

# Royal Society Former Staff Association

## Using Zoom

Zoom is a computer program that sets up 'virtual' meetings – allowing people in different places to take part in a single meeting, seeing each other and speaking to each other, without being in the same place at the same time.

If you have never used Zoom before on your computer or device, then the notes on Installation on the second sheet '*Installing and Trouble-shooting Zoom*' will help. Ideally do this some time before you plan to join the Zoom meeting, and try joining one of the RSFSA Members' Zoom Get-togethers that are being arranged to try it out.

You can also use the separate notes on '*Installing & trouble-shooting Zoom*' if you have difficulties starting or using Zoom that are not covered by the notes below.

### Joining a Zoom meeting

**Step 1. Click on the link in the email invitation you were sent (see below: NOT the real invitation!)**

Topic: RSFSA meeting – 17 Jan 2021

Click/tap on the link that looks like this

Join Zoom Meeting

<https://us02web.zoom.us/j/8762319675?pwd=eEk4ZUJ2TrenpFZm9qM080d3kzUT09>

Meeting ID: 876 2319 675

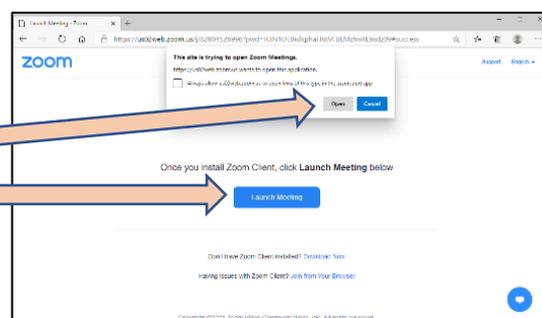
Passcode: 434152

Passcode, if requested in Step 3

**Step 2. At the Zoom launch screen (see left): if Zoom is already installed on your device, you may be asked whether you are happy for the device to open/use Zoom Meetings – answer "Open" or "Allow".**

Or click/tap the large button 'Launch Meeting'.

*If you aren't asked about using Zoom, and/or clicking/tapping 'Launch meeting' doesn't do anything, it's normally because Zoom isn't yet installed on your device. Instead, there may be a message asking if you wish to install Zoom – you should follow the instructions on the separate sheet, and then return to these notes to join the meeting.*



**Step 3. If asked, enter passcode and your name.** You may be asked to enter the Passcode from the email invitation (see above). You may also be asked to enter your name so that others in the meeting know who you are. Also, we want to keep a list of everyone participating in the meeting. Please give your full name, as not everyone will know who or which 'Peter' or 'Sue' you are! Then click/tap 'Join Meeting'.

**Step 4. 'Join with Video'.** Click/tap the 'Join with Video' button when asked, to turn on your camera.

**Step 5. Waiting Room.** You will be put in the 'Waiting Room' with a message to wait until the meeting host lets you in. This ensures that only RSFSA members join our meeting – you will be let into the meeting as soon as we can. The screen will show the name/date of the meeting, so you can be sure it is the right meeting.

*If you try to join the meeting too early, you may get a message that the meeting has not yet started. As long as it gives the right name for the meeting, don't worry – wait and it will start 10–15 minutes ahead of the official start time.*

**Step 6. Join the meeting.** When you are let into the meeting you may need to click/tap the 'Join with Computer Audio' button (and/or 'Call over Internet' for mobile phones/tablets). Use the notes on the next page to control what you see and hear during the meeting.

## Controlling what you see and hear during the Zoom meeting

The main part of the screen is taken up with rectangles showing all the participants in the meeting, including yourself. There are also controls at the top right of the screen and along the bottom, below the participants' images. The controls disappear after a few seconds but reappear when you move the cursor over or tap the screen. If not all controls seem to be there, you might find clicking on 'Participants' twice, to turn it on and off, may help.

**On first joining, check that your image is there** – if it's just your name, then your camera isn't on (see 'Video Control' in the yellow box below); if there's a red  sign, you're on 'Mute' (see 'Audio Control' in the green box below).

### The Audio Control

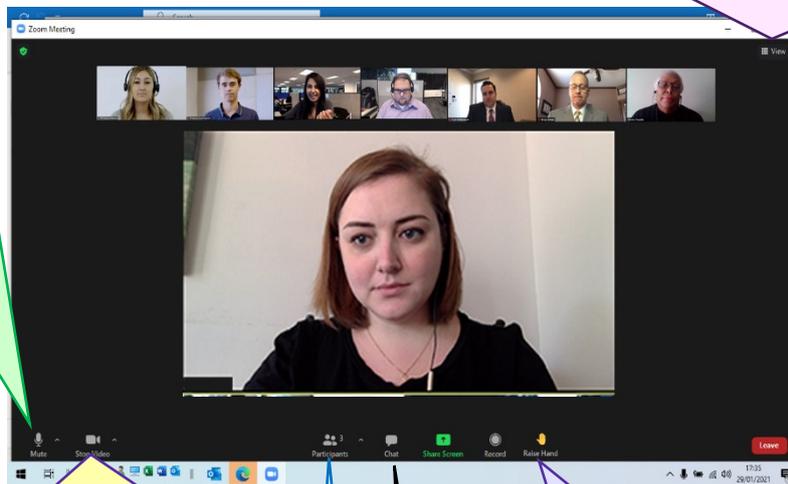
is on the bottom left-hand side and will say either 'Mute' when your microphone is on, or 'Unmute' (with a red line across) when it's off.

Click/tap to turn your microphone on and off. To the right of the Audio Control is an arrow which offers a list of options to do with the speakers and microphone that Zoom is using, and access to Audio Settings.

**How you see the meeting** – there are two modes for how you see people on the screen. Use the 'View' button at the top right-hand corner to change between them. **Speaker View** (as below) – a large image of the person speaking and at the top of the screen a string of smaller images of the other participants (as many as will fit).

**Gallery View** – there are several equally-sized rectangles showing everyone at the meeting (or as many as will fit), as shown to the right.

**In either mode**, if there are more participants than can fit on the screen there will be blue left/right arrows which can be clicked to show more participants.



### To leave the meeting early,

click or tap on the 'Leave' button in the bottom right-hand corner. Confirm that you want to leave and you'll exit Zoom. You don't need to do this when the meeting ends – we will sign everyone off.

**The Video Control** is to the right of the Audio Control on the bottom left-hand side and will say either 'Stop video' if your camera is on, or 'Start video' (with a red line across) if it's off. Click/tap to turn your camera on and off. To the right of the Video Control is an arrow which offers a list of options to do with the camera that Zoom is using, and access to Video Settings.

**Click/tap on 'Raise Hand'** to signal you wish to say something, ask a question, or to indicate your support – the Chairman will call on you when it is your turn to speak. You may need to unmute your microphone to do so (see green box above left). **To cancel**, click on same button (which now says 'Lower hand')

**To change the name showing against your picture on the screen**, click on the 'Participants' button in the middle along the bottom. A side panel will open with a list of all participants – your name is at the top. When your cursor is over your name a blue box saying 'More...' should appear – click/tap and it will turn to 'Rename'. Click/tap to enter the name you want to appear. Press 'OK' to enter the new name, then click the 'Participants' button again to lose the side-box.

**To send a message/ask a question without interrupting the meeting**, click/tap the 'Chat' button along the bottom in the middle. A side-box will open on the right-hand side where you can type your message – send it to everyone by pressing 'Return'. Click/tap the 'Chat' button again to lose the side box.

**Note:** what you see on a mobile phone or tablet will be greatly reduced, but the same controls will be available although some may be at the top.