

Computer Club Zoom Meeting

Welcome

Video Conferencing

The helpful tool for getting together during lockdown.

Video Meetings

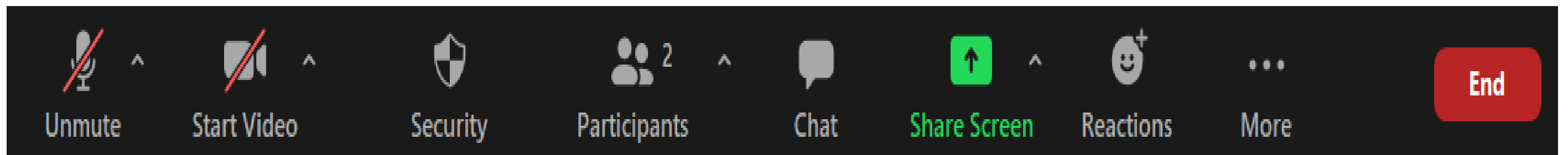
- Business Meetings
- Classes
- Memorial Services
- Family Holidays
- Dr's appointments
- Games
- And the list goes on

Many Video Meeting Tools Are Available

- We chose Zoom for our meetings
- It is easy.
- You don't have to sign up for anything.
- It supports platforms PC's, Macs, iOS, Android.

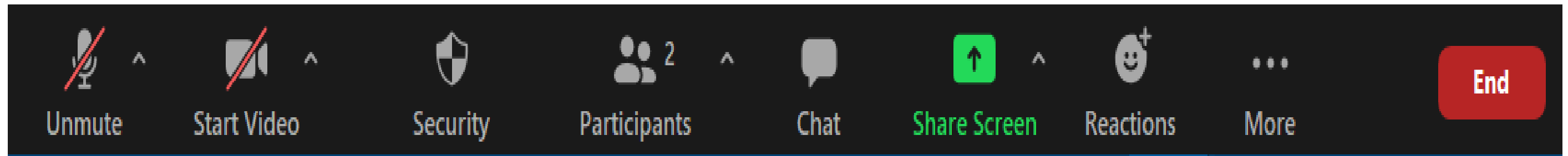
Basic ZOOM controls

- Audio
- View Mode
- Reactions
- Chats
- Participants
- Sharing Video
- Screen Sharing



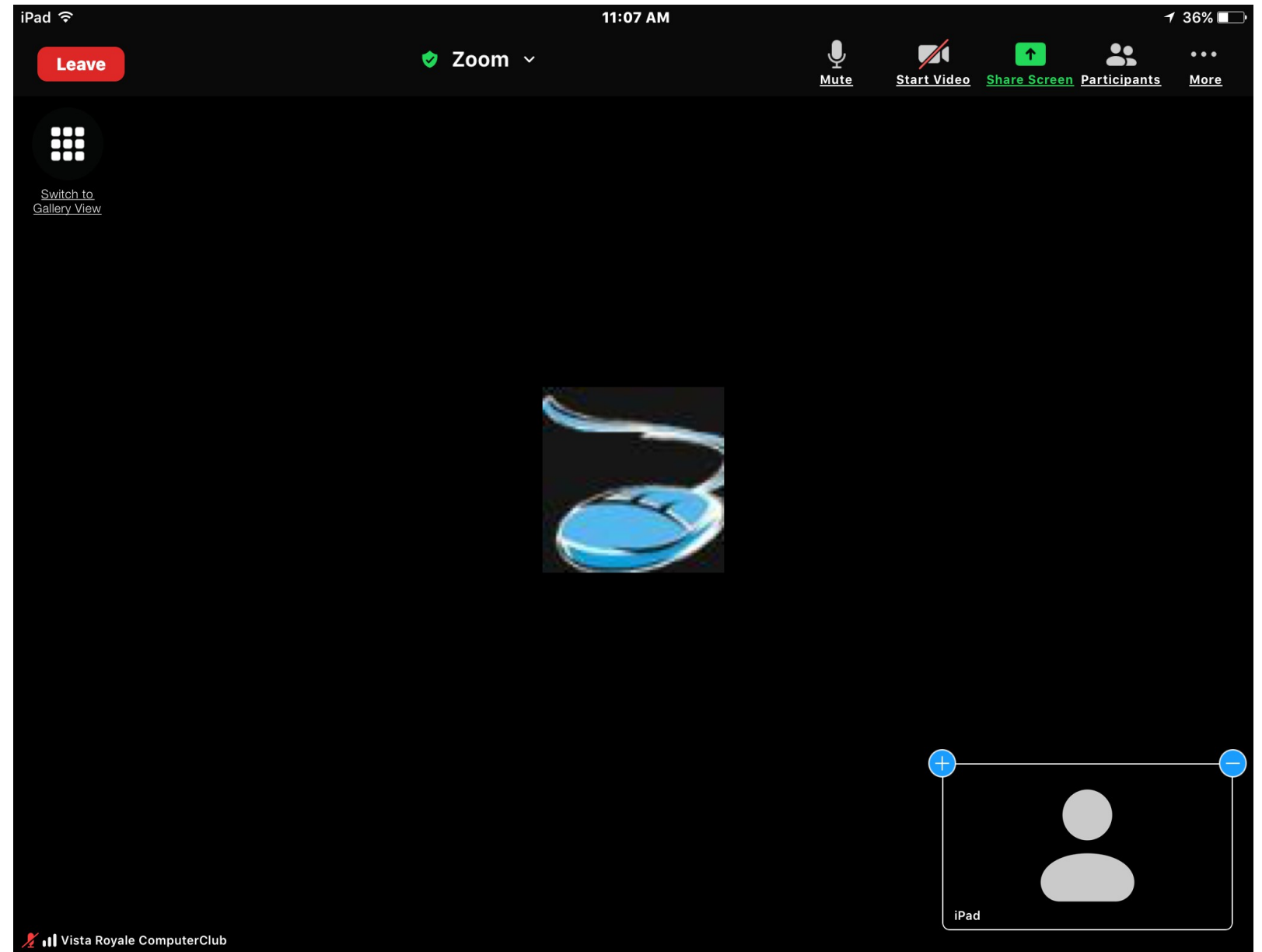
Controls on a PC

- On a PC the controls typically display across the bottom of the screen.
- The bar disappears after a few seconds when in full-screen mode, so if you don't see it, move your mouse to the bottom of the screen, and it should appear.



On a tablet

- Tap on the screen to get the controls to appear.
- On this older iPad the controls appear along the top of the screen.



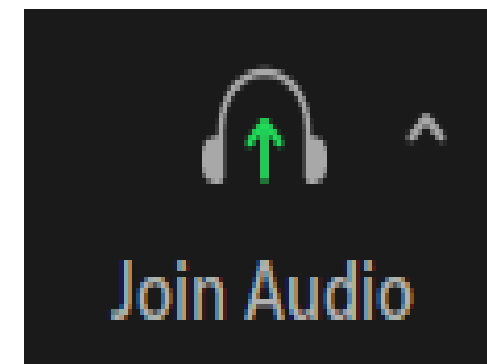
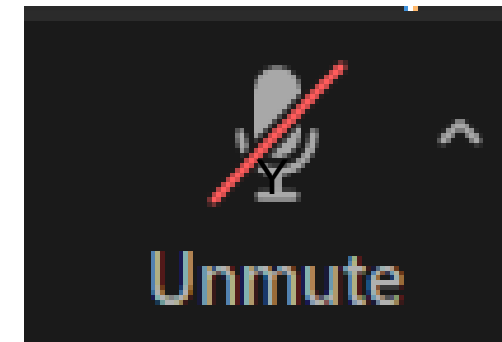
On a smart phone

- Tap on the screen to get the controls to appear.
- On this newer iPhone the controls appear along the bottom of the screen.



