

Attending LHAUG Zoom Meetings

(Revised 5/25/2020)

Setting Up Zoom

- You will need a desktop, laptop, tablet, or iPhone with a built-in or add-on video camera and microphone.
- Choose a quiet room to eliminate noises that would interfere with the meeting.
- Be sure your light source, either a light or a window, is facing you directly to illuminate your face. The light source should not be behind you.
- Position your computer or device so that the camera is aimed straight at your face.
- If other devices are used in the same room during the meeting, mute all other devices to prevent feedback and echoes on the video.
- The Zoom application does not need to be downloaded and installed on your computer unless you wish to create your own Zoom meetings. To participate in a Zoom meeting that has been organized by the club, you need only your web browser.

View the following video for more information: <https://www.youtube.com/watch?v=-s76QHshQnY>.

Joining a Zoom Meeting

1. You will receive an email message that includes a link for the meeting. Click on the link to join the meeting.
2. To be admitted to the meeting, your screen name must be your real first and last name separated by a space. If this is the first time you've attended a Zoom meeting, a pop-up window will show your screen name so that you can edit it. If you have attended a Zoom meeting before, you can edit your name as follows:
 - On an iPad or iPhone, touch the screen, then tap on Participants. Tap on the first item (me) and select Rename.
 - On a Mac, click on Participants to show the participants list. Click on your name, then the More button, then Rename.
3. You will see a screen that says "Waiting for Host...". You are now in the waiting room waiting for the meeting host to admit you into the meeting. This will appear only if the host has enabled this setting.

4. While waiting, check the positioning of your camera and test your audio. To test audio, click the Test Computer Audio button and follow the instructions on your screen.
 5. When the host is ready to begin the meeting, you will be admitted. You can see yourself on the video screen as others in the meeting see you. Adjust your camera for the best view of yourself.
 6. The host will disable your ability to mute and un-mute your microphone. Your ability to talk during the meeting is managed by the host.
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Participating in a Zoom Meeting

1. Select Speaker View or Gallery View, whichever you prefer:
 - On an iPad or iPhone, tap the Switch circle in the upper left to change the view.
 - On a Mac, click Speaker View or Gallery View in the top right corner.
2. If you do not want your face to be on camera, click the Stop Video button, and your name will be displayed instead of your face.
3. To ask a question during the meeting:
 - On an iPad or iPhone, tap ... More, then select Raise Hand.
 - On a Mac, click Participants to display the participant list. Then click Raise Hand in the lower right corner of the participants list.

The host will see your hand and un-mute you when it's time for you to talk. If you change your mind and no longer wish to talk, click Lower Hand, and your name will be removed from the list.

Leaving a Zoom Meeting

1. When the meeting is over, the host will stop the meeting for all participants.
2. If you wish to leave the meeting before the end, click the red Leave Meeting button, which is in the upper right corner on an iPad or iPhone, and on the right of the control bar at the bottom of the screen on a Mac.