

ICARC Zoom Meeting Primer

For the time being we will be having a Zoom meetings on **the second Wednesday of the month** starting at 6:30 PM, end time TBD.

The link to the current meeting can be found at http://www.icarc.org/index.html#next_meeting

Agenda:

- Dinner and rag chewing
- Greetings
- Getting everyone up and running
- Meeting

What follows is the basic information you will need to set up and run Zoom so you can participate.

You will need:

- Zoom software installed. Zoom supports
 - Windows 7 and later
 - macOS 10.9 and later
 - Linux, many variants
- Microphone
- Speakers
- Camera (optional)
- The basic web cams that are USB based will work fine
- Your PC may have a built-in camera, Zoom should automatically detect it. If you have more than one camera, Zoom will ask you which one to use
- Logitech makes a couple nice inexpensive units that combine camera and microphone
 - <https://tinyurl.com/vcykbp8z>
 - <https://tinyurl.com/29vy8nsa>
- It is highly recommended you install and test Zoom well in advance of the meeting

Installing the Zoom client from the Invitation email:

- On the day of the meeting, you can use the invitation to install Zoom
- Clicking the link in the invitation email will start the Zoom installation process
- I recommend installing it via the instructions below if you have never used Zoom

Installing Zoom using the website download:

- Different browsers may vary slightly, but the general method is the same. You may be asked at various times to approve downloading or running files. Zoom is a safe program from a legitimate vendor so approve the requests.

- Open your favorite browser. In the URL line enter <https://zoom.us/download> and press enter.
- This should take you the main zoom download page. Under the heading **Zoom Client for Meetings** you should see a large button labeled **Download** most likely green but could be another color.
- Press this button. You do not need to press any other of the similar appearing buttons.
- Pressing this button will initiate downloading a file by the name **Zoomin-staller.exe** This can happen so quickly that it may seem that nothing has happened.
- You need to find this file and run it. Where you look for this is different depending on your browser.
- When you run this file, you will probably be asked for permission for it to make changes to your computer. Give that permission. Zoom will now be installed.

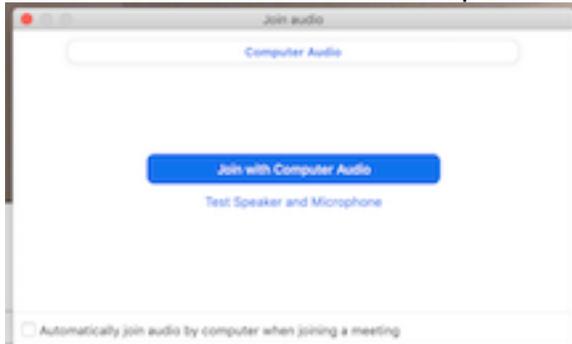
Testing your installation

In your browser go to the site <https://zoom.us/test> Then click on the **Join** button.

Approve everything if asked.

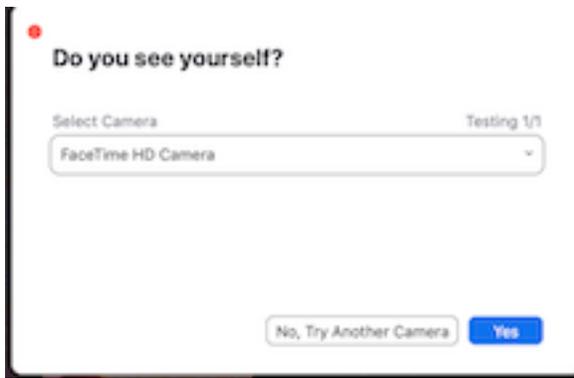
You may get asked to supply the name that will be displayed with your picture.

When asked click Join with Computer Audio

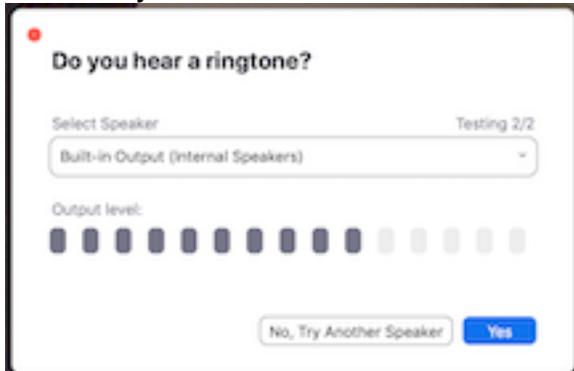


Next you will be given an opportunity to test your mike, speakers, and video.