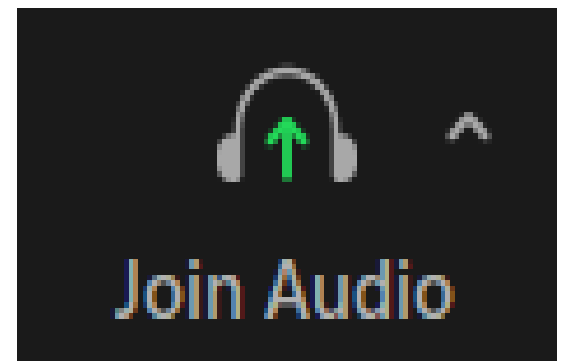
Audio Icon Meaning

- You are on speaker
- You are muted
- You can't hear us we can't hear you.



Audio Icon

- If your audio icon looks like a headset that means you joined without audio and you will not be able to hear what other people are saying. If you see an icon like a headphone instead of a microphone click on it and join with audio.





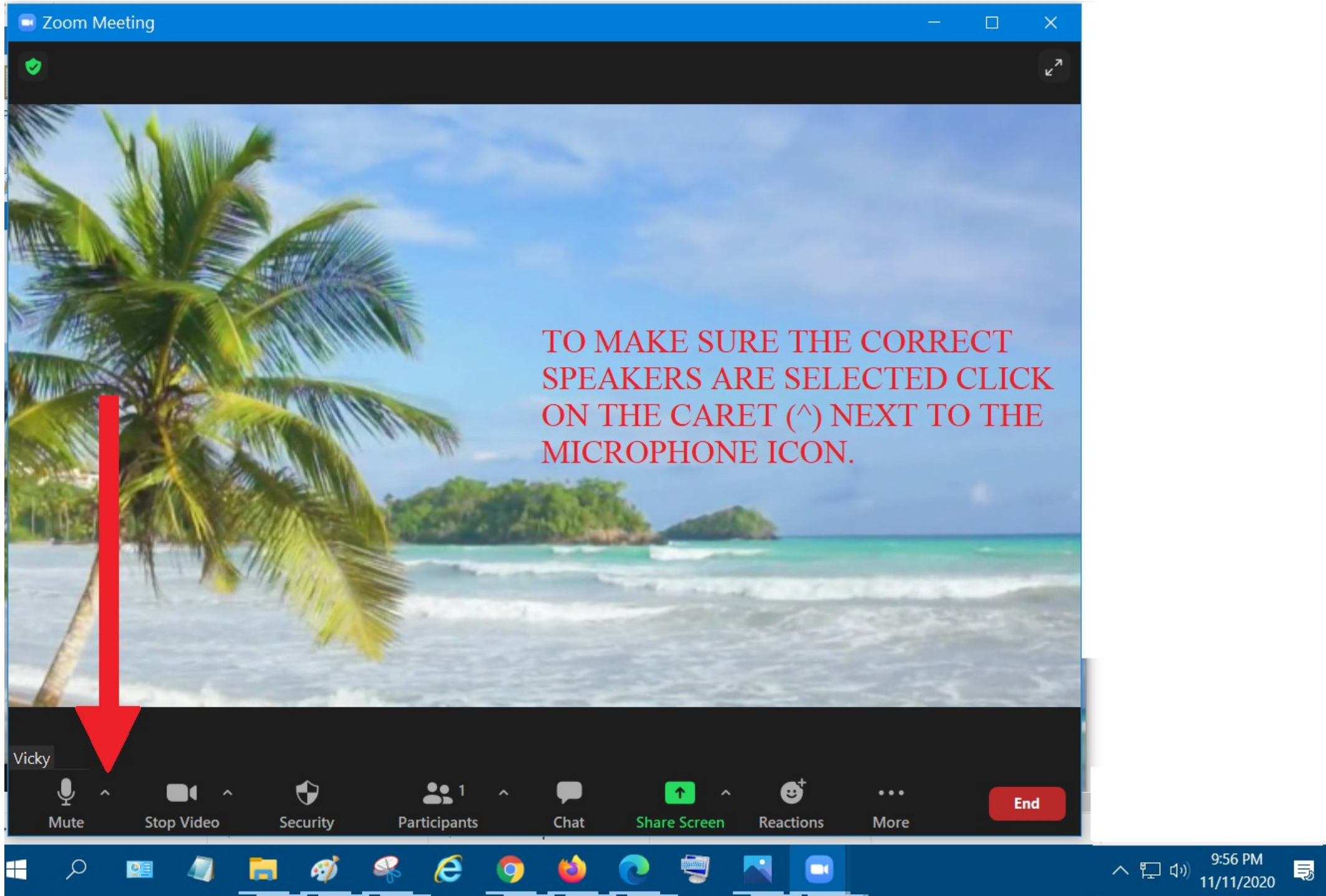
IF YOU CAN'T HEAR ME
MAKE SURE YOU SPEAKER IS NOT
MUTED OR TURNED DOWN TOO
LOW

Vicky

Mute Stop Video Security Participants Chat Share Screen Reactions More End



Zoom Meeting



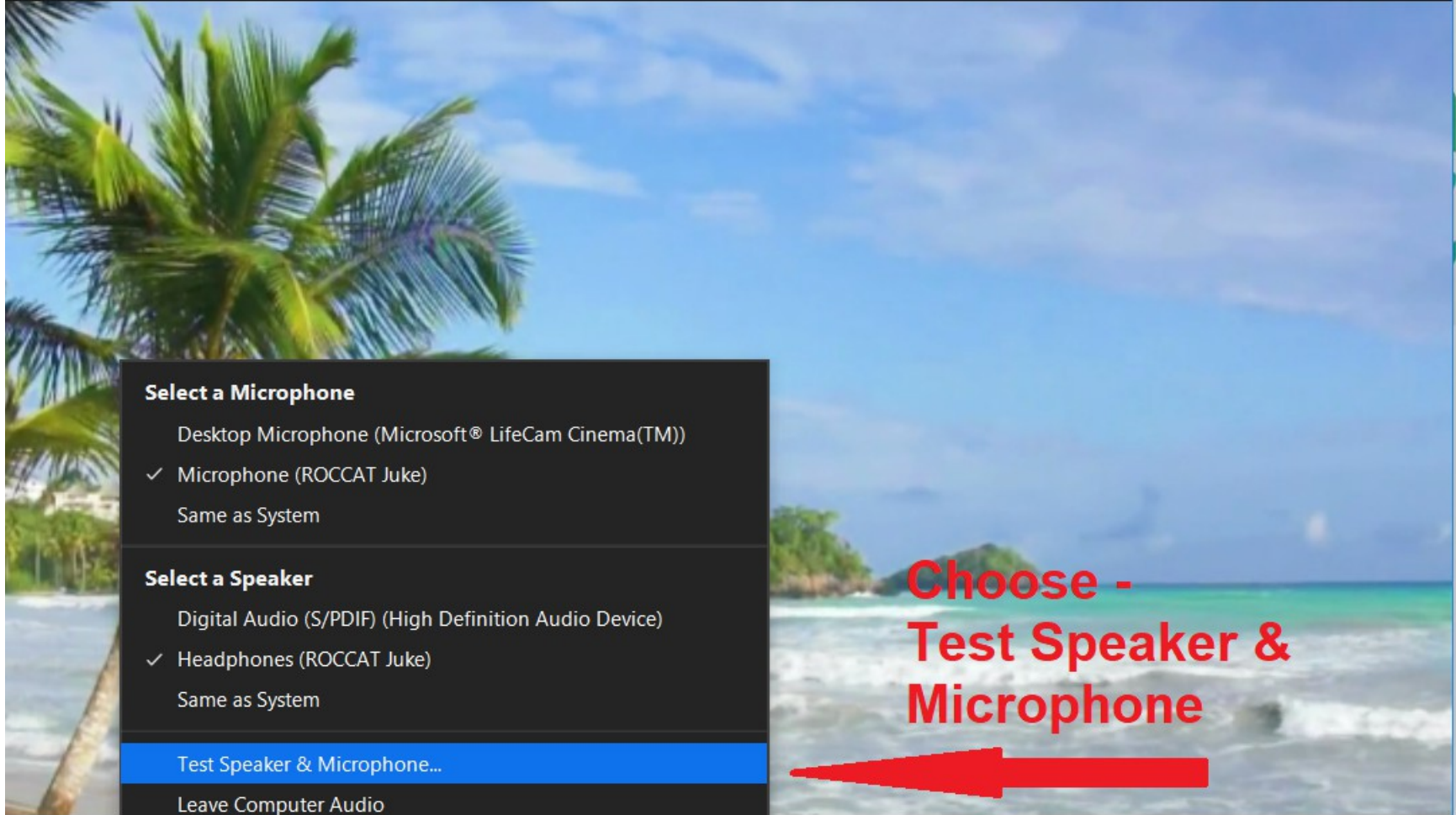
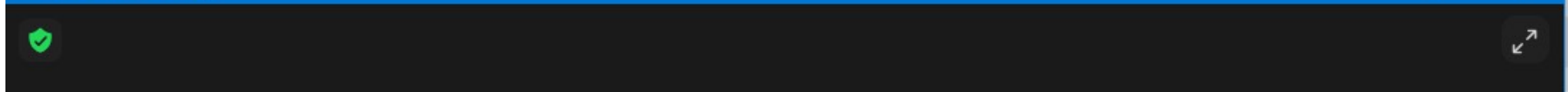
TO MAKE SURE THE CORRECT SPEAKERS ARE SELECTED CLICK ON THE CARET (^) NEXT TO THE MICROPHONE ICON.

Vicky

Mute Stop Video Security Participants Chat Share Screen Reactions More End

9:56 PM 11/11/2020

The image shows a Zoom meeting window with a blue title bar. The main content area displays a tropical beach scene with a palm tree on the left and waves in the foreground. Overlaid on the right side of the beach is red text: "TO MAKE SURE THE CORRECT SPEAKERS ARE SELECTED CLICK ON THE CARET (^) NEXT TO THE MICROPHONE ICON." A large red arrow points from the text down to the "Mute" button in the bottom toolbar. The toolbar includes icons for Mute, Stop Video, Security, Participants (with a "1" next to it), Chat, Share Screen, Reactions, and More. An "End" button is on the far right of the toolbar. The Windows taskbar is visible at the bottom, showing various application icons and the system tray with the time "9:56 PM" and date "11/11/2020".



Select a Microphone

- Desktop Microphone (Microsoft® LifeCam Cinema(TM))
- ✓ Microphone (ROCCAT Juke)
- Same as System

Select a Speaker

- Digital Audio (S/PDIF) (High Definition Audio Device)
- ✓ Headphones (ROCCAT Juke)
- Same as System

Test Speaker & Microphone...

Leave Computer Audio

Audio Settings...

