

Midland TARS Zoom Meetings

If you haven't used Zoom before you may find some of these ideas helpful

I thought this video on You Tube by Marcia Chadly was fairly good
<https://www.youtube.com/watch?v=9isp3qPeQ0E&t=324s>

these are words Zoom uses - **Host** for the person controlling the meeting
Participant - for everyone else who is at the meeting

I (or someone who is hosting) will send you the web address - it will look something like this

Midland Tars is inviting you to a scheduled Zoom meeting.

Topic: Midland Tars' Zoom Meeting

Time: Oct 18, 2020 03:30 PM London

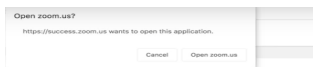
Join Zoom Meeting

<https://zoom.us/j/91411647600?pwd=RU0xeWJWUDg1VjRjc3YzdGIxbmU3UT09>

Meeting ID: 914 1164 7600

Passcode: 841844

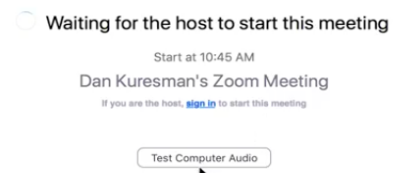
To get into the meeting the easiest way is click on the web address (in blue) you will be asked to download Zoom onto your computer, laptop or phone. It might be good to allow 5 - 10 minutes to do this



you will need to open zoom.us

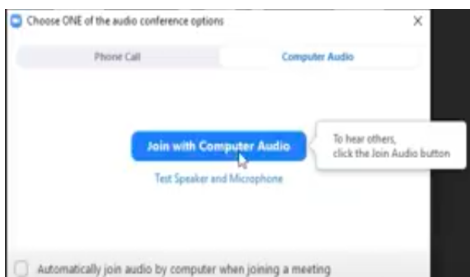
Launching...

use click **Open zoom.us** if you see the system dialog.



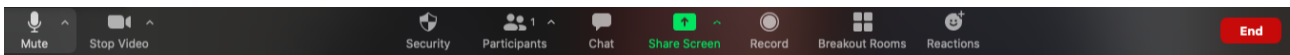
You may find a notice like this saying Waiting for the host to start the meeting - but don't worry this is usual - but if it goes on past the start time there may be a problem with your connection

enter your name.....this means the host knows who is trying to and they can only let in those invited

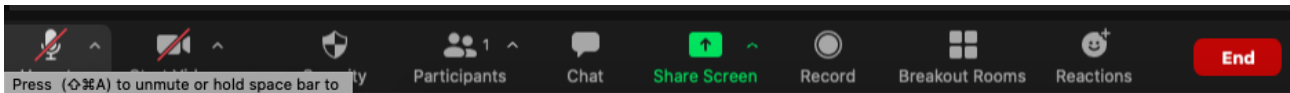


Zoom will ask how you want to join the meeting - you can join with you **audio** on or off and with your **video** on or off - if these are off other people will only see your name and won't be able to hear you. **Sometimes the host will mute everybody on arrival otherwise there can be a lot of noise**

When you join a meeting the bottom of your screen will look something like this but with less options



starting on the left - you can **mute** or **stop video** of yourself at any time - so it changes to like this below



on the right instead of having **End** you will see **leave meeting** - it's important to know you can leave at any time.

Chat - near the middle of the bottom of your screen - people can share and receive written comment

Viewing the Meeting - there are 2 main ways of doing this

Gallery View - separate windows of about the same size of everyone in the meeting - including yourself (this may be on more than one 'page' if there are lots of people - a green/yellow box will be round the person whom zoom presumes to be the speaker

Speaker View - the speaker is on the main part of the screen and everyone else are in small windows

the control to go between these two views is on the top right of your screen and looks like this in Gallery View



One of the oddest things to get used to on Zoom is not only seeing everyone else close up but also seeing oneself taking part - Zoom provides an answer to this called **Hiding Your own Image** - this means other people will see you as you see everyone else but you will not see yourself.

The easiest way of doing this seems to be from Gallery View - right click on your own image which will bring up a display menu - then click Hide Self View - you will then drop out of your own gallery view - but in the top right corner will be a Show Self View so you can return to viewing yourself as well at any time

Break-Out Rooms

these are separate smaller meetings which are often used if the main meeting is quite large - they can be quite refreshing if the main meeting has been going on for some time - a way to chat or do something with fewer people. The host can plan the groups or just put people into groups randomly - what is said in these rooms can't be heard in any of the others or in the main room but the host can come into any of the meetings. It's important to know there is a **Leave Room** option in the bottom right corner of your screen when you are in these rooms - this will return you to the main meeting or allow you to leave the whole event if you wanted.

If you have time I think its worth downloading Zoom in advance - the free edition is all you need - click on **New Meeting** and you can try out some of the features and feel more comfortable with using it.