



Instructions for Zoom

Introduction

We have two Zoom accounts – which currently show as a single page in our website Calendar. The online web conferencing is split between them. To see which Zoom account your group uses open the <https://u3adacorum.org> web page and look at the calendar under ‘What’s On’. Then hover over your meeting item to see which account it uses.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27 11:00 am Literature Tring 2:00 pm Playing Early Music	28 10:00 am French Conversation Tring 2:00 pm Local History	29	30 10:00 am Russian 2:00 pm Quiz	1 10:00 am Committee Meeting 2:00 pm Italian Step 2	2	3
4 11:00 am Literature Tring 2:00 pm German Improvers	5 9:00 am French Conversation Advanced 10:00 am Literature A 2:30 pm Philosophy	6 11:00 am Military History	7 10:00 am Digital Photography 10:00 am Russian	8 2:00 pm Italian Step 2 2:00 pm Magic	9	10
11 9:00 am Money Matters	12 10:00 am Computer Programming 10:00 am French	13 10:00 am Zoom Demo 10:15 am Folk Singing	14 9:30 am Italian Language and Culture 10:00 am Russian	15 10:00 am Card Making 2 2:00 pm Italian Step	16	17

Preparation and Registration

Whatever device you use, it is best to start from your browser. If you have problems using your usual browser try Firefox.

Once that is working you may wish to download and try an appropriate Zoom application, but 90% of all problems arise with the apps.

If using a handheld device, plug it in to a power supply. Processing two video streams

uses a lot of power.

If you are the Coordinator for a particular meeting you must use your browser. As coordinator you do not need to register, because you will log in as coord@u3adacorum.org for Zoom 1, or as coord2@u3adacorum.org for Zoom 2. You will appear as either Mike Sapsard or Coord2.

All users not signing in as ‘coord’ or ‘coord2’ must register with <https://zoom.us>, providing their first name, last name and email address and password because we have set the system up to avoid ‘Zoom Bombing’. You will then be able to use the links which will be sent by your coordinator. Just by clicking on a link, you will be taken straight to the waiting room to wait until the coordinator admits you.

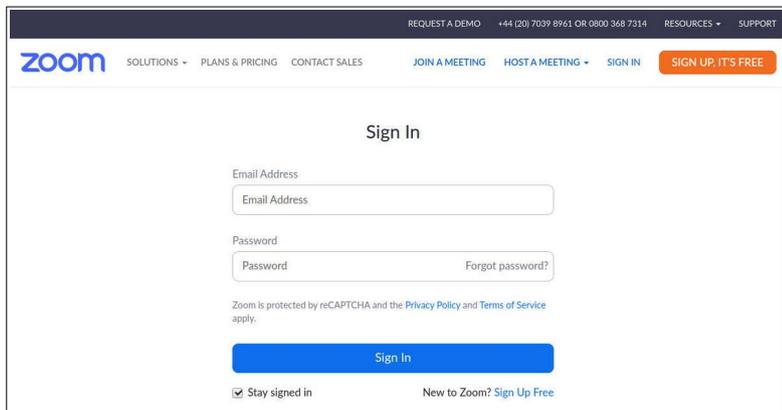
Starting and Joining a Meeting

First, SIGN OUT of any previous meeting. **If you are the meeting Coordinator you need to sign in first, preferably a day or two before the meeting, open your scheduled meeting, copy the details and email an invitation to all of your group members. Then SIGN OUT.** Once logged in as a coordinator you have to SIGN OUT and click on the meeting link emailed to you to be allowed into a meeting called by another coordinator.

If you are joining as a member, SIGN OUT of any previous meeting so that you can log in again. Comb your hair, and just click on the link emailed to you by your Coordinator. Turn on your camera and audio if requested and you will join the meeting.

For more guidance and user instructions there are some excellent tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.

