Zoom is now used for all our meetings whilst we are in lockdown. These notes may help you to get to grips with it!

Minimum Requirements
PC/Laptop running Windows. If you have a PC you will need speakers or headphone. Laptops will have speakers built in.
If you wish to watch a Monthly Meeting with an invited speaker you will not need a webcam or a microphone. If you are joining a group meeting you will find it better if you have both. Most laptops will have a camera and microphone built in.

Joining a Meeting
The person organising the meeting – the host- will send you an email which will contain a link, usually starting https:// , a meeting ID and a password.

1. If you have downloaded and installed the app (recommended)
Click on the link and your browser will open (warning– sometimes this will happen behind your email so you may need to minimise your email to see your browser) . Please enter your name if requested and Click on 'Join Meeting'.

For a group meeting 'Join with video' and 'Join with Sound' but for the big monthly meeting your video and microphone will be automatically switched off by the host.

2. If you have NOT downloaded the application click on the link in the email and it will open in a new tab. You will be asked to enter the meeting ID and passcode. Enter your name if requested and Click on 'Join Meeting' if requested.

You may find that you are in the 'waiting room' waiting for the host to admit you. If you will be using a microphone it is a good opportunity to test it now.

For the big monthly meeting you will only see the chairman and the speaker but for a group meeting you should be able to see everybody.

In the top right corner there is a 'View' button. Clicking on this will give you the option of 'gallery' where you can see everybody in smaller pictures or 'Speaker' where you will see the person who is speaking at the time.

There are buttons, usually along the bottom, which appear when you hover over them, to switch on/off sound and video. And there is a 'Chat' button where you can type messages for all or specific people to see. We shall be using this in the Monthly meeting for you to ask questions.
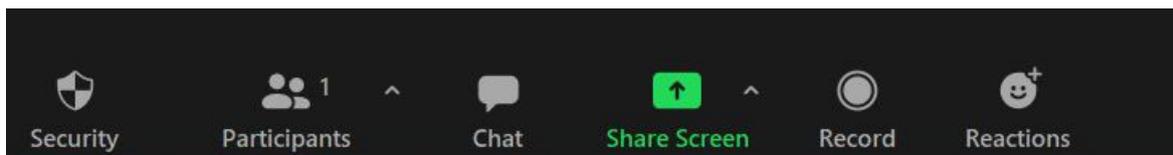
You can click this button to ask a question or chat to another attendee privately

This button allows you to raise your hand, give a thumb up or down etc