

# MKNHS Zoom participant user guide - Part 1

## Joining a meeting

Zoom is a tool that allows us to have virtual meetings while we're unable to meet in person at the Cruck Barn. It is very simple to use, but here are some notes to help you get started.

### What do I need?

You can use Zoom on pretty much any computer, tablet or smart phone. The best option is a laptop with a camera and microphone, but any of these devices should work. You also need to sit comfortably in a quiet room and not in front of a window. If you don't have a camera, you can still join, chat to others and see any presentation.

### The invitation

The Society will send out an invitation by email for every meeting. The meetings are set up by the host (Linda Murphy, acting on behalf of the Society). The invitation will be sent to you by the membership Secretary, Di Parsons. If you haven't used Zoom before, you can contact [lindamurphy49@btinternet.com](mailto:lindamurphy49@btinternet.com) and arrange a time to try it out before the meeting.

### Joining the meeting

All you need to do is open the invitation email and click on the link.

The first time you use Zoom, it will ask you to download the software to your device. Exactly how you do this depends on the type of device:

- For PCs, you'll need to download a file and run it. Just follow the prompts, it will take less than 1 minute. If you're asked if you want to allow the app to make changes, answer Yes
- For mobile devices, you'll have to download the free Zoom app from your app store and install it. The process will depend on the make and operating system, but it is normally quite straightforward. There is no charge to you for using Zoom to attend meetings

You will probably have to agree to Zoom's terms of service once the download is complete.

When it asks you to enter your name, remember that this is what other people will see under your image on the screen. Unless you want to be known as "Dracula" or "Hot chick", use your real name! The screen will then go black and one or more faces will appear. There will probably be lots of people saying "Can you hear me?" or "Turn your camera on". Wait for a moment to see what's going on before you announce yourself. The host should see you and say hello/welcome you.

The next time you join a meeting, you will just be asked to click on 'join meeting', then 'join with audio' and 'join with video' will appear on the screen for you to click on. There are plenty of videos on YouTube covering how to join a zoom meeting. They vary a lot in speed and quality and mostly originate in the US. Here are links to a couple you may find helpful

How to join a zoom meeting:

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

How to join - From the Zoom Help Centre:

[https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)