



PLEASE WAIT FOR THE MEETING TO START

Meanwhile ...

Please make sure your **microphone is muted after testing it**
and you have turned your **video off**
The meeting host will let you know when you can un-mute yourself

You can make written comments via the chat function
or

You can use any of the non-verbal icons
found in the participants section

The coffee cup is to show you have physically
moved away from your device, please click it again when you return

And finally, meetings are usually recorded

On-line Meetings



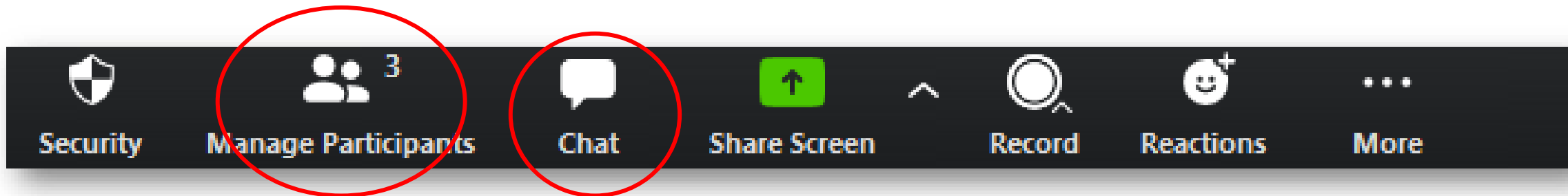
- Maximum of 100 people per meeting
- Meeting length not restricted
- Email participants with unique meeting ID each time
 - I have turned off the extra password as the meeting ID is, in effect, a password
- If people join by dialling in via a phone
 - they will not see shared screens
 - and only hear audio- so ok for meetings but not for education
- For those joining our education meetings by the app on their phone or computer
 - Attendees will in general not use audio or video during presentations
 - Feedback will generally be via chat or icons from the participants area
 - Meetings will generally consist of a single person talking as slides are shared with attendees
 - Meetings can be recorded to the host's computer for publishing to the member only website
- I am happy to help individuals remotely with technical problems between events

tips

- Always check your audio and video ahead of any meeting
 - Things can change between meetings, so always check
 - Turn HD video quality off in your zoom settings
 - If you have checked before hand there is no need to ask 'can you hear me'
- Always- ALWAYS mute your microphone if you are not talking
- Video is good for the “presenter”
 - Brilliant for small meetings but not always good in large meetings
- Learn how to find the participants and chat panels - both useful for feedback
- Do not share our meeting IDs outside RBKA

Tips 2

- If using video
 - don't have a bright light behind you- you will be in shadow
 - Check what is behind you as others will see it
 - Tell your family about the meeting as interruptions can be embarrassing
 - Learn how to move from a grid view to a last person talking view
- Bandwidth
 - Turn off other applications
 - Ask other family not to download, watch films online etc during the call
 - Check your contract, some people have limits on the download capacity
- If sharing screens
 - Turn off notifications, the content can be private and may be seen
 - Screens can get hidden behind screens- if you can't see zoom but can hear, it is there somewhere!
- Keep it simple
 - If people are just having a conversation, then just use a phone- it works well



Participants (3)

| | | | |
|-----------|---------------------|--|--|
| JW | jim wynn (Host, me) | | |
| Jl | Jw ipad mini | | |
| MW | Mary Wynn | | |