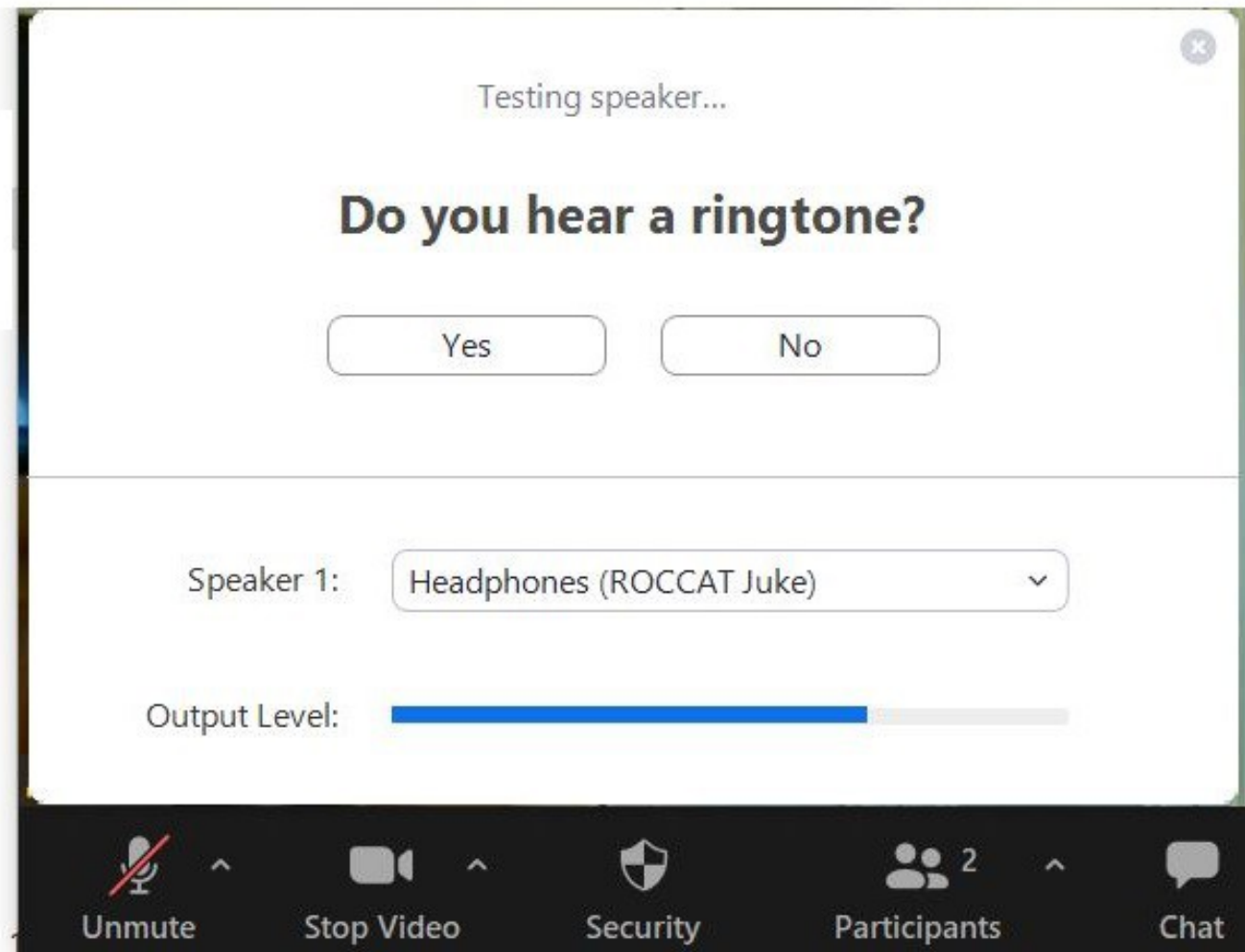
**Choose -
Test Speaker &
Microphone**



Unmute Stop Video Security Participants Chat Share Screen Reactions More End

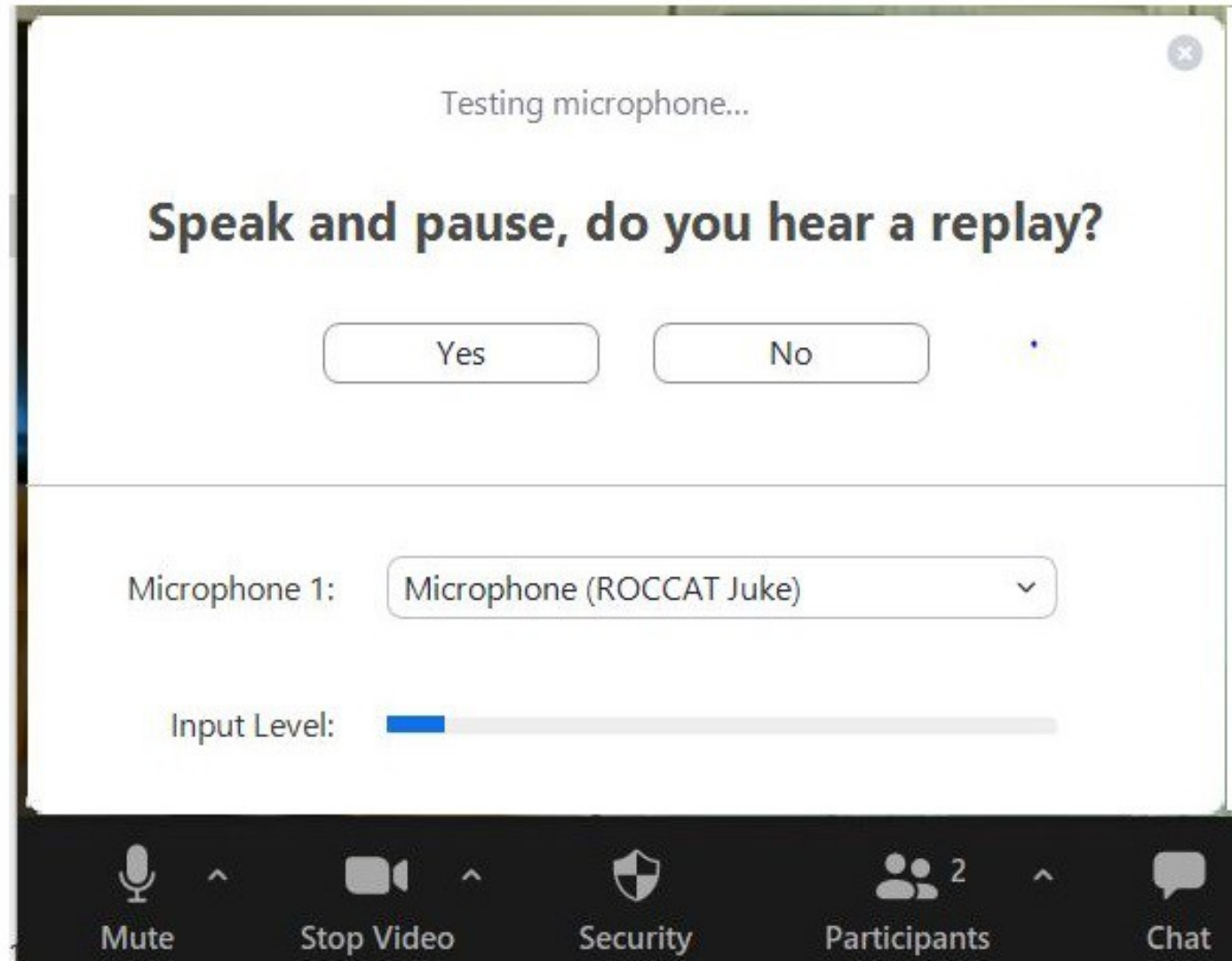
When the output level is blue, you should hear a pleasant little tune. If not click NO, and ZOOM will test another speaker option.

When you hear the tone click YES.

