



The district has explored ways to help clubs continue to thrive during this challenging time. While we are all physically distancing, it is critical that we support engagement and social connections. This solution offers the best video, audio, and wireless screen-sharing experience across multiple platforms; Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. We have purchased 4 licenses for clubs to use for free, so that clubs can meet, share and socialize over the next few weeks and beyond.

Before you jump into using Zoom, here are a few helpful things to know.

- Zoom is, primarily, an internet-based service.
- Zoom will work as a web-based application that works in most web browsers; or you can install the Zoom application.
- Zoom is platform independent. This means you can use it with Windows, Mac, Linux, Apple phones, Android phones and even Blackberry phones.
- Zoom offers a number of online resources to provide help and insights about their tools and features. Check out the searchable Zoom Help Centre if you want to learn how something works, or if you run into any trouble. <https://support.zoom.us/hc/en-us>

#### Here's how to get started:

Type [zoom.us](https://zoom.us) into your URL address line, or google it. You may also download the desktop or mobile app, which we aren't going to deal with in this document.

Click on [Sign In](#) (right hand side of the main screen)

## Sign In

Email address

Password

Sign In

[Forgot password?](#)

Stay signed in

To Host a meeting for your club, after you sign in to Zoom with the provided Rotary e-mail and password (see list on the last page), click on either the [HOST A MEETING](#) link in the top right of the screen, or the [Schedule a New Meeting](#) blue button on the left. If you have existing meetings, they will appear as below:

[Schedule a New Meeting](#)[Recently Delk](#)

| Start Time ↕                        | Topic ↕  | Meeting ID  |  |
|-------------------------------------|--|-------------|--|
| Tomorrow<br>01:00 PM                | Test 1   | 228-210-514 | <a href="#">Start</a> <a href="#">Delete</a> |
| Mon, Apr 6 (Recurring)<br>12:00 PM  | <a href="#">Rotary club of Dartmouth -- Regular Monday Meeting</a> | 580-278-091 | <a href="#">Start</a> <a href="#">Delete</a> |
| Thu, Apr 9 (Recurring)<br>10:00 AM  | <a href="#">Coffee and Conversation</a>                            | 103-506-489 | <a href="#">Start</a> <a href="#">Delete</a> |
| Mon, Apr 13 (Recurring)<br>12:00 PM | <a href="#">Rotary club of Dartmouth -- Regular Monday Meeting</a> | 580-278-091 | <a href="#">Delete</a>                       |

The information you will need to fill in, is as follows:

The **Topic** (Title) of the meeting, or group (e.g. Rotary Club of...)

**Description** is not needed but you may add something if you wish, e.g. the name of your guest speaker.

Select the **date and start time**. Be aware of the **AM and PM** option. **Note:** if there are other meetings scheduled around the same time, be sure to leave 30 minutes on either side of your meeting, to allow for people to sign in early, and/or for overtime as people log out. There cannot be two meetings, *on the same login*, at the same time.

Select the **Duration** (under the District's license, you may meet for up 24 hours, though we do ask that you be respectful of the amount of time you are online each time).

Select your **Time Zone** from the pull down menu, if not Atlantic (Halifax).

If this is your regular club meeting, you may select **Recurring** meeting for it to take place each week. If selected, the meeting ID will remain the same for all the meetings.

[My Meetings](#) > [Schedule a Meeting](#)

#### Schedule a Meeting

Topic

Description (Optional)

When






Duration





Time Zone

Recurring meeting

We find it easier for people not to register for the meeting. You may choose to do this via Clubrunner.

It's fine to have the **Meeting ID** generate automatically; this is the system default.

**Meeting Password** is no longer optional, but you may change it to whatever you like.

You will wish to turn on the **Video** for both Host and Participant. People may choose to turn their video off during the meeting.

Select **Computer Audio** Only.


D7820's license does not include a toll-free phone number for people to call. **Note:** it is possible for someone to call in one of the numbers provided in the invitation; however, please make them aware that they will incur long distance charges for the call.

