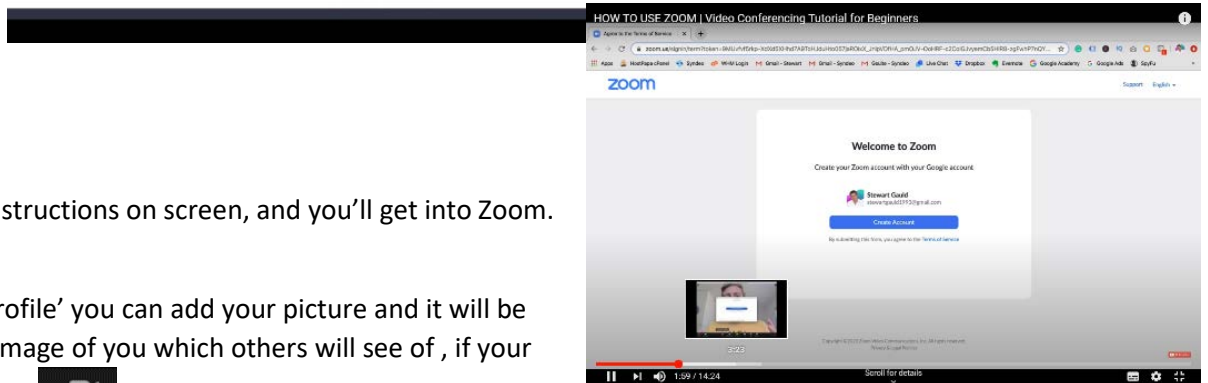
Signing In *troubleshooting* **in Zoom** **Join a meeting** *in a meeting / end a meeting*

Signing -in

1. If you haven't already done so (perhaps for some other Video Conference?), log into Zoom.us for the free facility. You need to download Zoom onto your device (PC, Smartphone or Laptop).
2. Sign-in and create a password to use Zoom.us as required. It will be best for you if you do this before the 10th June AGM – you will be able to 'test' your microphone and video capability by having a 'meeting' with yourself (Once you've logged in, you should be able to find the Zoom icon in your hidden icons bottom right of your monitor screen)



your hidden icons
bottom right of your monitor
screen



Follow the instructions on screen, and you'll get into Zoom.

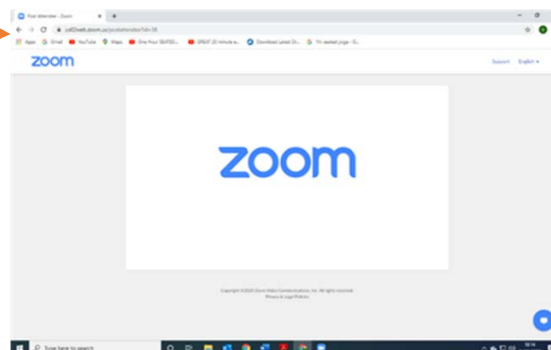
3. In 'Profile' you can add your picture and it will be this image of you which others will see of , if your camera isn't active for some reason

Troubleshooting

If at any time the following image appears on your screen:

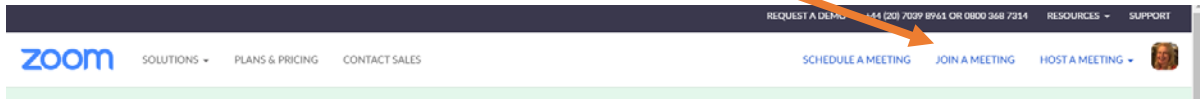
Click 'to go back'

To get to a screen you will hopefully recognise! (as in other programs, either of the forward and back arrows can help solve a problem if you find yourself on a 'wrong screen' to return to the screen you need)



In Zoom

1. Explaining the Menu at the top of the webpage:



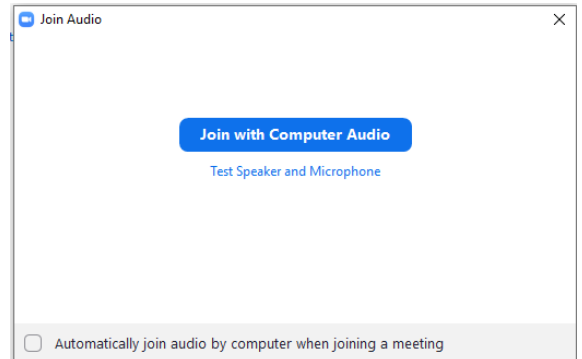
Schedule a meeting allows you to book and invite others to your own meetings

Host a meeting allows you to lead a meeting; use this to practice with your own equipment and help familiarise yourself with Zoom facilities – as well as see yourself on screen!!

