Morris Register of Victoria

Tips for joining Zoom meetings using PC, tablet, laptop or smartphone

Setting up for the first time

If not already installed, it's wise to download and install Zoom on your computer iPad or smartphone- well before your first Zoom meeting.

- Open your internet browser (e.g. Google Chrome, MS Internet Explorer, MS Edge or Safari)

- Type **https://zoom.us/download** into your browser's address field and press the **Enter** key

- Under the words 'Zoom Client for Meetings' click **Download** and your local Zoom software will download and install on your device automatically.

- When requested to do so during installation, please ensure that you enter your name.   If you don't, the type of device you are using will be shown to the host instead of your name when you enter the Waiting Room to join a meeting.   The host will then not know who you are and for security may not let you in to the meeting.

Check your camera and microphone

If you are a new Zoom user, it's worth testing your video and audio systems well before your first meeting.

In your browser, enter **https://zoom.us/test** in the address field, and follow the prompts to test your camera, microphone and speakers in a Zoom 'meeting' in which you are the only participant.

- **Video**: In test mode, Zoom will display what other participants will see of you.   Point your camera so that you are properly in the picture.   If your face appears dark and the background is bright, try reducing the room lighting and/or increasing the light level on your face.

- **Audio**: Follow Zoom's prompts to test your speakers and then microphone, in that order.

After joining the test 'meeting', move your mouse pointer to the bottom of your picture and a control panel will appear.   Note the microphone Mute icon and the Stop Video icon at bottom left.   These can be used when entering, and during, a real meeting.

Look at the Zoom tutorials

It's optional, but you might like to look at some of Zoom's tutorials at:

https://support.zoom.us/hc/en-us?_ga=2.190646891.1186897987.1595375663-617581048.1588157056

Copy (Ctrl+C) and paste (Ctrl+V) the above web address into the address field of your browser and press the Enter key

There are a number of video tutorials, one of which is 'Join A Meeting'.

Meeting notice

Invitations to join a Zoom meeting will be sent out by email well (normally days) before the meeting is due to start.   Within the email will be a link looking something like this dummy one:

https://us02web.zoom.us/j/5874570123?pwd=OFX0OERWUjNIb3BWOXdIQy9ZSlQyZz09

- Save the invitation email so you can find it when it comes time to join the meeting.

Tips for joining our Zoom meetings (continued)

Joining the meeting

Usually the meeting host will open the Zoom meeting up to 30 minutes before the official start of the meeting to give participants time to get connected and make any audio and video adjustments.

- When you want to join the meeting, open your saved invitation email and click on the link address.

- A text box headed 'Open Zoom Meetings?' will appear.   Click on   Open Zoom Meetings

- You will then enter the Waiting Room.   When the meeting host recognises you, he/she will let you in to the meeting*.

* *The Waiting Room step is for security.   It enables the host to stop unwanted eavesdroppers from joining.   Be sure to enter your name when requested during initial installation of Zoom (see 'Setting up for the first time' on the previous page).   If the host does not recognise your name, they will send you a "Who are you" message while you are in the Waiting Room.   Please respond with your name so that the host can identify and admit you.*

Participating in the Zoom meeting

- **Video**: Zoom automatically shows the video pictures of up to 25 participants at once.   Each person's name is shown at the foot of their picture.

- If there are more than 25, click the arrow at the right of the screen to see the rest.

- It's best if everyone has their picture displayed, but you can show a blank space instead by clicking the Stop Video icon.

- **Audio:** There is only one audio channel, shared by all participants, so it's best for one person to speak at a time.   If not speaking, it's best to keep your microphone muted. You will still hear everything.   Holding down the space bar on your keyboard will temporarily open your muted microphone so you can say a few words.

- If a participant has background noise in their room (radio, TV, others talking, motorbike running in the kitchen, etc.) it becomes difficult to conduct the meeting and we ask that person to keep their microphone on mute, please.

Leaving the meeting

If you wish to leave the meeting before the host closes it, click   **Leave**   in the bottom right corner of the screen.

Additional help

We don't want you to miss out on many of the Register's activities because of the novelty of Internet technology.   Zoom is quite easy to use if you follow the foregoing tips.   Asking someone with computer experience to help could be useful.   If further assistance is needed please contact either

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