Here you have a number of **Options**; you may wish to select more than one. Usually we recommend allowing people to join before the Host arrives, but you may wish to have people hold in a "waiting room" until you arrive. This allows them to login and wait until you bring them into the meeting (this option does provide greater security, for if there is someone you don't know waiting, you may choose not to allow them into the meeting).

You may add an alternate host, in case you need to leave, or wish to share responsibilities. They must have a Zoom account.

Once you are finished, click on **Save**.

The meeting will then be created, and the following page will appear. Reconfirm the details at this point, as it does give you the option of editing – Edit this Meeting – before you invite people.

|   |   |
|---|---|
| Registration  | <input type="checkbox"/> Required   |
| Meeting ID  | <input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 574-237-4145  |
| Meeting Password  | <input type="checkbox"/> Require meeting password   |
| Video   | Host <input checked="" type="radio"/> on <input type="radio"/> off  |
|   | Participant <input checked="" type="radio"/> on <input type="radio"/> off   |
| Audio   | <input type="radio"/> Telephone <input checked="" type="radio"/> Computer Audio <input type="radio"/> Both  |
| Meeting Options   | <input checked="" type="checkbox"/> Enable join before host<br><input type="checkbox"/> Mute participants upon entry <br><input type="checkbox"/> Enable waiting room<br><input type="checkbox"/> Only authenticated users can join<br><input type="checkbox"/> Record the meeting automatically |
| Alternative Hosts   | <input type="text" value="Example: mary@company.com, peter@school.edu"/>  |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> |   |

Start this Meeting

Topic Test 1


Time Apr 5, 2020 01:00 PM Halifax

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID 228-210-514

Meeting Password  Require meeting password 003272


Invite Attendees Join URL: <https://us04web.zoom.us/j/228210514>

 Copy the invitation

Video Host On

Participant On

Audio Computer Audio

- Meeting Options
- Enable join before host
  - Mute participants upon entry 
  - Enable waiting room
  - Only authenticated users can join
  - Record the meeting automatically

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting

You have not created any poll yet.

Add  He

If you are jumping on this meeting right away, you may select **Start this Meeting** on the lower right and proceed to the meeting. If it is scheduled for later, continue on.

You will notice about half way down the page, **Invite Attendees** and then **Join URL: address**. If you look to the right, it says **Copy the invitation**; click on the latter. This is what you will see:

You may choose to click on **Copy Meeting Invitation** below, or you may highlight and copy just the relevant content of the information in the box, i.e. the Join Zoom Meeting and URL, and the Meeting ID (in case someone wishes to log in that way) and Password.

Then open your email, start a new email and copy this information into the text area. Send the email to those whom you wish to invite to the meeting.

Many clubs use Clubrunner to communicate with their members. Simply start a new invitation or email as per usual, and add this copied information to the message. That way people may choose to register via Clubrunner.

If you are sending through Outlook/Gmail, you may set up a calendar invitation and use your own distribution list. It is really up to each club, how they prefer to communicate.

When it is time to start the meeting, sign in to zoom.us. It should take you to the Upcoming Meetings tab, where you will see all the scheduled meetings under that license:

## Copy Meeting Invitation



### Meeting Invitation

Rotary Zoom4 is inviting you to a scheduled Zoom meeting.

