

Zoom for Local History Meetings (Notes for Attendees/Participants – Not Hosts)

Ray Wilson October 2020

1 Introduction

A lot of people have used Zoom with families and committees and won't need this information.

However, for those who have not used Zoom before these notes cover the basics to enable you to participate a 'virtual' meeting similar to the meetings that have been held for decades by local history organisations.

You can choose whether you 'participate' (i.e. speak and show yourself on screen – that is when permitted by the host) or just 'attend' when you choose not to speak or show yourself. You can do the latter whether you are equipped with a microphone and video camera, or not.

The following sections will consider, equipment required, the software (installation and usage) and taking part in a 'virtual' meeting.

2 Equipment required

An Internet connection is obviously required and Zoom will run on most operating systems and on most devices used to connect to the Internet.

Whatever device you use to connect to the Internet you will need to install and set up the Zoom software on it before you can participate in or simply view any meeting.

Fortunately that is not as difficult as it might sound. When you are sent an invitation to participate in a Zoom meeting and you accept it, a check is made whether you have the relevant software already installed on your device. If it is not already installed, you will be given the option to install it and then you will be taken through setting up your camera and microphone.

Zoom provides a very useful facility (especially for newcomers) where you can join a test meeting (whenever you wish) to familiarise yourself with meeting controls before joining a scheduled meeting. This is definitely recommended.

Go to <https://zoom.us/test> and follow the instructions. You can do this at any time that suits you and preferably well before your first meeting so you can resolve any difficulties beforehand. Note you will be the only person present in your test meeting.

Then, in principle, you are 'good to go' but things are not quite like that in real life! For example, your camera might not function because some operating systems deactivate your camera as a default option for privacy reasons. A few tips on troubleshooting are given at the end of the document.

When you download and install the Zoom software (or at other times) you may be invited to create a free Zoom account. Signing up is optional and you will only need to sign up if you wish to schedule and host meetings.

If you need help then <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started> is a good place to start for all types of device.

3 The Zoom Software Controls (used in meetings)

3.1 Introduction

This section assumes that the Zoom software has been installed either as a result of an invitation to a meeting or of course you have downloaded and installed it yourself from the Zoom website (Windows, Mac or Linux) or Play Store (Android) or App Store (Apple).

After you have joined a meeting you will see a number of controls (i.e. buttons and icons) around the edge of the screen. Don't worry if they disappear, as moving the mouse or tapping the screen (depending on your device) will restore them for a few seconds.

The number and layout of the controls varies with device and operating system but fortunately there are only a few that attendees/participants (i.e. not hosts) need in a meeting.

These key controls on a computer (Windows, Mac or Linux) will now be described followed by the equivalent for Android and iOS devices.

For more information on the controls for both computers and mobile devices go to <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

3.2 Key controls along the bottom of the screen for a computer



Mute button and Audio Controls menu (^)

Click on the 'Mute' button to mute and unmute your microphone.

Click on the Audio Controls menu (^) button to display the menu to allow you to select another microphone or another speaker which are installed on your computer.

Other options permit you to 'Test Speaker & Microphone' or change 'Audio Settings'

Performing 'Test Speaker & Microphone' is not only recommended when you starting Zoom but also before every meeting (For details see Section 4)

A pair of slider controls in 'Audio Settings' allow you to set the speaker volume and microphone level.

NB It is possible you may see initially a different icon here (depicting a pair of headphones and labelled 'Join Audio') in which case click the icon to get started and it should be replaced by the microphone icon .



Start/Stop Video and Video Controls menu (^)

Click on the 'Start Video' / 'Stop Video' button to stop and start your camera.

Click on the Video Controls menu (^) button to display the menu if you have another camera installed you would like to use.

If you see a red diagonal line through either the 'microphone' or 'video camera' icons this means

your microphone is 'muted' or your camera is stopped, respectively. If necessary you can 'unmute' the microphone by clicking on it's icon or start your video by clicking on the camera icon.



Participants

See who's currently in the meeting



Chat

Click on the Chat button to send a message to the host if you wish to ask a question.



Reactions Click here to reveal icons to click to show a 'hand clap' or 'thumbs up'

Along the top on the right hand side of the screen you will find controls to set the video layout to either 'Gallery View' (up to 49 participants displayed at once) or 'Active Speaker View' and to change between 'Full Screen' and 'Windowed Mode'.

The Red 'Leave' button should be clicked if you wish to leave the meeting before the 'Host' ends it.

3.3 Key controls along the bottom of the screen for an Android or iOS



The controls for mobile devices are similar to those for computers. If you have any difficulty use the link at the start of the section to get help.

The 'Join Audio' button functions in a similar way to the mute/unmute button above for computers. However there is no audio menu as there is no choice of microphone or speakers on this type of device. After you have connected your audio you will be able to mute/unmute as described above for computers.

The 'Stop Video' button functions in a similar way to the 'Stop Video' button above for computers. However there is no Video menu as there is only one video camera on this type of device.

Tap on the 'More' icon (...) gives links to 'Chat' (see above) and 'Meeting Settings' (which can be left at default).

When you start or join a meeting you are in 'Active Speaker View'. If there are 3 or more participants you can swipe left to Gallery View. You can view up to 4 participants' video at the same time. You can keep swiping left to view more participants' video. Swipe right to the first screen to switch back to active speaker view.

The Red 'Leave meeting' button appears at the top-right corner.

Needless to say full information is available on the [Zoom website](#) and elsewhere on the Internet.

4 Tips and Troubleshooting

1. People sometimes have problems initially getting their microphone or camera working. This can often be resolved by clicking carrying out a standard set of tests which are described for all devices at <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
2. If you have a computer running Windows 10 and you are unable to use your camera go to Windows Start => Settings => Privacy => Camera and ensure that you are allowing Zoom Meetings to have access to your camera.
3. Using the 'Test Speaker & Microphone' Facility
 - Ensure you are in a meeting (or have joined a 'Test' meeting at <https://zoom.us/test>) and ensure that your microphone is 'unmuted' (see Section 3).
 - Look for a small upward pointing arrow between the the 'microphone' or 'video camera' icons at the bottom left corner and click on it.
 - This will reveal a menu and you should click on the 'Test Speaker & Microphone' option.
 - Follow the instructions in the 'pop-up' that appears to test first that your speaker is working correctly and then test your microphone.

Details; System will play first a 'ringtone'. Click yes if you can hear it and you will be taken to the second part of the process to test your microphone. Speak into the microphone and if it is working correctly your words will be replayed through the speaker (which you have already tested and so know is working).

- If either the speaker or microphone is not working you can use the drop down menus in the 'pop-up' to select a different device
- To be sure, use 'Test Speaker & Microphone' before every meeting.