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HOW TO USE ZOOM

If only I had bought shares in Zoom Inc. The shares were priced \$60 in Oct 2019 and are now worth around \$240 – a four-fold increase in less than a year!

With more and more of you using Zoom during the Covid-19 pandemic, its use can be a struggle for some and downright prohibitive for others. Let's hope that this simple guidance helps you to use the application.

If you are using a PC (desktop or laptop) then you will need to download Zoom onto your system. It is a free download and there are variants for Windows or for Apple Mac. What you will be downloading is often called the Zoom Client.

If you are using a Tablet or iPad then the Zoom Client for download can be found in the Apps Store. This application is also free. In both cases your virus protector (such as McAfee or Norton) will check the download to ensure that it is virus free and ask your permission to add the software to your device. You will be asked to create an ID and password for use when opening the application.

For most of you that is all that you have to do. The Zoom meeting organiser (Host) will schedule the meeting and set up the video and audio controls for it.

Joining a Zoom Meeting

All that you, as an attendee, have to do is click on the link that the Zoom Host has sent you detailing the date and time for the meeting. Do this at the meeting's scheduled time. A message then appears on the Host's screen saying that you are waiting to join. He clicks on this to allow you in. The Zoom invitations include a meeting ID and password – please make a note of them in case you are asked for them when joining a meeting.

Two things you may need to do on joining – (1) activate your audio so that you can be heard, and (2) click on the display control to see either the host or a gallery of attendees. Click on your screen to see and activate the audio and display controls – could be at the top, bottom or side.

Meeting etiquette: There is only one audio channel and whoever speaks has it. So, please try not to interrupt talkers since then the audio switches confusingly and intermittently between the two talkers – result incoherent audio to everyone. During a meeting presentation the Host can mute all attendees so that there are no interruptions.

Scheduling and Hosting a Meeting

On the Zoom home page, click on Schedule and select the date, time and duration of the meeting. Click on done and the meeting is scheduled and may appear in your calendar.

Back on the Zoom home page click on Meetings and you should see the meeting with date, time. Click on the specific meeting on this page and you will be asked to invite attendees. You will need to add the email addresses of those you are sending the invitation to.

Enjoy!