Topic: Test 1

Time: Apr 5, 2020 01:00 PM Halifax

Join Zoom Meeting

<https://us04web.zoom.us/j/228210514>

Meeting ID: 228 210 514

Password: 003272

Copy Meeting Invitation

Cancel

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

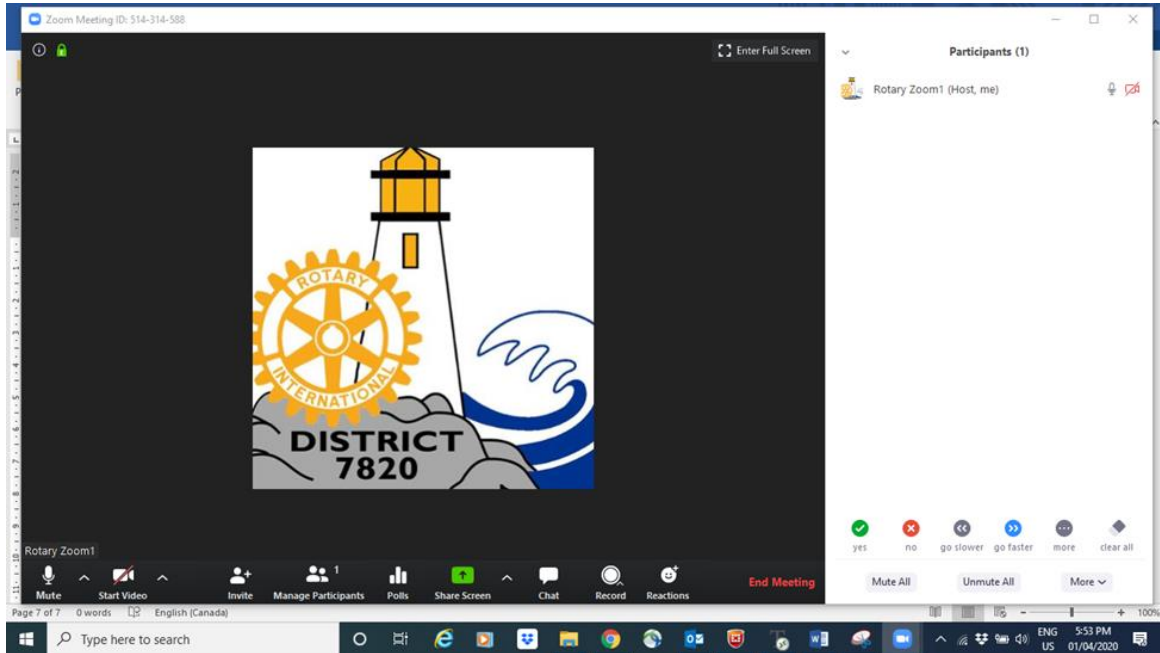
Get Train

Schedule a New Meeting

Recently Del

| Start Time                          | Topic  | Meeting ID  |              |
|-------------------------------------|--|-------------|--------------|
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| Mon, Apr 13 (Recurring)<br>12:00 PM | Rotary club of Dartmouth -- Regular Monday Meeting | 580-278-091 | Delete       |

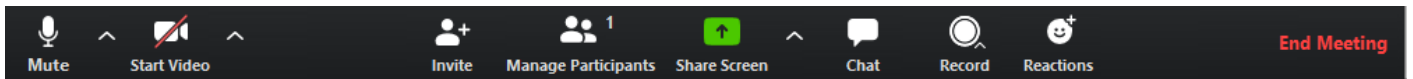
From here you may click on the name of the meeting or click the **Start Meeting** button on the right of the screen. This will launch your meeting – you will be prompted to **Open Zoom Meeting**. Then you will see the following Host screen (note: the logo only appears until you Start Video (turn your camera on), then your face will be there).



As people join the meeting, their faces will appear in screens all around/across the screen, like this (our first District 7820 board meeting by zoom):



The host controls will appear at the bottom of your screen.



Here are the key things you need to know from this menu:

The menu bar will disappear until your cursor hovers over it.

**Mute/Unmute:** This allows you to mute or unmute your microphone.

- Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.

**Start/Stop Video:** This allows you to start or stop your own video (display).

- Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background (only for computers with a 64 bit processor, n/a for 32 bit).

**Security:** you now have the option to “lock” the meeting once all participants are there. This can be tricky as sometimes people get bumped out and are then not able to get back in. Better to set up a waiting room, and allow each person in as they arrive.

**Invite:** Invite others to join your meeting (if you haven’t already invited them, try to avoid this)

**Manage Participants:** Opens the Participants window to the right of the main screen

- From this window, you may **Mute All/Unmute All** participants
- Participants may Raise Hand, or answer Yes/No, etc.

