

Hints and Tips on using Zoom for the CA Suffolk - RHYC Winter Talks

GETTING STARTED

To Receive the Talks on Zoom

You will need the Zoom app installed on your Desktop, Laptop, Tablet or Smartphone. A day before each of the Talks we will send you an email containing the meeting details. That's all you need.

Installing Zoom on a Desktop or Laptop

Click on this link <https://zoom.us/download> to download Zoom and select the "Zoom Client for Meetings" option. Follow the instructions to download, install, and register the Zoom software. During registration, you will be asked to give your email address, which will be used to send you an email to verify that your email address is valid. This software is free.

Installing Zoom on a Smartphone or Tablet

Download the free Zoom Cloud Meetings app either from the Apple store (iPad) or the Google Play Store (Android). Registering is a similar process to that described above.

Zoom Updates

If you already have Zoom installed, is it the latest version? We use the new features. On a desktop or laptop open Zoom, click on the account icon at the top right, and then on Check for Updates. On tablets & phones open Zoom; at the bottom right select Settings > About > Version >.

Loudspeaker

Check that your device has a loudspeaker so that you can hear the talk.

This, with your screen, is all you will need to see and to hear the talks. You will be able to submit questions in text during the talk if you have a keyboard, see Zoom Chat below.

WebCam and Microphone

These will allow you to join in with video and sound to ask questions, and to join in with the "Social". After the talk, why not stay logged on for a sociable chat with other members about your sailing, much like a chat in table-sized groups over a meal at the Club.

Rename: Changing your Display Name for others to see

It will help the meeting Hosts and other Members if your name is shown correctly.

- On desktops and laptops, log into your Zoom account and select Profile. To the right of your name select Edit. Change the Display Name and at the page bottom select Save Changes.
- On phones and tablets, log into your Zoom account, select Settings, and the chevron to the right of your name to enter the MyProfile page. To the right of Display Name click on the Chevron and modify your name there and then click on OK to save.

Names set this way will remain as your Display Name for all of your meetings.

JOINING THE ZOOM MEETING

A day before each of the Talks, we will send you an email containing the meeting details, see the example below. They are unique to each meeting. There are three ways of using these to join the meeting.

1. [Click to Join Meeting](#) - *The easiest for a real meeting, this one is a dummy!*

2. Open “Zoom” and select “Home” on a desktop or laptop, or “Meet & Chat” on a phone or tablet, and then “Join” and enter the following:
Meeting ID: 963 3470 4349
Passcode: 656236
3. Copy and paste this https address into your browser:
<https://zoom.us/j/96362491349?pwd=WXZlYW9mOU9tMWp0VjVlN1azAzNm1yQT09>

Whichever of these methods you use there is now an opportunity to “test your speaker and microphone” which you may wish to try.

Next click on “Join with Computer Audio”; you should now have joined the meeting.

You may also be offered the option to allow the Host to Unmute you, please grant the Host this permission.

Why not try the above when you receive the meeting details?

Ten minutes before the meeting is due to start, follow the Join Zoom Meeting process detailed above. You should see a message that you are in a Waiting Room for the CA Suffolk Winter Talks. Wait and the Host will admit you when the meeting is starting.

Tips when using Touch Screen Phone or Tablet

To reveal the Zoom Meeting Icons, tap the screen and they should appear.

If you cannot see yourself when you join the meeting, try tapping the switch camera icon in the top left corner of the screen, you may be trying to use a rear camera.

DURING THE TALK

1. Renaming Yourself – Changing the name for others to see

It will help the meeting Hosts and other Members if your name is shown correctly.

On desktops and laptops, right click on your name at the bottom left of your screen and then select Rename. Enter your name and press OK.

On phones and tablets, tap on the screen to bring up the controls and tap on Participants. Find your device in the list and tap on it, and then on Rename.

Type in your preferred Screen Name followed by tapping on the Return key, or on OK.

This name will only remain for the duration of the current Zoom Meeting.

2. Muting and Un-Muting

The Zoom Host will mute you for the Talk as extraneous noises can be disruptive to other participants and may cause you to appear on everyone’s screen in place of the Speaker; ‘phones ring, doors slam, etc. and microphones pick up noises around one that the brain filters out, so please remain muted throughout.

On desktops and laptops, click on the microphone icon at the bottom left of the screen. When there is a red diagonal line through it your microphone is muted. When muted, pressing and holding the space bar will often unmute whilst it remains pressed.

On phones and tablets, tap on the microphone icon at the bottom left of the screen. If the microphone is not visible, first tap on the screen to display the tool icons.