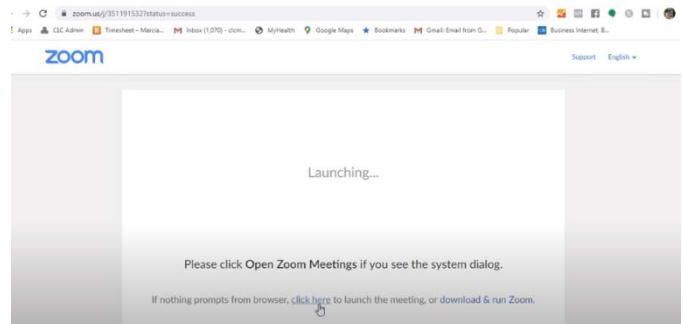
At this point it will help you decide on the best lighting for instance, lit from behind you will appear to others to be in shadow

Useful Tutorial: <https://www.youtube.com/watch?v=FnFSBjFvK2o>

https://www.youtube.com/watch?v=9w3Y_9FLqc4



This screen will appear, and once you have followed instructions, your Zoom meeting will start:



Join a meeting this is where you will be given the opportunity to put in an invitation code to access meetings

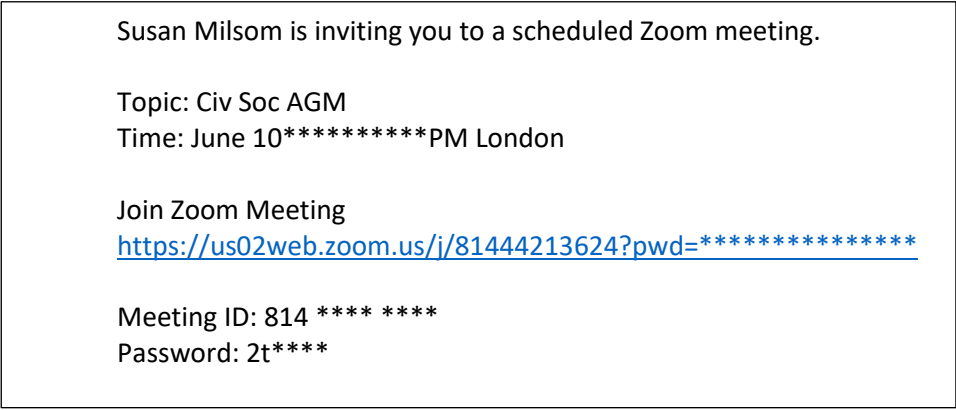
Useful Tutorial: https://www.youtube.com/watch?v=wo1l6ljz_wg

To access **GCdCS' AGM** as well as other meetings, please read the next page

Joining a Meeting

Useful Tutorial: <https://www.youtube.com/watch?v=OD2aDKzfZWk>

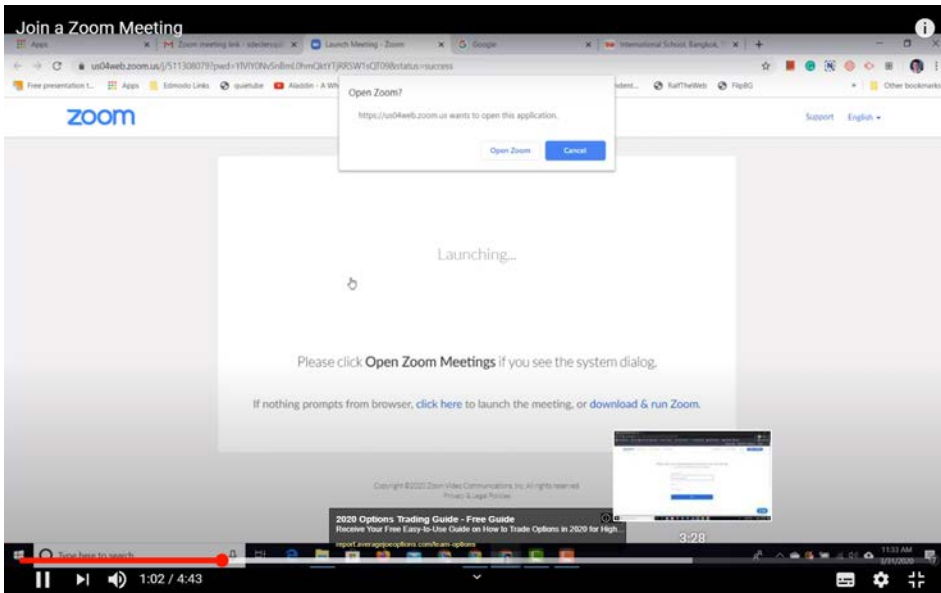
1. Your invite to our AGM (the 'Host'), sent to you via your email address, will look like this:



2. **Access a meeting in the 10 mins before the due start**

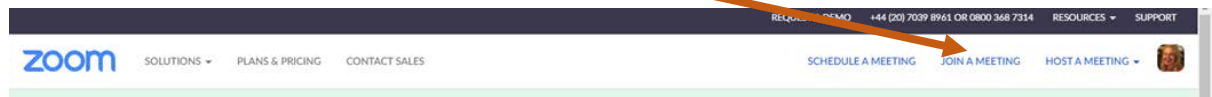
There are 2 ways to *Join a Meeting*:

1. Click on '[https.....](#)' to access the arranged meeting (or in this case GCdCS AGM) – and this screen will appear - - Click OPEN ZOOM if it is already downloaded, or you will be directed to download if not.



or

2. Log-in to Zoom, click on JOIN A MEETING



then.....

Copy and paste meeting ID from invitation email:

Join a Meeting

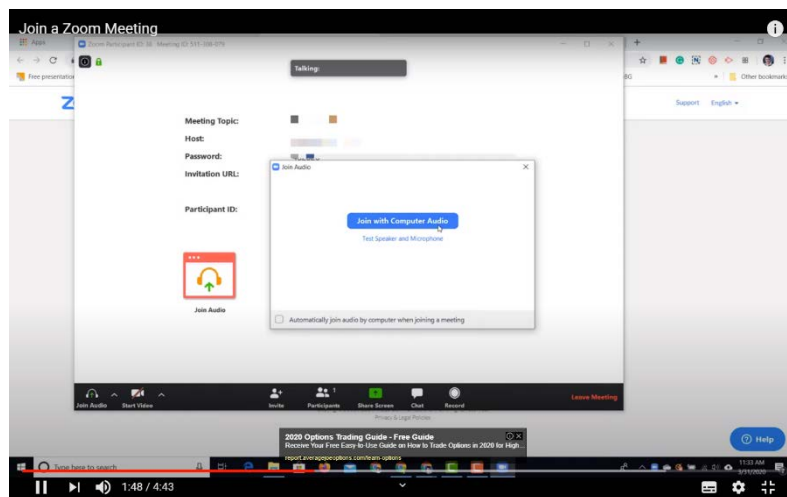
Meeting ID or Personal Link Name

Join

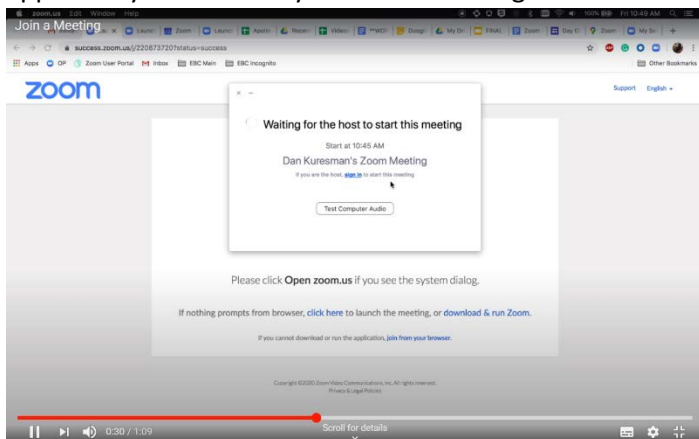
Join a meeting from an H.323/SIP room system

In the Meeting

1. Once you have accessed the Meeting, the screen below, will appear and shows that your Host is yet to enable you (your Host will get to know you are 'Waiting'). Click on 'Join with Computer Audio' and take the opportunity to make sure everything works. You will also be able to see the names of other participants as they arrive in 'The Waiting Room'



2. The 'Host' will see on their screen that you are 'Waiting' and enable your participation – until then, it may appear to you that the system isn't working!



3. Once enabled, even though you have your microphone unmuted, your Host may not have fully activated you to make sure you are ready. Please be patient – you may communicate via 'chat' if you need to. Once you are fully activated, your screen will show all those participating in the meeting, with the speaker in the largest frame.
4. It is recommended that each participant **mutes their microphone until they want to speak**, to reduce noise interference

5. At some point in the meeting the Host may 'share' documents on screen (such as charts and tables) in which case participants' faces cannot be seen until the host removes the document although audio can continue

Ending the meeting

- Click on 'End Meeting' to close the program on your device
- Sign out