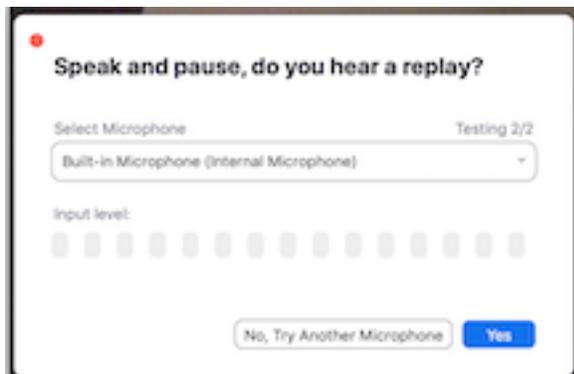
First is video. If you don't see yourself, you may need to change the camera name in the box. Click on yes when you see yourself



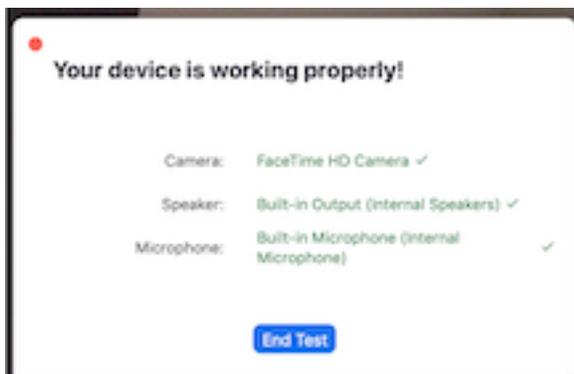
Next is the speaker. You should hear a ringtone. Change the name in the box if needed. Click you when done.



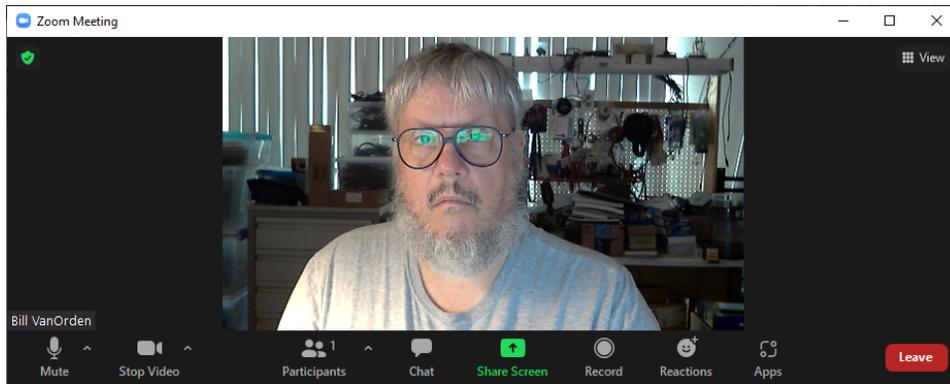
Last is a test of your microphone. Speak and what you say should be echoed back to you' Again change the name if needed. Click yes when done.



At this point you will be shown what you have chosen. Click end test.



Now is a good time to point out some controls you may find useful starting from the left on the program dashboard under your picture.



Click on the microphone to mute and unmute.

Click on the camera to turn your camera on and off

Click on the participants icon to be given a list of the people currently attending

Click on the chat icon to send text messages to the presenter and other participants

Ignore all the other icons except the red leave button you will need later.

When you are satisfied everything is working you can press the red button to leave the test meeting.

Joining the meeting and presentation

- You will receive an email with the meeting invitation
- The email will have the following information:

A URL for joining the Zoom Meeting looks like this:

<https://us05web.zoom.us/j/81992429930?pwd=d0g3cmRCVIBwTnd4ODQweDhr-VWQ0dz09>

Note, this is just an example and is no longer valid

Either click on the URL link provided you in the announcement email or enter the URL in your browser. This should connect you to the meeting. You likely will see some of the same windows found when installing the program. See the installation section if needed.

During the meeting

- There will be a picture for each person in the meeting, including the host.
- The microphone and camera can be turned on an off by using the two left icons.
- Upon joining the meeting your microphone will likely be muted.
- If we can't hear you and you want to be heard look to see if the microphone icon does not have a line across it
- The person speaking will have their picture framed in color
- You can leave the meeting by clicking the red leave button on the right

Do's and Don'ts:

- As a courtesy to the host, please wait until a pause before talking
- The person speaking will have a colored frame around their picture
- Private messages can be sent to other attendees by right clicking the person's picture. or using the chat feature
- We have all heard the stories and seen the YouTube videos about Zoom meeting failures, so show up dressed and don't pick your nose.
- The meeting will be recorded so others can watch it at a later date.
- Your camera can be turned off if you do not want your face to be seen. However, your name will be.