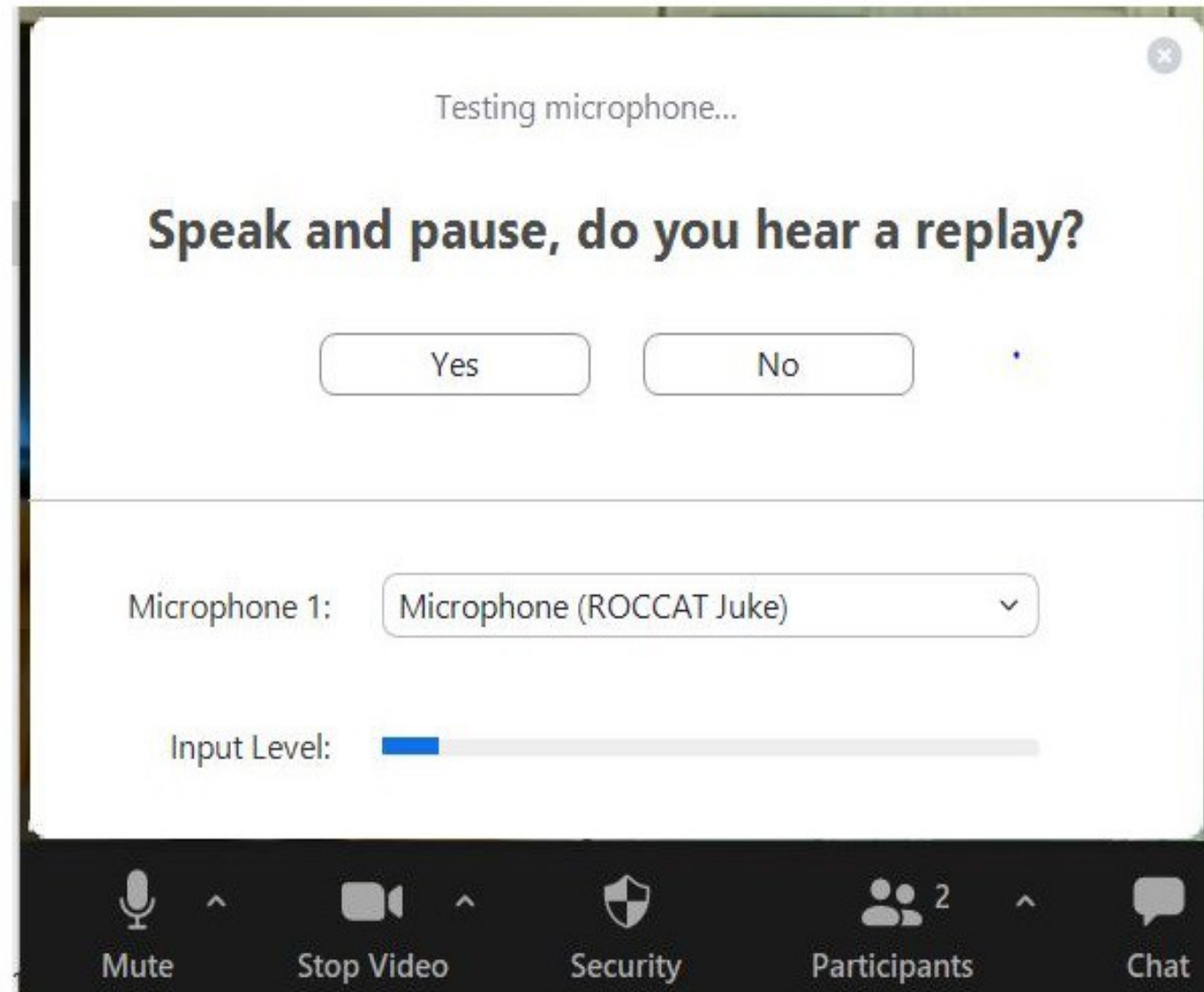


When you talk the line should turn blue.

Pressing no will cycle to another microphone.



Click YES or X to close the microphone testing window.



Zoom Meeting

Trouble shooting a microphone can be difficult but one thing to make sure of is that your application has permissions. ZOOM put a little microphone icon in the system notifications area that will take you to the permissions setting screen.

Vicky

Mute Stop Video Security Participants Chat Share Screen Reactions More End

9:56 PM 11/11/2020

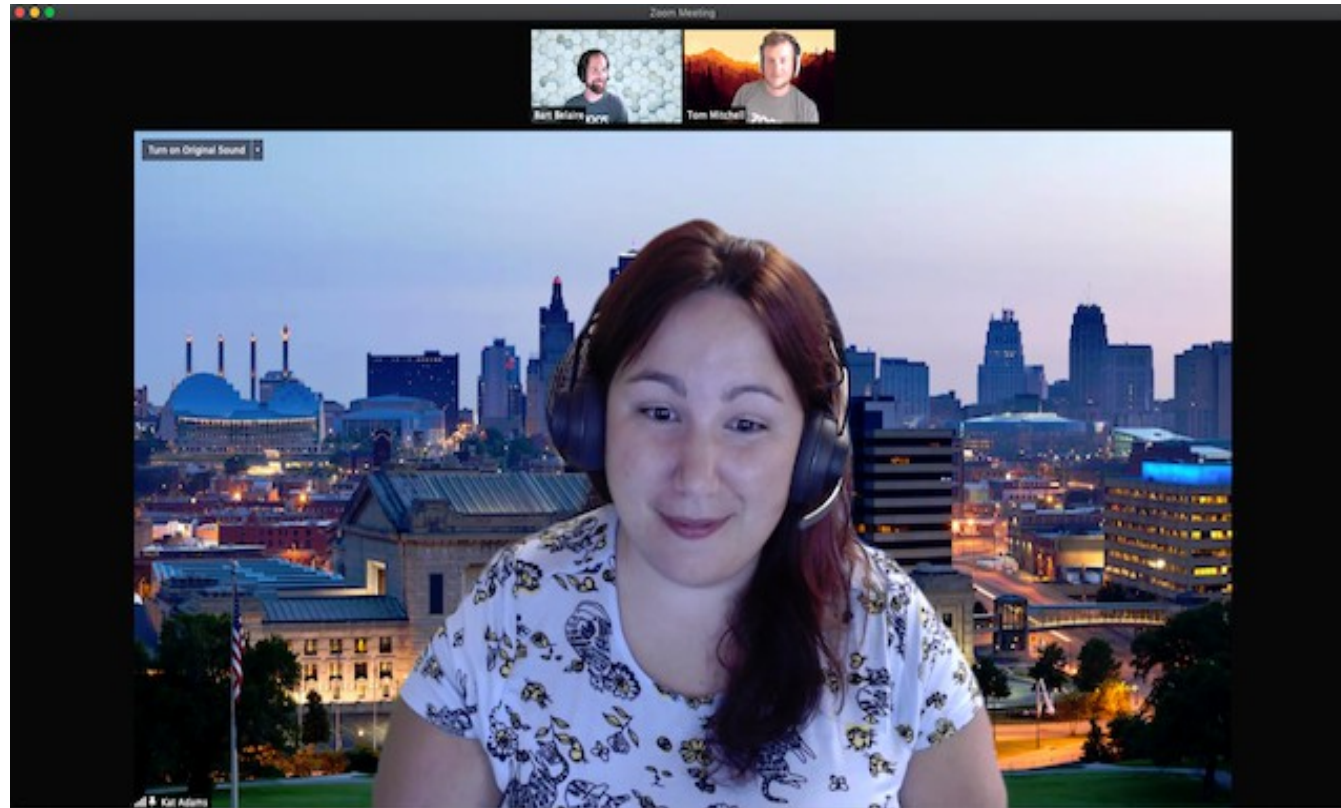
The image shows a Zoom Meeting window with a blue title bar. The main content area displays a tropical beach scene with a palm tree and waves. A semi-transparent light blue text box is overlaid on the right side of the video, containing red text. Below the video is a dark grey Zoom control bar with various icons and labels. A large red arrow points from the text box down to the 'End' button in the control bar. The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, and several application icons. The system tray on the right shows the time and date as 9:56 PM on 11/11/2020.

