

Hints and Tips on using Zoom for the WMYC Zoom Talks

To Receive the Talks on Zoom

You will need the Zoom app installed on your PC, Laptop, Tablet or Smartphone.
A day before each of the Talks we will send you an email containing the meeting details.

Installing Zoom on a Windows PC or Laptop

Click on this link <https://zoom.us/download> to download Zoom and select the "Zoom Client for Meetings" option. Follow the instructions to download, install, and register the Zoom software. During registration, you will be asked to give your email address, which will be used to send you an email to verify that your email address is valid. This software is free.

Installing Zoom on a Tablet or Smartphone

Download the Zoom Cloud Meetings app either from the Apple store (iPad) or the Google Play Store (Android). Registering is a similar process to PC/laptops and again it is free.

Loudspeaker

Check that your device has a loudspeaker so that you can hear the talk.
This, with your screen, is all you will need to see and to hear the talks. You will be able to submit questions in text during the talk if you have a keyboard, see Zoom Chat below.

WebCam and Microphone

These will allow you to join in with video and sound to ask questions and to have a video chat with other members after the talk, this is entirely optional; it is an attempt to make the meetings more sociable for you, as Club Members.

Joining the Zoom Meeting

A day before the Talk, we will send you an email containing the meeting details, see an example of the format below.

These are unique to each meeting and are used to join the Zoom meeting.

West Mersea Yacht Club is inviting you to a scheduled Zoom meeting.

Topic: Stress Free Sailing

Time: Nov 28 2020 19:00 London

[Click here to Join the Meeting](#)

Meeting ID: 931 1467 6450

Passcode: 124561

There are two ways of joining the meeting using these details.

1. Click on [Click here to Join the Meeting](#) and follow the instructions.
2. On Windows PCs/Laptops open Zoom and select the "Home" tab at the top of the Zoom window and then "Join". For Tablets and Smartphones, open the app, find the "Join" button and tap on that. Type in the Meeting ID, and then the Passcode.

Whichever method you use there is now an opportunity to "test your speaker and microphone" which you may wish to try. Next click on "Join with Computer Audio"; you should now have joined the meeting.

You may also be offered the option to allow the Host to Unmute you. If you are unfamiliar with muting and unmuting your microphone, please grant the Host this permission.

Why not try the above when you receive the meeting details?

Ten minutes before the meeting is due to start, ensure your device is turned on, you have opened Zoom and logged in. Then follow the Join Zoom Meeting process detailed above.

Naming Yourself: Your displayed name appears at the bottom left of your image. You may change it by selecting “Participants” and “More” to the right of your name and “Rename”. It will help the Zoom Host if your names are shown correctly.

Tips when using Touch Screen Phone or Tablet

To reveal the Zoom Meeting Icons, tap the screen and they should appear.

If you cannot see yourself when you join the meeting, try tapping the switch camera icon in the top left corner of the screen, you may be trying to use a rear camera.

Viewing Options whilst viewing the Speaker’s Screen Share

When the Speaker/presenter is sharing his screen, you may also be able to see other participants, but this depends upon the device you are using.

On a laptop there are several options for viewing the Shared Screen with thumbnail views of the presenter and possibly the other participants. To set-up the simplest: by the message “You are sharing xxx’s screen” click on “View Options” and “Zoom Ratio” and “Fit to Window”. Then move your cursor to the top right to “View” and select “Standard”. You will see the presenter’s shared screen with their image. There are other possibilities showing more of the other participants (Gallery) or changing the size of the presenter’s shared screen (Side by Side), all accessible via the “Viewing Options” and “View” menus. Selecting Full Screen will make the thumbnail window floating so that you may place it where you choose and change the size of the floating window.

On Android devices, tap on the thumbnail image in the corner to swap the image of the speaker for the image of the shared screen. Swipe the screen to the left, repeatedly, to see all the other participants, and to the right, repeatedly, to see the shared screen again.

Apple products: the options will be similar to those for Android devices. When the Speaker is sharing his screen, you have a choice of viewing options enabling you to see the shared screen with video images of the other participants.

Zoom Chat for asking Questions during the Talk

Use the Zoom text “Chat” facility to type in questions during the talk and the Talk Host will read out a selection at Question Time, as time allows.

On a desktop or laptop, the Chat icon is in the toolbar at the bottom of the screen. If it is not visible click on “More”. Click on Chat and then against “To:” select the name of the Talk Host announced for the event. On the next line against “Type message here...” enter your question and press the Return key to send it.

On Android devices, if the Zoom toolbar is not visible tap the screen. Then if the Chat icon is not visible, tap on “More” and it will appear. Click on Chat and then against “Send to” select the Talk Host announced for the event. On the next line against “Tap here to chat” enter your question and press Send to send it.

On iPhones and iPads, the method will be similar to those described above.

‘Raise your hand,’ to attract attention to ask a Question on video

if for instance you wish to indicate that you have a question at Question time

On a desktop or laptop on the toolbar at the bottom of the screen click on participants, a window will pop up with a list of all participants, at the bottom of this window click on ‘raise

hand'. The Zoom Host can lower your hand when you have asked your question, or you can lower your own hand by clicking the 'Lower Hand' icon in the same location

On an iPhone tap the screen if the zoom bar is not visible, then tap on "More" and select 'Raise Hand'. **Android** will be similar

Muting and Un-Muting

The Zoom Host will mute you for the Talk as extraneous noises can be disruptive to other participants and may cause you to appear on everyone's screen in place of the Presenter; microphones pick up noises around one that the brain filters out.

During the Social it works well if you keep yourself muted unless you wish to speak. It is important to wait until someone finishes speaking before you start. The time delays inherent with Zoom make it difficult not to interrupt others.

When muted, pressing and holding the space bar will temporarily un-mute you.

Viewing Options during the Social when not Screen Sharing – if applicable

If you are using a desktop or laptop, select "Gallery View" at the top right of the window.

This will show a picture of everyone in the meeting who will fit on one screen. As each person speaks, the border around their picture goes bright yellow. Selecting "Speaker View", will just show the person speaking. You will not see everyone in the meeting on one screen, particularly if using a Smartphone or Tablet; to see more people swipe across a touch screen or click on the left or right arrows either side of the screen on a desktop or laptop.

Screen Sharing to show your pictures during the Social – if applicable

The following notes explain how to share a picture or PowerPoint presentation with others during the Social after the Talk:

On a desktop or laptop, it is best to have the picture or presentation open on your device before the Zoom meeting starts. To Share your Screen, tap on the green "Screen Share" icon. You will see thumbnails of all the open windows on your device. Select the one you wish to share and then click on "Share"; this is the moment when you will start Sharing your screen with others. Don't forget to click on the red "Stop Share" when you have finished.

On Android devices, if the Zoom Tool icons are not visible tap the screen. Then if the green Share icon is not visible, tap on "More" and it will appear. Tap on the green Share icon. A list of possible things to share will be presented. Tap on "Photo" and a list of applications available for viewing images will be seen. Tap on the one where your picture is, for instance Gallery, and then tap on the picture you wish to share, this is the moment when you will start Sharing your picture with others. When you wish to stop Sharing tap the screen to display the Tool icons and tap on the red "Stop Share" icon.

On iPhones and iPads, the method will be similar to those described above.

HAVE A GO:

Many of these procedures may be practised at any time: open Zoom, start a meeting on your own, and follow the notes above.