Zoom Guidance for Online Lectures

1 Make sure you have internet access. Ensure you have volume on your device as high as necessary.

2 You will need to download Zoom to your PC, Mac or tablet. This can be found on zoom.us. Follow the download instructions provided. If you are using Iphone (not recommended!) or IPad you will need to download from the App Store

3 Once you have installed Zoom you can click on the blue https Zoom link in the monthly News ("Join Zoom Meeting") it should take you straight to the meeting. You will only need the Meeting ID and Password as a last resort.

4 NOTE THAT THE LECTURE WILL START PROMPTLY AT 10.30pm SO PLEASE JOIN BY 10.25PM AT THE LATEST TO AVOID DISAPPOINTMENT.

5 We will all be muted during the lecture but the lecturer who is in the driving seat will allow us to chat before the lecture starts from 10.00 am

6 There are four icons which you should be aware of and may need and these are visible only when you move your cursor to parts of the screen……
- Mute/Unmute……bottom left is a microphone image: you should ensure this button is struck through with a red line at all times after the lecture starts. Note you can also do this by hovering your cursor over the top right of your own picture
- Stop Video……….bottom left: you should ensure that this is NOT struck through with a red line. Click on the symbol if it is red. This will then take you through to the lecture
- Chat………………bottom of screen: you can ask Jennifer a question via Chat for her to respond to at the end of the lecture
- Gallery…………..top right: allows you to limit the screen to Powerpoint presentation and Lecturer's face only (ie taking out the audience!). Click on the single or double building block to suit.

Changing your Name in the picture can be done by hovering over the top right hand side of your own picture and accessing the dropdown bar "Rename" allows you to change the name we see and makes it rather more personal!

7 You can Stop Video at any time and this will allow the option to Exit the meeting.

8 Please after the lecture comment on your experience to the memdfas@gmail.com mail box i.e. did you get connected easily? Any issues?

9 In addition, in the absence of our coloured counters could you please give a rating of the lecture via e mail memdfas@gmail.com (i.e. Outstanding, Excellent, Very Good, Good, Passable, Poor)

10 Please encourage your friends to join you if Covid restrictions allow as this is one way of encouraging new members. If you would like to invite a guest please do so.

Trevor has kindly offered to hold a short tutorial on Zoom if members would like a hands on test. He can be contacted on trevorh.walters@gmail.com or 07803 857842.