Video Camera Toggle

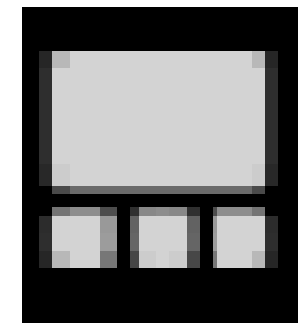
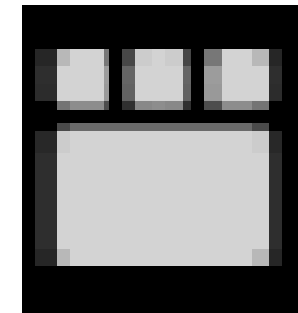
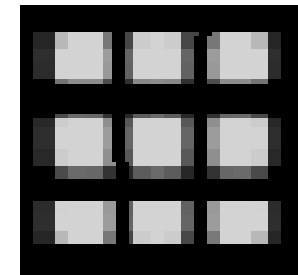
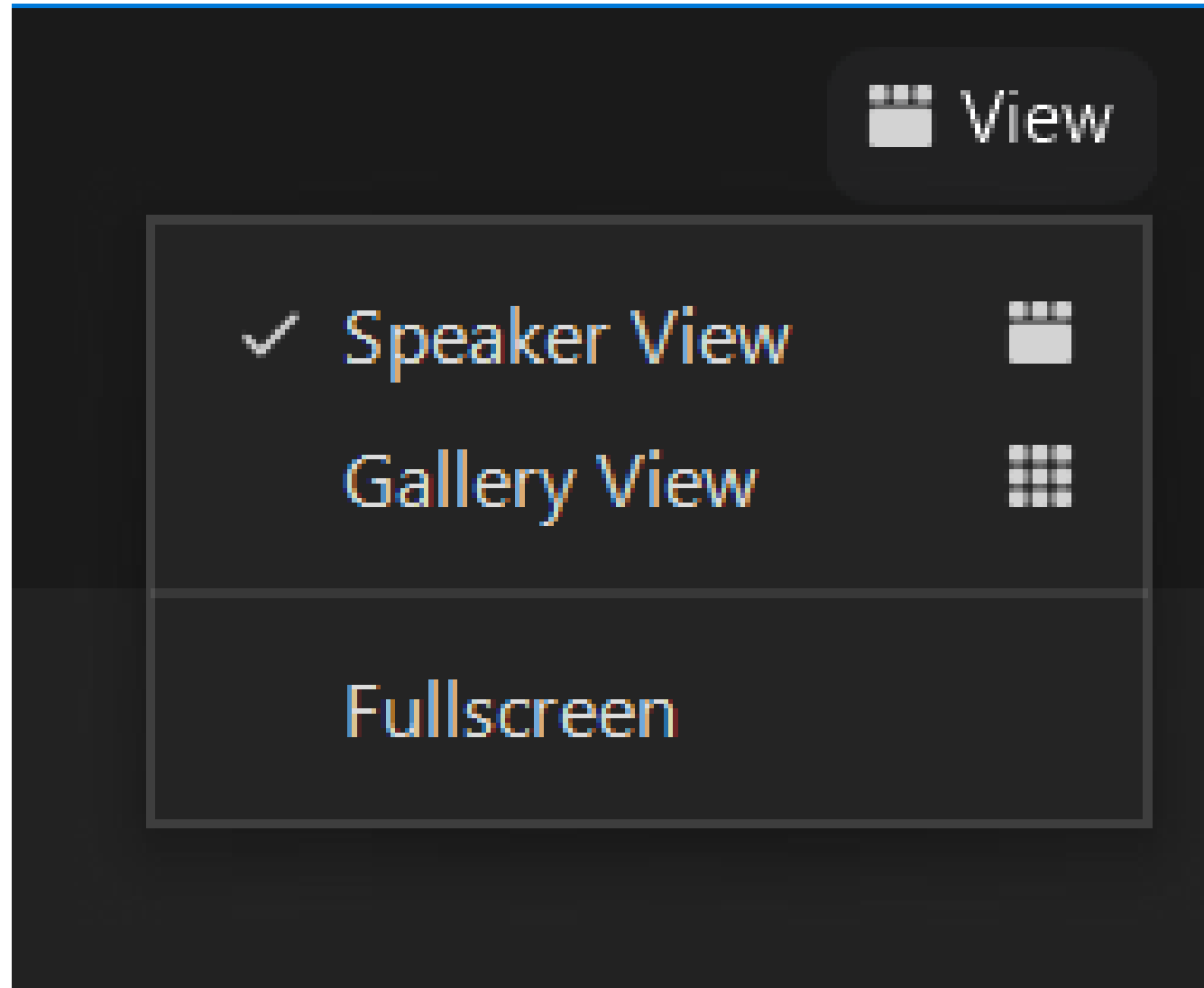


Speaker View focuses on the speaker

Gallery View shows everyone



VIEW CONTROL ICON



The View

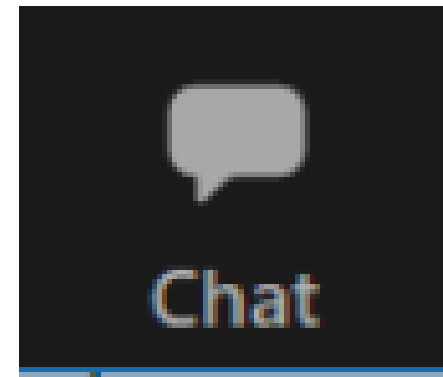
- The gallery view is great for an informal meeting where everyone is allowed to talk. The speaker will be highlighted square
- In speaker view, the person speaking will show in the large window.
- The speaker icon is located near the top of the picture

NONVERBAL COMMUNICATION

CHATS

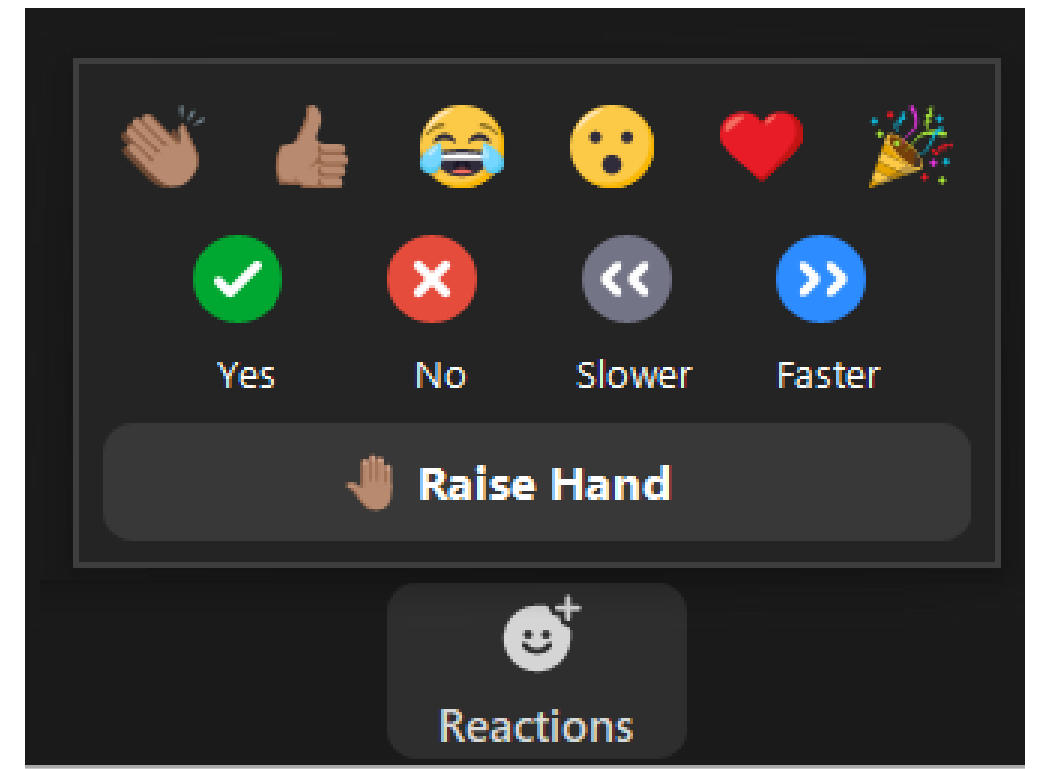
REACTIONS

Chat



- The Chat Icon opens a popup when you are in full screen mode, or on a phone or tablet.
- Otherwise it opens a panel on the right hand side of the window.