2

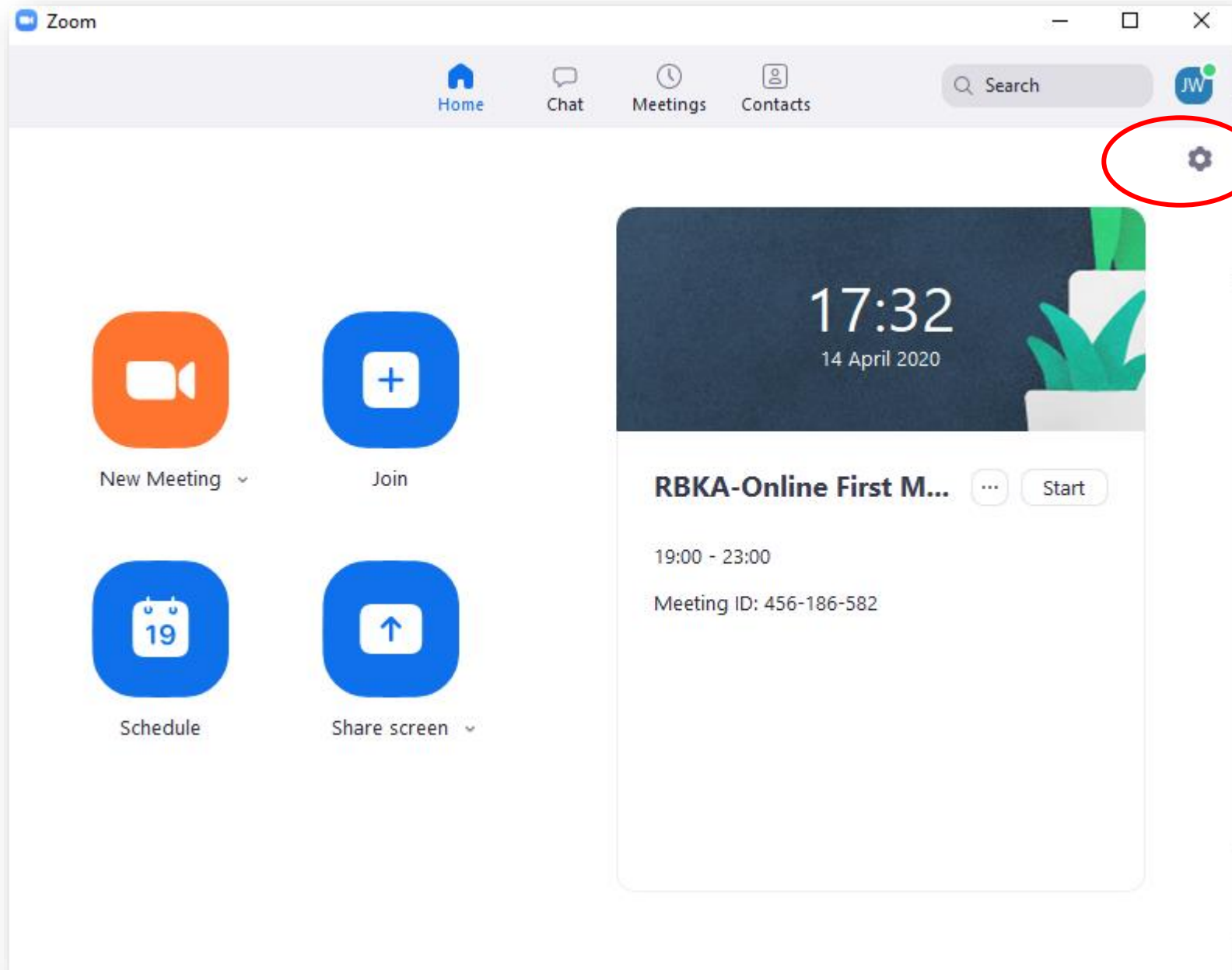
yes no go slower go faster more clear all

Invite Mute All Unmute All ...

Zoom Group Chat

To: Everyone ▾

Type message here...




**Change
your
settings in
zoom**

Settings

- General
- Video**
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

- Start Zoom when I start Windows
 - Silently start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Automatically copy invitation URL once the meeting starts
- Ask me to confirm when I leave a meeting
- Show my connected time
- Remind me minutes before my upcoming meetings
- Stop my video and audio when my display is off or screen saver begins


Reaction Skin Tone



[View More Settings](#)

Settings

- General
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Camera: TANDBERG Video

16:9 (Widescreen) Original Ratio

My Video: Enable HD

Mirror my video

Touch up my appearance

Meetings:

- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting

Advanced