Detailed Coordinator Instructions



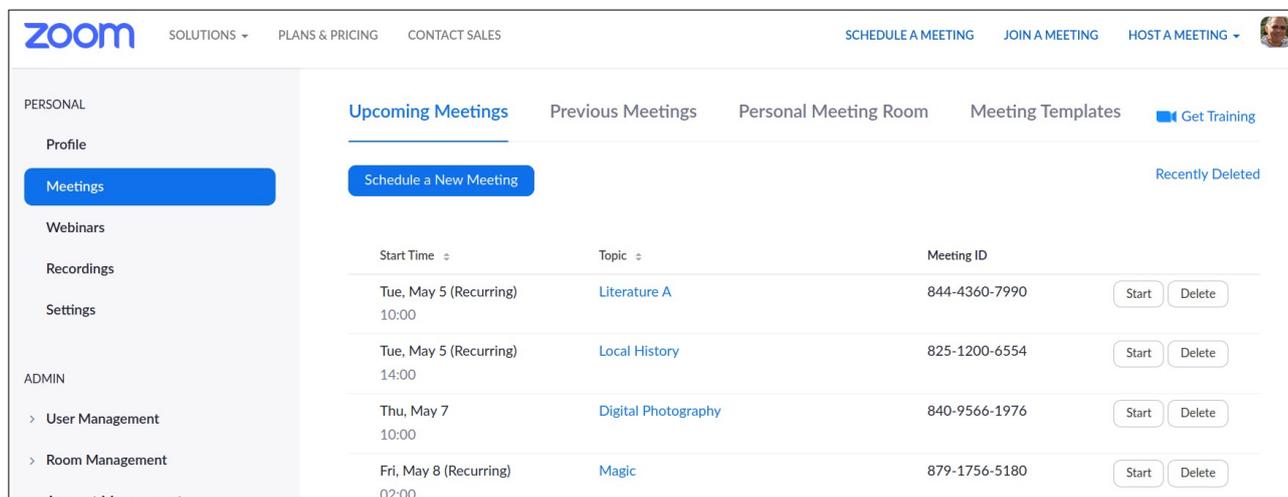
All meetings are set up by webadmin@u3adacorum.org or secretary@u3adacorum.org. Click on the menu item 'SIGN IN' and you will see this screen. It is important that you sign in as follows:

Zoom 1: with the email coord@u3adacorum.org and the password that will be sent to you separately. You will see that you have

signed in as Mike Sapsard.

Zoom 2: with the email coord2@u3adacorum.org with the password that will be sent to you separately. You will see that you have signed in as Coord2.

If you allow others to sign in on your behalf, you will lose control of the session and security will be breached. When signed in you will see a screen like this. Do not enter someone else's meeting,



Start Time	Topic	Meeting ID	Start	Delete
Tue, May 5 (Recurring) 10:00	Literature A	844-4360-7990	Start	Delete
Tue, May 5 (Recurring) 14:00	Local History	825-1200-6554	Start	Delete
Thu, May 7 10:00	Digital Photography	840-9566-1976	Start	Delete
Fri, May 8 (Recurring) 02:00	Magic	879-1756-5180	Start	Delete

because you will disrupt it.

Sending Invitations

To send a meeting invitation to your group members, click on your meeting (for example on [Literature A](#)) and you'll see the screen below. At the bottom is the registration URL that you have to email to your group members. Click on 'Copy the invitation' at the bottom, create an email, paste in the details and send the email.

Topic: Literature A

Time: May 5, 2020 10:00 London
Every 2 weeks on Sun, Tue, until Jul 26, 2020, 12 occurrence(s) [Show all occurrences](#)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 844-4360-7990

Meeting Password: ***** [Show](#)

Invite Attendees: **People are required to register before joining this meeting.**

Registration URL: <https://us02web.zoom.us/meeting/register/tZApC-qurjwJE9Qk-r5illeo3gRG2fKKNkl>

[Copy the invitation](#)

Group Member Instructions

1) Turn off any other application like Skype that uses your camera or microphone. 2) Ensure your device is charged up. 3) If you are a group member you need to register just once with <https://zoom.us>. You will then be able to use any link sent by any coordinator and go straight to the waiting room. You will not be able to join until the Coordinator opens the session.

To get the best performance, mute your microphone if you are not speaking. You can also stop your video if you are not presenting. See <https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>.

If you are using an Android device, you may find that you have no audio and that you are muted on the host's or coordinator's screen. If so, go to *Settings, Apps and Notifications, Advanced, Permission Manager, Microphone* and allow Zoom to use audio. The wording may vary depending on your version of Android.

Finally

When you finish a session please remember to leave it by clicking on the button at the bottom of the screen. The Coordinator should close the meeting and then Sign out by clicking on the image at the top right and then on 'SIGN OUT'. This will ensure that:

1. You don't start back in a session you thought you had left.
2. You do not log in to a Personal session rather than the U3A Zoom 1 or 2 session that you wanted.

IN A MEETING HOST A MEETING

Mike Sapsard **LICENSED**
Coord@u3adacorum.org

SIGN OUT

61 OR 0800 368 7314 RESOURCES SUPPORT

JOIN A MEETING HOST A MEETING

Coord2 Dacorum **LICENSED**
coord2@u3adacorum.org

SIGN OUT