REACTIONS



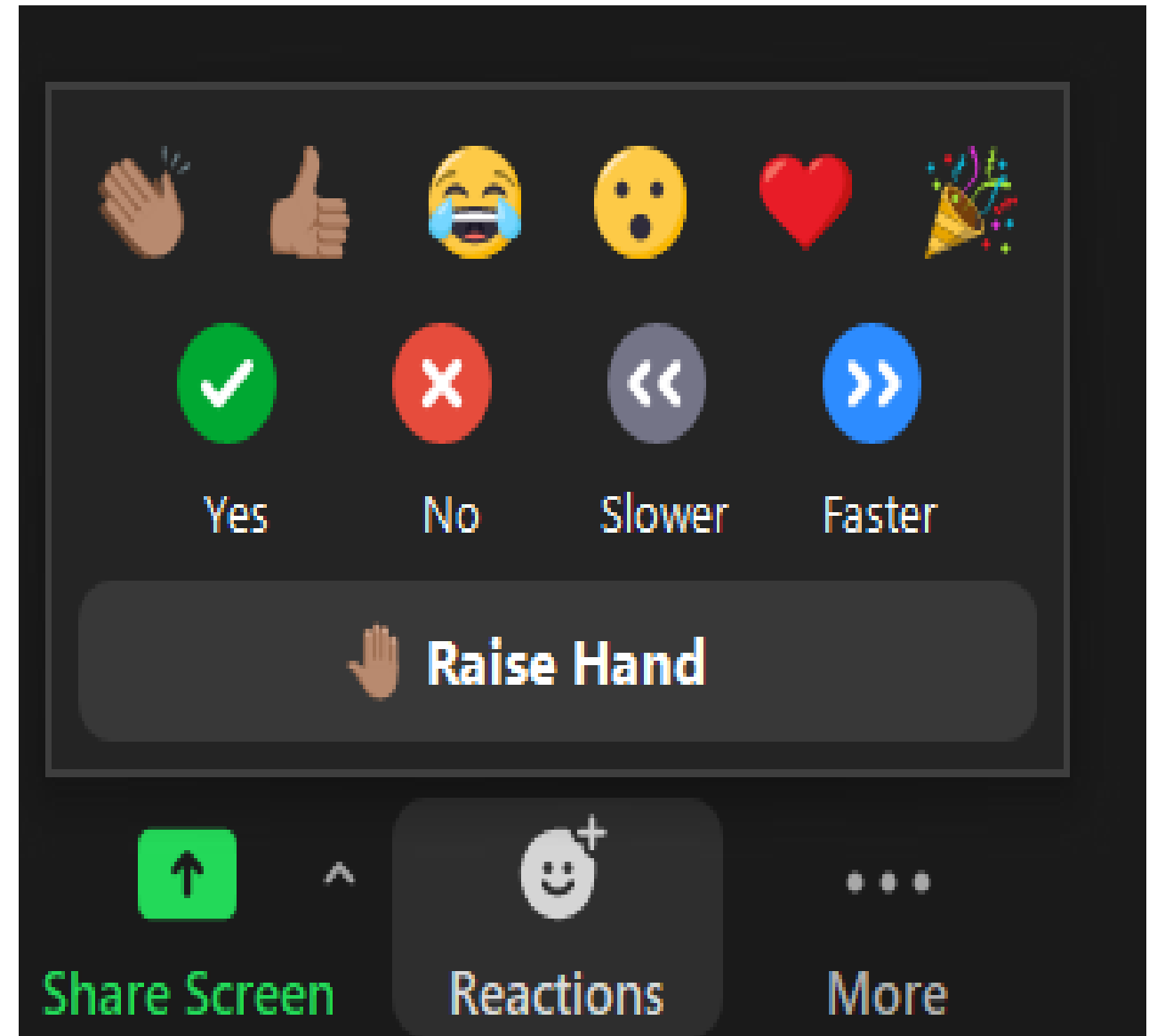
ZOOM improved reactions December 20, 2020.

If you don't have the latest and greatest version of the ZOOM client, the location the special reactions:

YES, NO, SLOWER, FASTER, RAISE HAND
will be located under participants instead of with reactions.

