Tips for using Zoom

1. Download the Zoom software to your computer.

2. Open the link to the meeting. This will be sent in an email. A link may be available in the future on the Blackbourne U3A website but we need to ensure this is secure before using this option.

3. Using the link should open the zoom meeting, but if prompted for meeting ID and password enter these from the information provided.

4. You will be prompted for details such as whether you wish to use the computer audio and video. Click to accept.

5. You will then be placed in a waiting room and you will get a message saying that the host knows you are waiting and will let you in shortly. The host will then let you in and will mute your microphone.

6. You will then be able to view the host and the names or video of anyone else who has entered the meeting.

7. Do not turn on the microphone unless you wish to raise a question. The microphone button is usually in the left-hand corner of the screen and should appear muted - microphone with a line through it.

8. Whether you turn on your video is a matter of choice. If you would like people to see you turn it on but be aware, they will see everything in the background. If you wish to turn off the video again use the button in the left-hand corner of the screen.

9. During the meeting leave the microphone muted. At the top of the screen are squares which allow you to choose between various views. Speaker view shows only the speaker on the screen and is the best option listening to the talk. Other buttons with 2, 4, or 9 squares allow multiple pictures to appear on the screen. If you have the video option on others will be able to see you!

10. At the end of the talk questions may be invited. This might be difficult if there are a number wishing to join in so the administrator may operate some discretion to avoid lots of people speaking at the same time.

11. At the end of the meeting the Chairman or someone from the committee may have a few words to say before the meeting closes.

12. You can leave the meeting at any time using the Leave button. At the end use this function.

13. It is hoped the talks will be recorded and we can provide for watching or listening again.

14. Hope this helps. Please be patient we are all new to this and still learning!