BASIC ZOOM GUIDE

Using Zoom for the first time? …
Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the Download Center at www.zoom.us (*look under Resources in header banne*r). Otherwise, you will be prompted to download and install Zoom when you click a join link. There is plenty of help on the Zoom website (*look under Support in header banner*) but we are all getting to grips with it – so ask around if you need some help. Your host from SMMC will send out an invitation that includes a link – all you have to do to join our meeting is click on the link at the appointed time. We have set up a regular meeting on Fridays at 1100 with no time limit and the Meeting ID: 421 735 0675 and Passcode: 5Zj7mh remain the same. Alternatively here is the link https://us02web.zoom.us/j/4217350675?pwd=ZGJocmFSNXVPZ2F3NTFmSVNLWDVoUT09

When you join a meeting …
We suggest "Gallery View" (*select from options top right corner of your Zoom screen*) and check you are not "Mute" (*bottom left*) if you want to speak to the group. In that way you can see everyone attending – even wave hello!
We have become aware that different devices display these control options in different parts of the screen, i.e. iPads will display the "Gallery View- Speaker View" toggle switch at the bottom.
Zoom will focus on whoever's microphone is supplying the loudest feed, so keep your environment very quiet when another is speaking or put yourself on "Mute". General good manners are sufficient when the group is small. In larger groups the host may require attendees to indicate when they would like to contribute to the discussion or ask a question – in which case the only one speaking should be the person selected by the host / chairperson.
If you are joining having registered with Zoom, you will have had an opportunity to select your name as viewed by others. There is no requirement to register with Zoom to join one of our meetings – it should connect if you just click the invitation link sent by your SMMC host. If you are joining without registering, please be aware that Zoom may display the "device name" (could be something like a relative's name or "iPad512"). This may confuse others and could even lead to the SMMC host rejecting you when you attempt to join as an "unknown"!

Speakers & Presentations …
When the host introduces the speaker and a talk / presentation is about to begin this is your cue to change from "Gallery View" to "Speaker View" and put yourself on "Mute".

Punctuality & joining late …
We are all busy and sometimes get delayed. When we are late entering a real meeting room, we open the door quietly, mumble apologies in the general direction of the speaker and creep to the back of the room to find an empty chair. Not so easy on Zoom! If you're joining a presentation/speaker styled event via Zoom there will often be an opening time and start time (i.e. 2.15 for 2.30 start). Please ensure you join before the speaker is due to start. If arriving late please ensure you keep silent, select "mute" and "speaker view". Late arrivals may be "ignored" by the SMMC host and refused access to avoid disrupting the speaker – sorry

SMMC Friday lunchtime meetings…

Because our regular meetings are informal you can join and leave as you wish. You will be held in the 'waiting room' until the host notices you and allows you to join in. Zoom encourages you to check your sound levels before you join and it is also a good idea to sit facing the light if you can so your face is not in shadow.
If you are new to Zoom, Robin is happy to assist you in getting set up and doing a trial connection.
Please email to plumleyrobin@yahoo.co.uk or robinplumley@outlook.com