

## Third Age Barrie

### Zoom Reference

#### What is Zoom?

It's a videoconferencing App that allows individuals and groups to connect via computer. One-to-one meetings are free and unlimited. For groups of more than 2, free access is limited to 40 minutes. There is a Pro App version that allows groups to connect for unlimited time (\$20 CDN per month) and has more features such as creating webinars.

#### Why are we interested?

Zoom is a great way to connect groups of people without bringing them face-to-face. During this period of social distancing, we will be able to hold effective meetings from the safety of our own homes. Third Age Network uses Zoom for its Executive meetings, and many lifelong learning groups have started to use Zoom for Board meetings and/or live streaming their presentations.

#### 2 ways to start

- Wait to receive an email from a Host that will include the meeting date and time, and a URL link to join a Zoom meeting. When you click on the link in the email, it will invite you to ***open the meeting***; you may be prompted to download the App (which is a free download)

or

- Download the Zoom app from [www.zoom.us](http://www.zoom.us) . *Although Zoom can be used on different devices (e.g. cell phones and tablets), it has been recommended that we use our computers for the best functionality.* This is where you can also set up a personal, free account, that will allow you to schedule meetings yourself.

#### When you receive an invitation:

- For your first meeting, click on the link 10-15 minutes before the appointed time; this will take you to the meeting 'space' and allow you to check that your computer is connecting, and your camera and audio are working well. Once you know that your camera and sound are set appropriately, it should stay that way for subsequent uses.
- When you click on the meeting link, you will be prompted to:
  - Open the app/meeting (yes)
  - Join the meeting by computer video (Yes)
  - Join the meeting by computer audio (Yes)
- When you enter the meeting, you will first see yourself on your computer screen, so you can see whether you and your camera are positioned so others can see you. If others are already in the meeting, depending on your view settings, you will see their pictures along the right-hand side (you will be able to scroll up and down to see everyone). In bigger groups, you will see small pictures of each participant along the top of your screen, *with the current speaker highlighted in a coloured box.*

On the top right of your zoom screen *you can switch between 'speaker view' and 'gallery view'.*

- Click at the top right hand of your screen to enter '**full screen**' so you can see all the Zoom icons. Wander around the screen to see them, but particularly at the bottom, where you will see, from left to right, some control features such as: 'Mute, Audio settings, Chat, etc.'" and "Leave meeting" on the far right.
  - **Chat** allows you to send a text message without sound to either the host, or to all the meeting participants, and for your message to be responded to on screen. When the message is sent, a "hands up" sign will show the host that you have a message to reply to. The host can then lower the hand sign after answering.
  - **Invite** allows the host to invite someone while the meeting is in progress. This can be done by sending an e-mail to the participant.
  - **Participants** lists everyone in the meeting, is another place where you can mute your microphone, and lets the host rename participants when they click on 'more'
  - **Share** allows one person at a time to share their screen and any documents (e.g. the agenda, internet websites, PowerPoint presentations, etc.) so that everyone sees it on their respective screen at the same time. There are some other features on the top ribbon when the Share feature is invoked, such as giving access to your computer to another person.
  - **Reaction** allows you to click on a thumbs up or a wave that will show briefly on each participant's picture.
- During the meeting, if there is noise in your background, or you need to step away for a moment, you can **mute** your sound by clicking on the 'Mute' icon on the bottom left of the screen – a microphone that when muted, shows a line across it. It is advisable, however, to temporarily set any home phones on either "do not disturb" or "low volume" as not to disrupt the meeting if it rings.
- If you lose the meeting connection (e.g. if you lose your internet connection briefly) click again on the link in the email. You will go through the same sequence to open the App, join the video, join the audio.... If you have the option, hardwire your connection to the internet rather than use WIFI. For certain Share applications, you may need a better connection for your computer (e.g. YouTube).
- When the meeting is over, the host will 'end meeting for all', or you can click on 'Leave meeting' on the bottom right of the screen.

## Hosting a Meeting

- Go to <https://zoom.us/signin> to log on (account required)
- Click on 'Schedule a Meeting'
- The meeting will generate a meeting ID, with the choice of using a generic ID or using a personal meeting ID that will remain the same.
- Confirm the host, and options, including Hosts and participants on, both audio and video, **do not enable 'password required'**; **Save** the meeting and options chosen.
- **Copy** the invitation that is in the popup screen generated, up to and including the meeting ID, and **paste** it into the body of an email, and send to all invited participants.

- Open the link 15 minutes prior to the start of the meeting and engage participants as they join to check that they are connected fully. Remember that everyone's hardware is a bit different, so controls may be in different places. If your video doesn't go on, you can continue the meeting by sound only.
- Problem solving – angle camera and background lighting, check audio settings – menu arrow on bottom left, beside 'mute', set speaker to about 75% volume strength.
- Open any documents that you want to share during the meeting so you can find them easily.
- Manage the meeting, ensuring that everyone can participate fully, questions are asked and answered, and the meeting achieves its purpose. The host may need assistance to manage some technical aspects of the meeting. If the host needs to leave the meeting, he/she can assign the host responsibilities to another participant before leaving the meeting.
- In your settings, click on the option to track the time elapsing, which will show on the top right of your zoom screen. This is critical if using the free version with a group of 3 or more, as the session will end abruptly at 40 minutes. The clock will show remaining time during your session.
- Controls on left, beside Mute and Audio Settings, for
  - **Invite** a participant while the meeting is in session (and how you want to invite them)
  - **Participants** – to add more detail or rename participants; Also allows the host to mute or unmute all participants
  - **Share** – Enable the Share feature at the bottom in "Blue" and then click on the document to open. You can stop sharing your screen at any time by clicking on 'stop sharing'; Documents can only be shared by one person at a time, either the host or a participant, depending on options chosen in settings.
  - **Chat** – send a message to the whole group without sound or respond to a private message
  - **Record** – *Ask permission to record and* initiate the recording by clicking on 'Record' if it is a meeting that should be recorded (e.g. board meeting); you will see 'Recording' on the top left of your screen. At the end of the meeting, the file is converted automatically and can be saved where the host chooses for future access.
- Remote Control – click on Settings, Advanced Settings to access remote control function and turn the screen and mouse over to a presenter. The receiver will need to accept your request to control their mouse and screen. Stop share will end the session.