

INSTRUCTIONS FOR USING ZOOM CONFERENCING

This document has been prepared to allow Rotarians to join a Zoom conference meeting and to use its facilities while attending meetings of Rotary Club Malta.

Notification of a meeting

You will receive an email, in your usual email system, inviting you to join a meeting which would contain a link to allow you to join the meeting. The email would look something like this:

Marcus Honey is inviting you to a scheduled Zoom meeting.

Topic: Rotary Club Malta Speaker's Night - Fred Flintstone

Join Zoom Meeting

<https://us04web.zoom.us/j/4470902787>

Meeting ID: 447 090 2787

Joining the Meeting

You can join a Zoom meeting in one of three ways:

1. Double-click on the web address shown in the email invitation you would have received.
2. Open your browser on your device (computer, tablet or phone) and go to www.zoom.com then select the **Join** or the **Join Meeting** option that you will see towards the top.
3. If you have Zoom installed on your device, run it and then choose the **Join** or **Join a Meeting** option.

If you have not used Zoom before and it is not installed on your computer, tablet or phone, you might be requested to download and run Zoom.

Unless you had clicked on the link in the meeting invitation you had received, in which case you would have been taken straight into the meeting, if you had selected one of the other options to **Join a Meeting**, enter the meeting number shown in the invitation you have received where the Meeting ID is shown.

Click here to see [detailed instructions and a video on Joining a Meeting](#).

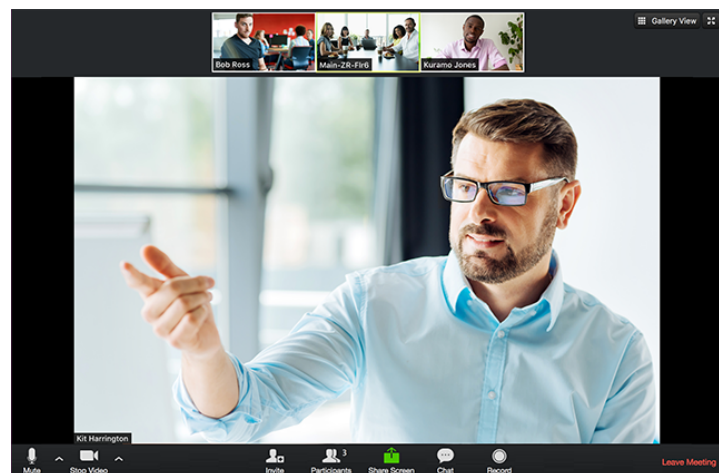
Using the Meeting

Once you have launched the meeting, you will see yourself in a window on video.

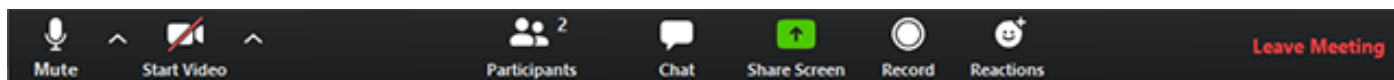
You can access the meeting controls located at the bottom of the meeting window (move your mouse to the bottom of the Zoom window to display the meeting controls).

Please familiarize yourself with meeting controls before joining a meeting to make the process smooth, both for you and other participants.

Of particular importance is the Mute icon at the bottom left. Disruption to meetings is usually caused by people who have not muted their microphone and have background noise such as dogs, other people chatting, noise from television



etc. **We suggest that Microphones are muted by all participants who are not speaking.** The meeting moderator may centrally mute and unmute participants.



Below you will see some of the more important available features described:

Mute / Unmute:

Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to Mute / Unmute):

Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Start Video / Stop Video:

Turns your camera on or off.

Video Controls (click the ^ arrow next to Start Video / Stop Video):

Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants:

See who's currently in the meeting. You can also access to these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.

Chat:

Access the chat window to chat with the participants.

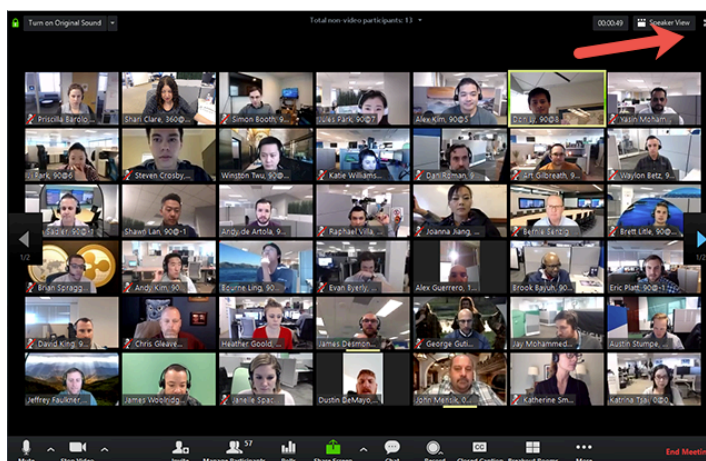
Leave Meeting:

Leave the meeting while it continues for the other participants.

Seeing Other Participants

Zoom provides the Gallery View at the top of your window to allow a participant to see thumbnail displays of the participants in a meeting, in a grid pattern, which expands and contracts as participants join and leave the meeting.

Access to turn the Gallery View on and off is through the icon at the top right of the Zoom window. If not all participants are visible, click to the right or left arrows in gallery view to display the next set of participants. Stretch the gallery view



Click here to see a video [explaining how Zoom works](#) in more detail.

More extensive help is also available on the [Zoom Help](#) site.