**Polling:** Allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser. **Note:** if you set up a poll in the desktop app, you can only launch it in the desktop app; same with the website. If you create it in the app and then try to launch from the website, or vice versa, it will not launch.

**Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share.

- Screen Share controls (click ^ next to **Share Screen**): Select who may share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing. **Note:** It’s important to only select the Host option for sharing their screen, because if you have someone who wants to be “naughty”, they can share whatever they want if you allow All Participants permission to share. If someone wants to share their screen, they may ask you for permission.

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

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Who can share?

Only Host

All Participants

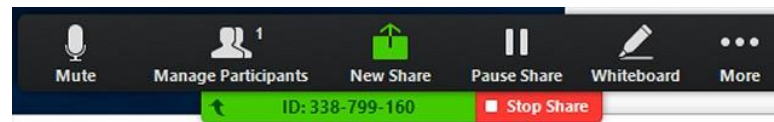
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Who can start sharing when someone else is sharing?

Only Host

All Participants

When you are screen sharing, the controls will appear at the top of your screen, but you can drag the bar to another location (side or bottom); this is different on an iPad, it will be on the side.



Tips around sharing: make sure you have the file open on your desktop already, and if it's a powerpoint slide show, make sure the file is open but that the slide show hasn't been started yet. If it is already started (i.e., you don't see the preview panes) then you will not be able to advance your slides. Share the powerpoint when you can see the preview, and then once the screen is shared you may start the slide show "from the beginning".

**Chat:** Access the chat window to chat with the participants, either individuals or Everyone. **Note:** if the session is being recorded, your private chat will indeed NOT be private, so be careful!

**Raise your Hand** is in the participants' section, at the bottom of the screen on the right. It will alert the host that you have a question, without interrupting the speaker. The host is able to turn it off.

**Record:** Start or stop a cloud or local recording. A local recording will save the video to your hard drive; a cloud recording will be saved on the zoom platform. **Note:** At this point we do not have access to the Zoom e-mails where this recording would live, so please do not choose cloud. However, the recording file will be massive, so we do not recommend you save the file on your hard drive. So really, don't record.

**Breakout Rooms:** *(only available to the host)* Start breakout rooms. **Note:** Rooms may be set-up before the meeting as automatic assignments, or you may assign people "on the fly" in the middle of a meeting.

**End Meeting** *(only available to the host):* This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting. You do that by clicking on the ellipsis (...) in their video tile, pulling down the menu, and choosing Make Host. You may also choose to make them Co-Host so you don't relinquish all control.

If you are participating in the meeting but not the Host, you will see **Leave Meeting** in this space. You may leave at any time without affecting the other participants.



Here is the sign in information for the 4 D7820 Zoom accounts:

| <b>E-mail address to use</b>   | <b>Associated Password</b> |
|--|----------------------------|
| <a href="mailto:Rotaryzoom1@outlook.com">Rotaryzoom1@outlook.com</a> | R7820Zoom1                 |
| <a href="mailto:Rotaryzoom2@outlook.com">Rotaryzoom2@outlook.com</a> | R7820Zoom2                 |
| <a href="mailto:Rotaryzoom3@outlook.com">Rotaryzoom3@outlook.com</a> | R7820Zoom3                 |
| <a href="mailto:Rotaryzoom4@outlook.com">Rotaryzoom4@outlook.com</a> | R7820Zoom4                 |

This Guide is not meant to be a complete guide to Zoom, rather it is designed to get you started, and to host or attend an online meeting. The website [zoom.us](https://zoom.us) has extensive [videos](#) and user guides, and you may also find helpful videos by searching for specific zoom topics on [youtube](#).

If you have any questions, please email us at [Rotaryholly@outlook.com](mailto:Rotaryholly@outlook.com) or [alana.hirtle@cbdc.ca](mailto:alana.hirtle@cbdc.ca)

Happy Zooming!