

## Simple User Guide to Zoom

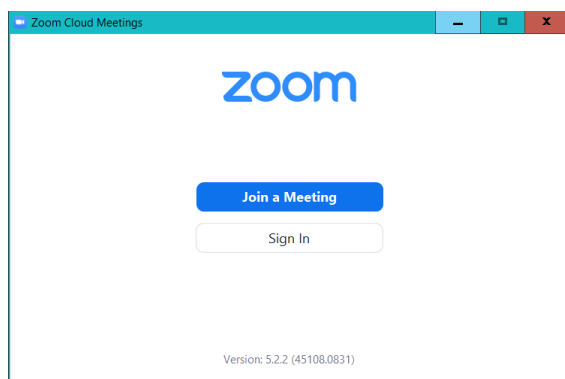
This guide is aimed at enabling Red Rope members new to Zoom to participate in our online AGM on 3 October. It covers only those aspects of Zoom you will need for the meeting.

Zoom is video-conferencing software. That is, it allows groups of people to communicate both verbally and visually via the Internet. It can be used from desktop computers, laptops, tablets and phones. The version you'll need to join the meeting is free.

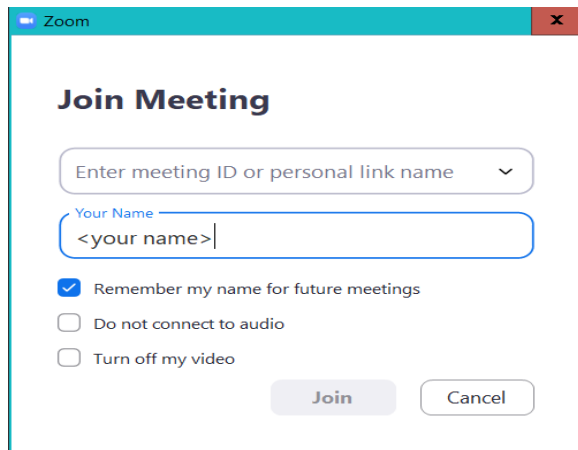
We advise you to download and install the free Zoom software onto your device, so as to familiarise yourself with the interface. If you don't want to do this you can simply join via an internet link on the day. In order for you to be visible to others during the meeting you will need a front-facing camera. Most tablets and phones, and some laptops, have these built in, but if using a desktop computer you might need a separate webcam to plug in. It's probably not worth buying one of these just for the meeting, as we're planning to turn off people's video except when they're speaking. Your device will also need speakers (inbuilt or separate) and sound input. Almost all computers, tablets & phones now have this. Without a camera others will still be able to hear you, and you'll be able to see others on your screen. If using a tablet or phone, you should prop it up, at least while your video is switched on, so that the image is stable.

### Starting Zoom

Assuming that you've installed Zoom, your start-up window will look like this:

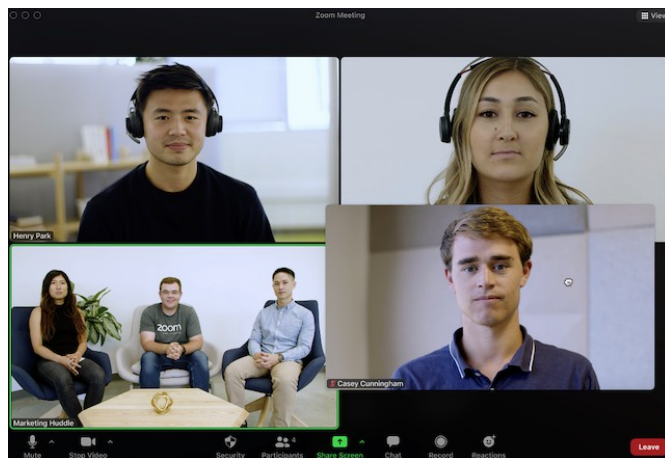


If you select 'Join a meeting' you'll get:



Or, if you have already created an account on Zoom, you can sign in and get something like the image below. Note that the layout of the icons may vary, depending on the type of device and your screen size, but all should have the same functionality.

Selecting 'Join' will get you to the screen on the previous page, where you can enter the meeting id in the body of this email, followed by the passcode, also in the email. You will then have to wait until the 'host' (person controlling the meeting) lets you in, at which point you'll see a screen something like the following:



At the top right-hand corner of the window are the view controls, which look like this:

The first is 'speaker view', which shows a large video of the person speaking, with a strip of smaller ones of other participants along the top. The second is 'gallery view' which shows all visible participants. Depending on the number of people and the size of your screen they may not all fit, and you'll need to use arrows at the sides of the window to scroll left or right. There may also be a 'full screen' icon.

The most important group of controls are at the bottom of the screen:

If you are using a tablet or phone they may not be immediately visible, in which case you need to hover and click your mouse around the bottom of the window until they appear. The 'Security' icon won't be there unless you are the host. If you don't see all of the rest, it may be because your window is too small. Switching to full screen should make them visible, or you can use the 'More' button to access the others. The only ones you'll need for the meeting are 'Mute', 'Start video', 'Participants', 'More' and 'End'. You can explore the others, but we'll be asking you not to use them during the meeting.

**Audio and Video.** The first two icons control your microphone and camera. When switched off they will have a red line through them, as for video in the image above. During the meeting the host may ask you to switch your audio and video on or off, at which point you should click the relevant icon. S/he will explain when this will happen at the start of the meeting.

**Speaking and voting.** Clicking on the 'Participants' icon will cause a list of the names of all the participants to appear to the right of the video screen. The host(s) will appear at the top, followed by your name, then the rest in alphabetical order. At the bottom of the list are three labelled buttons – 'Mute', 'Unmute' and 'Raise hand'. The first two of these will turn your microphone off and on, and can be used instead of the icons in the main window. The third, 'Raise hand' will cause a small blue hand to appear next to your name. This is very important as it is the way you let the chair and the host know that you want to speak, and also the way we will be voting during the meeting.

**Chat window.** The 'More' symbol includes an option to open a chat window under the participant list, in which you can send a typed message to an individual participant or the whole group. We will be discouraging its use during the meeting, as it can be difficult to manage for a large group, but you may want to send a message if you are having difficulty with your audio. Note that you need to press 'Enter' to send the message.

**Leaving the meeting.** As a participant in the meeting the red 'End' button will appear as 'Leave meeting'. Click this if you want to leave before the end of the meeting.

**Other controls.** You will not need to use these for the Red Rope AGM, but here's a brief summary. 'Share screen' enables you to share your whole device screen with other participants. Note that this is nothing to do with sharing your personal video for the meeting. 'Reactions' gives you various response options such as 'thumbs up', clapping etc. These icons will briefly appear in your video. The hand icon is not suitable for voting as it only stays on the screen for 5 seconds.

If you have not used Zoom before, we advise you to practise with a friend before the meeting, or to contact the following members of the NC, who are available to hold a practice session with you:

Humphrey Southall ([humphrey.southall@gmail.com](mailto:humphrey.southall@gmail.com)): For Apple devices

Barbara Segal ([barbara.segal@phonecoop.coop](mailto:barbara.segal@phonecoop.coop)) for Windows or Android devices

There are a number of more detailed Zoom guides available on the Internet.