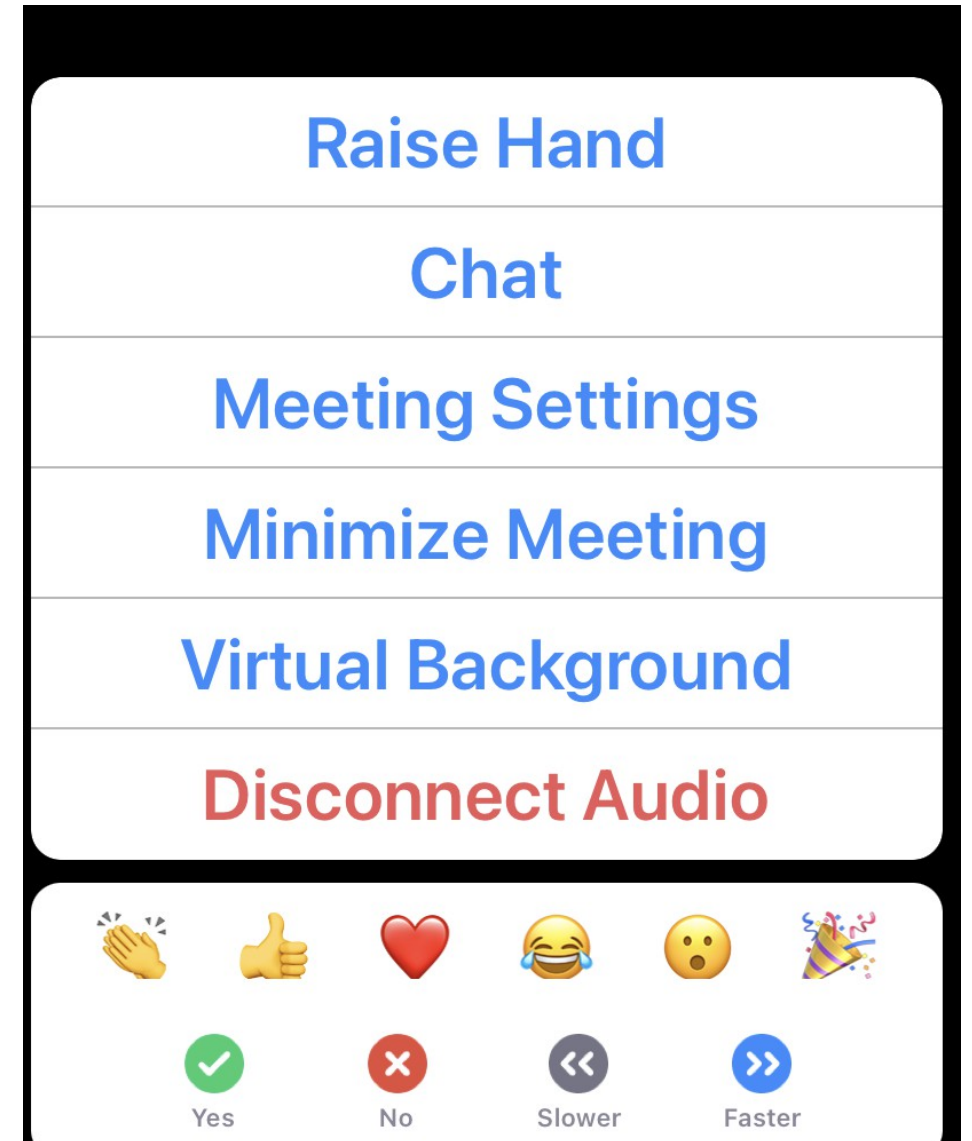
Reactions

- Clapping hands, thumbs up, laughing, Oh, Heart and party horn are standard reactions.
- Yes, No, slower, faster, RAISE HAND are special options added by the meeting host.
- The location of these special options varies under different versions of the ZOOM client.



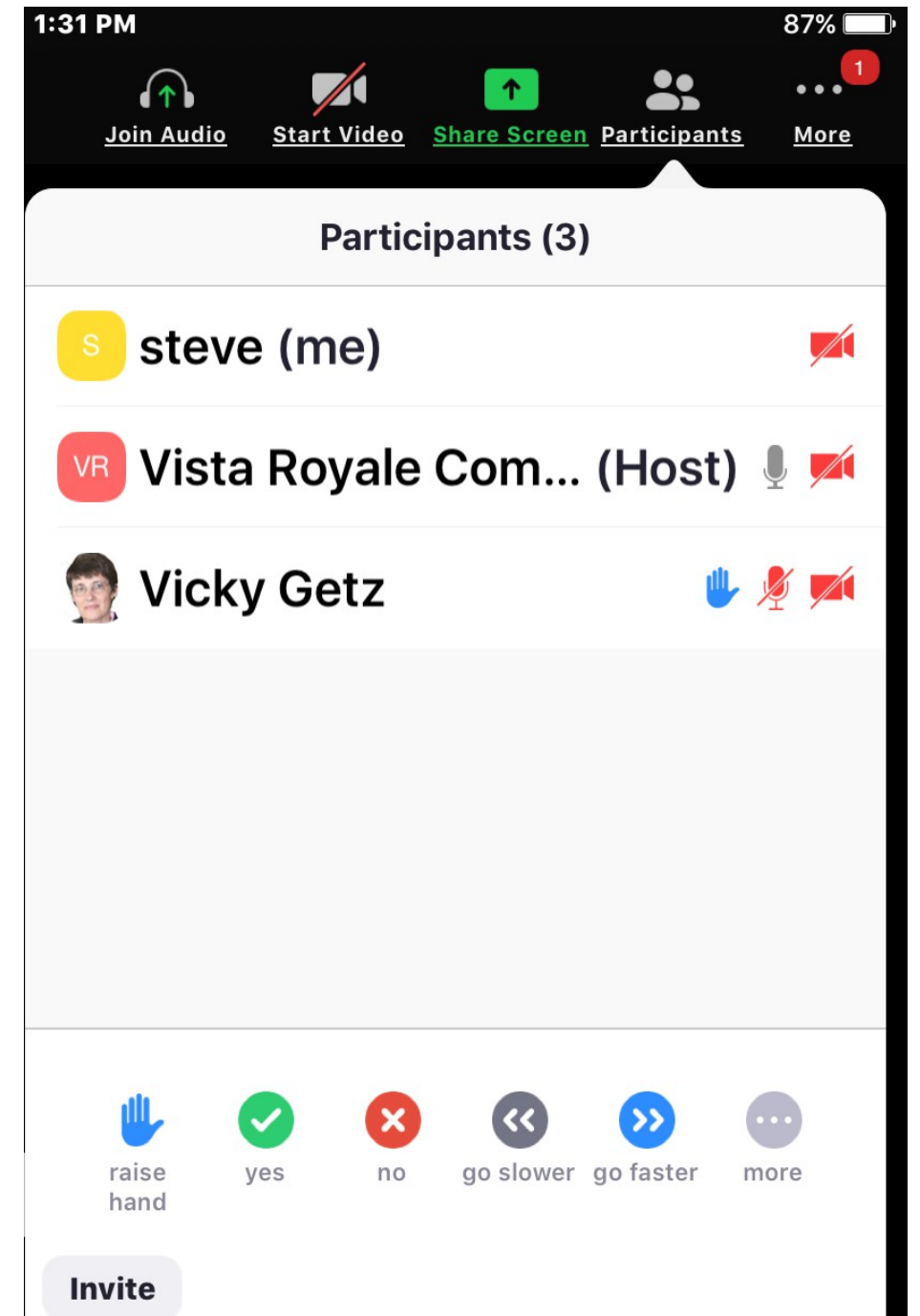
Reactions

- Find the reactions under MORE on an iPhone
- Placement changed recently, so older versions of zoom may have different locations



On my OLD iPad

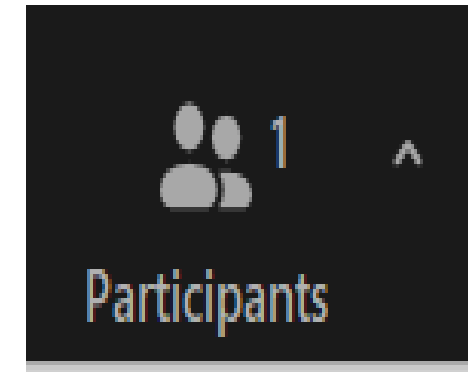
Emojis were under MORE
while raising hand was under
PARTICIPANTS



Raise your Hand

- Raising your hand is a special option that we have set up. Not all ZOOM sessions have this feature.
- Raising your hand, moves you to the front of the queue. I will ask you to unmute and call on you if you want to ask questions, or feel you have something to add.

Participants



- Clicking on the participants icon brings up a list of all the people participating in the meeting. If you are in fullscreen view, on a tablet or smart phone, the list will be in a popup.
- If you are in a window, it will open a list in the right hand panel.
- Click on your name, and you will find an option to rename yourself.

Specialized Video Meetings

- Different types of meetings require different types of software.
- We hope that by having experience with ZOOM will put you at ease about using different products.

Specialized Video software



GAMES

2:38 PM Thu Dec 3 87%

AA trickstercards.com

Find Macy's Department Store... oan news - Google Search Lands' End | Customer Service... Trickster Cards

Join Bridge

Chicago scoring using SAYC with partscore bonus, review last deal, with undo, text chat

missmary⁴ • 0/10

4♥

1♦
3♠
Pass

Lori³⁵⁸

Pass

2♠
Pass

Mette²

3♥
4♠
5♦
2♣

Pass Pass Pass

They: 0

Video Meetings

- Business Meetings
- Classes
- Memorial Services
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- And the list goes on