

## **Zoom Guide for u3a monthly meetings**

Zoom works on Windows, Apple and Linux computers and Apple and Android phones/tablets.

You will need to be able to access your camera, microphone and speakers for zoom to work. Check the u3a national website for useful videos.

Download the zoom app in advance. On Apple devices such as iPhones and iPads this is from the App Store and on Android devices this is usually from Google Play Store. Search on the word zoom in your store and choose the *zoom cloud meetings* option. Download the app and complete any prompts that your store asks, you should now have zoom on your device.

On computers you should download and install the zoom client from the download centre ( <https://zoom.us/download> ).

You don't have to register to join a meeting, but you do if you wish to host a meeting yourself or join a restricted meeting for which you need to sign-in.

Once you have the app or client on your device you can join the meeting by clicking on the link you are sent by the meeting organiser, and then clicking on open zoom.

If asked, click on *Join a meeting*. You may be asked to enter the meeting ID and password which the meeting organiser has sent you.

The next screen will ask if you want to join with video, this will allow you to see others in the meeting and for them to see you. You can turn this on and off during the meeting if you wish.

The next screen will ask if you want to join with audio, this will allow you to hear others in the meeting and for them to hear you. Again, this can be turned on and off during the meeting if you wish.

You should now have access to the zoom meeting. At the bottom of your screen there are some icons of a video camera and speaker to turn your video and sound on and off.

In the top right-hand corner is a button which allows you to choose your 'view', we suggest choosing 'speaker view' for talks. For all other events 'gallery view' allows you to see everyone else.

If this is your first experience of zooming, you can experiment with a test meeting ( <https://zoom.us/test> ).

### **Meetings etiquette for U3A monthly meetings**

- Join the meeting 15 minutes before the start time.
- Turn your camera on by clicking the video camera symbol, we will ask you to turn it off during the talk.
- Please keep your microphone muted (by clicking on the mute button).
- If you want to ask a question or make a comment, please type it into the chat function and we will pick it up and answer it (if we can!).

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