3. Viewing Options whilst viewing the Speaker's Screen Shared Presentation

During the Talk, when the Speaker/presenter is Screen Sharing to show his slides, you may be able to see other participants, but this depends upon the device you are using.

On desktops and laptops, there are several options for viewing the Shared Screen with thumbnail views of the Speaker, with or without other participants.

By the message "You are sharing xxx's screen" click on "View Options" and "Zoom Ratio" and "Fit to Window". Then move your cursor to the top right to "View" and select "Standard". You will see the Speaker's Shared Screen alongside their image. There are other possibilities showing more of the other participants (Gallery) or changing the size of the speaker's shared screen (Side by Side), all accessible via the "Viewing Options" and "View" menus. Selecting Full Screen will make the thumbnail window floating so that you may place it where you choose and change its size.

On phones and tablets, tap on the thumbnail image in the corner to swap the image of the speaker for the image of the shared screen. Swipe the screen to the left, repeatedly, to see all the other participants, and to the right, repeatedly, to see the shared screen again.

4. Lodging Questions during the Talk using Zoom Chat

Use the Zoom text "Chat" facility to type in questions during the talk and the Talk Host will read out a selection at Question Time after the Talk, as time allows.

On desktops and laptops, the Chat icon is in the toolbar at the bottom of the screen. If it is not visible click on "More". Click on Chat and then against "To:" select the name of the Talk Host announced for the event. On the next line against "Type message here..." enter your question and press the Return key to send it.

On phones and tablets, if the Zoom toolbar is not visible tap the screen. Then if the Chat icon is not visible, tap on "More" and it will appear. Click on Chat and then against "Send to" select the Talk Host announced for the event. On the next line against "Tap here to chat" enter your question and press Send to send it.

QUESTION AND ANSWER TIME

The Host will read out the questions posted on Chat for the Speaker to answer.

Please remain muted.

5. Viewing during Questions and Answers

The Host may use Spotlight during the questions from Chat, in which case you will see the Speaker and Host and you do not need to do anything more.

During the oral questions and answers you will have the best experience if you:

On desktops and laptops, click on the "View" icon at the top right of the screen and select "Speaker View". Your screen will switch to show the person speaking, changing automatically between the Host, Questioner and Speaker.

On phones and tablets, swipe the screen sideways to see just the person speaking.

6. Asking a Question Orally (when asked by the Host)

After the questions from Chat have been answered, the Host will ask if anyone wishes to ask a question orally.

To indicate to the Host that you wish to ask a question orally, unmute yourself but please **DO NOT SPEAK** until the Host asks you by name to pose your question.

(When you unmute yourself, the Host will see that you are unmuted; they will also see all the other members who have unmuted themselves wishing to ask a question.)

THE SOCIAL SESSION

7. Screen Sharing to show your Pictures

The following notes explain how to share a picture or PowerPoint presentation with others during the Social after the Talk.

On desktops and laptops, it is best to have the picture or presentation open on your device before the Zoom meeting starts. To Share your Screen, tap on the green "Screen Share" icon. Thumbnails of each the windows open on your device will appear. Select the one you wish to share and then click "Share"; this is the moment when you will start Sharing your screen with others. Don't forget to click on the red "Stop Share" when you have finished.

On phones and tablets, if the Zoom Tool icons are not visible tap the screen. Then if the green Share icon is not visible, tap on "More" and it will appear. Tap on the green Share icon. A list of possible things to share will be presented. Tap on "Photo" and a list of applications available for viewing images will be seen. Tap on the one where your picture is, for instance Gallery, and then tap on the picture you wish to share, this is the moment when you will start Sharing your picture with others. When you wish to stop Sharing tap the screen to display the Tool icons and tap on the red "Stop Share" icon.

8. Viewing Options

When someone is Sharing their Screen to show their picture, viewing options are as in paragraph 2 above.

When chatting, without anyone Sharing their picture, use Gallery View as follows:

On desktops and laptops, select "View" at the top right of the window, and then "Gallery". This will show a picture of everyone in the meeting who will fit on one screen. As each person speaks, the border around their picture will turn yellow. Selecting "Speaker View", will just show the person speaking.

On phones and tablets, depending on the device you are using, you may not see everyone in the meeting on one screen. Swipe across the screen to see more people.

HAVE A GO: Many of these procedures may be practised at anytime: open Zoom, start a meeting on your own, and follow the notes above.

We do hope that you found these notes helpful. If you have any suggestions for improving them please email the Suffolk Secretaries at suffolk@theca.org.uk.