

How to attend a ZOOM meeting, (MARS club meeting or other).

Several of my clubs are using the free ZOOM application for club meetings so I thought I would write this article to help you get to a club meeting during this pandemic.

What do you need?

A Computer or tablet with speakers, you do not need a microphone unless you want to speak to the group as you can ask questions by typing them. Most newer laptops have both speakers and a microphone so you are all set there. I use my IPAD or my THINKPAD and both have a built in microphone which I am sure to MUTE.

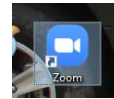
I recently purchased a USB headset and used it for the August Meeting although I never spoke.

ZOOM works on both Windows and Apple machines, I don't have any Android or Linux to evaluate.

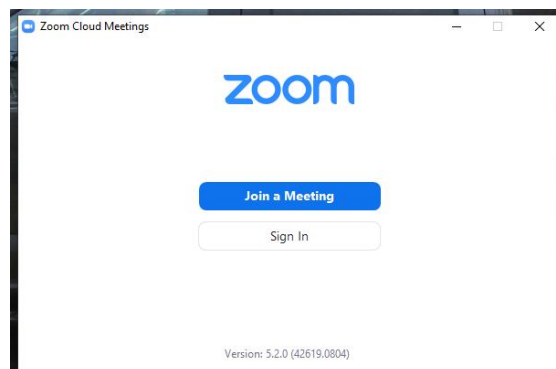
I will focus on Windows but put APPLE actions are in parenthesis if different.

1: Load the program, Go to <https://zoom.us/download> and click on Download to get the program for your computer. You should get a message box, asking if you want to SAVE or CANCEL, click SAVE. It will be downloaded to your DOWNLOADS directory, . Now find it

and install it. It will create an Icon on your desktop and open the program.

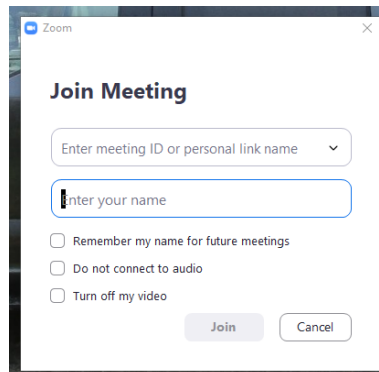


2: Now you are ready to JOIN a MEETING, Double click on the icon and you should see this:



Click on Join a Meeting

3: Now you should get this box:



Here is where you put the meeting ID you received in the invitation. and your name so the host can see who is joining and let you in, . I use Bill W4EDN

Here is a copy from my MARCH invitation,

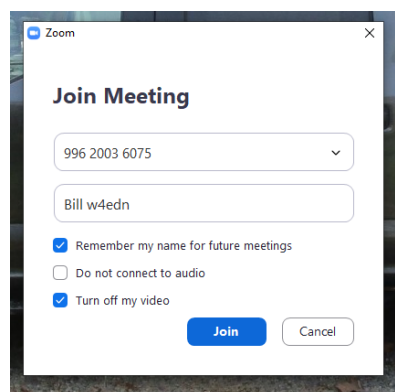
Join Zoom Meeting

<https://gounified.zoom.us/j/372802069>

Meeting ID: 372 802 069

Since I am not a presenter, I will click on the “Turn Off MY Video “ box.

So it will look like this when I click Join.

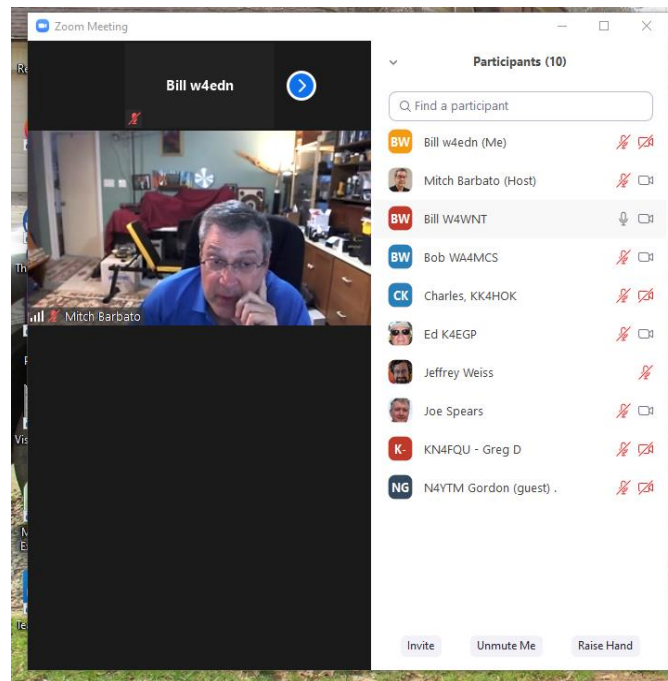


Depending on how the host configured it you may be put in a waiting room for a minute or two while the host checks your name and lets you in. Once in you will see the picture of one of the attendees. At this time, BE SURE YOUR AUDIO IS MUTED (upper left or lower right is the control). ZOOM switches video to the audio source with some delay, you will see that as the

meeting progresses. With your video turned off, you are shown as a blank screen with your name across the middle.

You can ask questions using the chat feature or “Raise Your Hand”, When called upon, be sure to unmute your audio so others can hear you.

Just be sure to MUTE YOUR AUDIO, so others don’t hear your dog bark, or other background noise.



When the meeting started, Steve is shown as he is the active speaker.



Notice the controls in the lower left corner, UnMute and Start Video. If you wish to ask a question you can UnMute and Speak OR click on Chat (lower center) and type it in. BE SURE TO MUTE WHEN DONE.

There are other controls that change the view but this will get you started, See you at the next meeting.

Notice on the picture above the blank area with Bill W4ed over Steve's right eye, that's because I have my video off OR my PC does not have video capability.