Instructions for Zoom

Introduction

We have three Zoom accounts – which are shown as a page in our website Calendar. 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.

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.

If using a handheld device, plug it in to a power supply, because processing two video streams uses a lot of power.

All of our events are set up so that clicking on the meeting link will place you in the waiting room until the host admits you.

As coordinator you do not need to register, because you will log in as the host called coord@u3adacorum.org for Zoom 1, coord2@u3adacorum.org for Zoom 2, or coor3@u3adacorum.org for Zoom 3. You will appear as either Mike Sapsard, Coord2 or Coord3.

All users who have registered with Zoom will have their name shown automatically. If not registered they will be asked to type in their name to identify themselves.

Starting and Joining a Meeting

First, SIGN OUT of any previous meeting.

If you are the meeting Coordinator you need to:

1. Sign in, preferably a day or two before the meeting.

2. Open your scheduled meeting, copy the details and email an invitation to all of your group members.

3. Then SIGN OUT. If you don't, you will either join an old session or a Personal Meeting when you next start Zoom.

Once logged in as a coordinator or a member, you always have to SIGN OUT from any meeting. Otherwise, you will not be able to join other meetings. Comb your hair, and click on the link emailed to you by your Coordinator. Turn on your camera and audio if requested and you will be admitted to 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.

Zoom 3: with the email coord3@u3adacorum.org with the password that will be sent to you separately. You will see that you have signed in as Coord3.

If you allow others to also sign in as host, they will have the same control as you, because to the Zoom system they are also you! When signed in as host you will see a screen like this. Do not enter someone else's running meeting, because you will disrupt it.

Sending Invitations

To send a meeting invitation to your group members, click on your meeting (for example on Magic) and you'll see the screen below. At the bottom is the Invite Link that you have to email to your group members. Click on 'Copy Invitation', create an email, paste in the invitation and send the email.
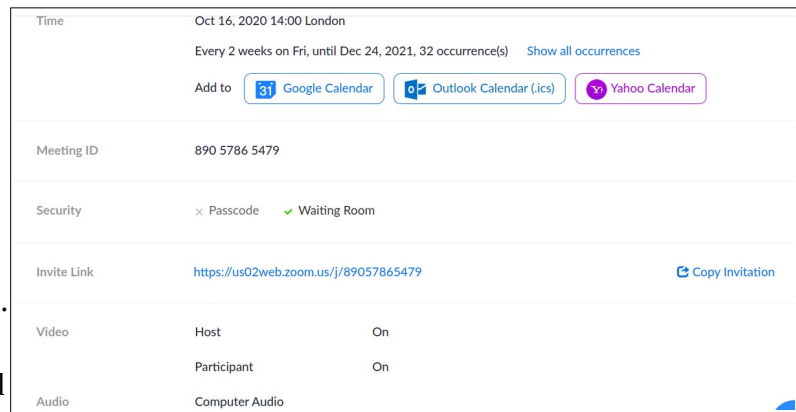
Group Member Instructions

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 it is advisable, but not essential, 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 with your name displayed. 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, 2 or 3 session that you wanted.