Keeping together at a distance

The Scope of These Guidance Leaflets

This leaflet is one of a series which give an overview of the things that might be helpful for small charities and voluntary community groups setting up facilities to enable it to continue working effectively with Trustees, volunteers, staff & beneficiaries who are unable to meet face-to-face.

They are NOT a full and comprehensive guide
to all the technology available.

Please read the Disclaimer on the last page of this leaflet.
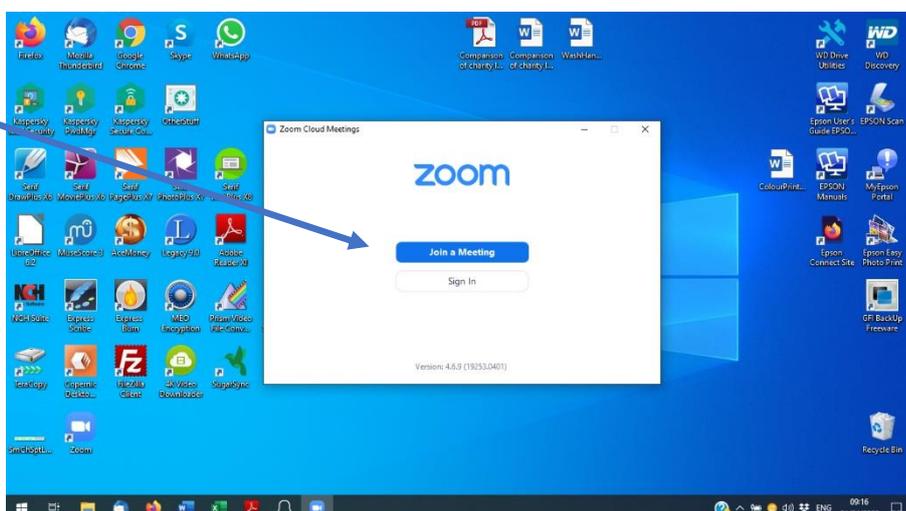
Last updated 5-Apr-20

Joining a Zoom Gathering

Assuming that you have downloaded the Zoom software App onto your computer, click on the icon in the bottom left hand corner of the screen, scroll down to the Zoom app and click on "Start Zoom".

(If you have not already installed the Zoom app on your computer or mobile see the separate instruction sheet on how to do that)
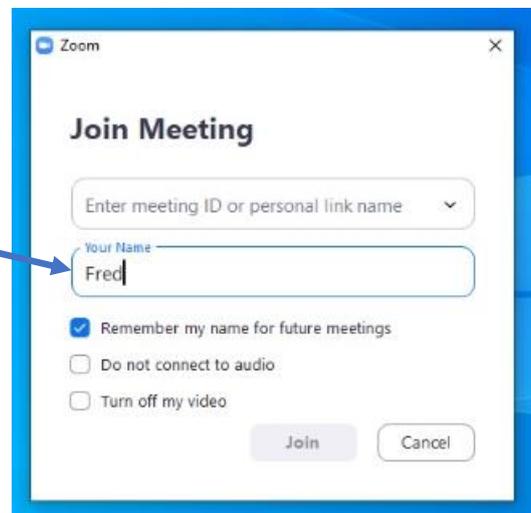

Click on "Join a Meeting"

A "Join the Meeting" window will appear.

Enter a suitable name.

This is what other people in the meeting will see to identify you.

So choose something that will be familiar to (and appropriate for) the other participants.

You can change this later for other meetings if you wish,

You will also need to enter the ID for the meeting (so Zoom knows which of millions of on-line meetings you want to join).

The ID will be in the e-mail sent to you by the host inviting you to join the meeting.

The full invitation (as provided by Zoom when the meeting is scheduled) is shown in the box below.
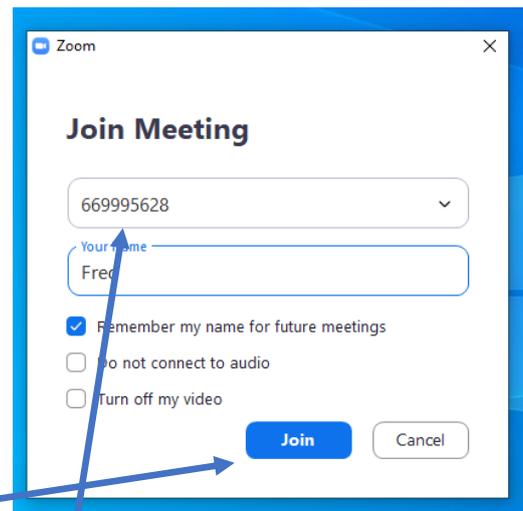But usually you will receive a shortened version of it.

Copy just the link line from the invitation e-mail and paste it into the box on the screen.
Note:
- *The screen will automatically shorten the full link to just the ID number as shown above.*
- *In some cases the hyphens may also be included – ie: 669-995-628 is displayed instead of just 669995628*
- *In the illustration below the link and password have been highlighted for clarity.*
Click on [Join]

> Brian Seaton is inviting you to a scheduled Zoom meeting.
>
> Topic: Trinity Elders' Mtg
> Time: Apr 4, 2020 07:30 PM London
>
> Join Zoom Meeting
> ***https://zoom.us/j/669995628?pwd=QnIyUDYxL21yS2Z0SlRKaXo5YUJSdz09***
>
> Meeting ID: 669 995 628
> Password: ***029625***
>
> There may be some more text, but that is about calling in by telephone and can be ignored.

For some, but not all, meetings a password may be required for additional security.

If a password is not required the screen to the right will not appear and the link to join Zoom will be much shorter.

If the "Enter meeting password" screen appears, copy the password from the invitation and paste it into the screen.
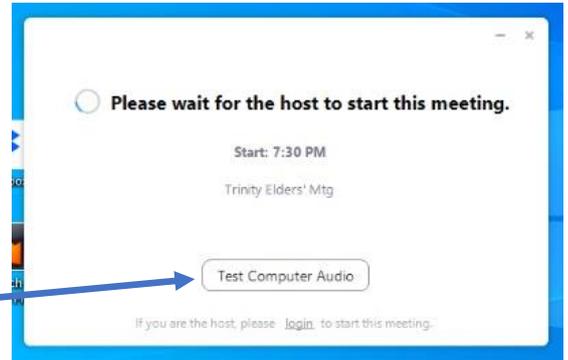
Then click on [Join Meeting]

If you click on [Join the Meeting] before the meeting has started you will see the message to the right.
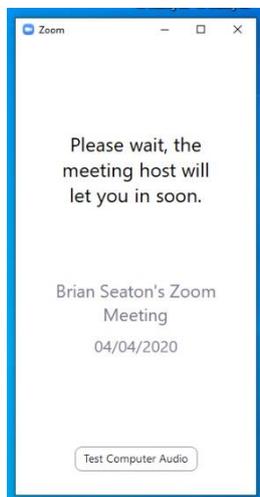
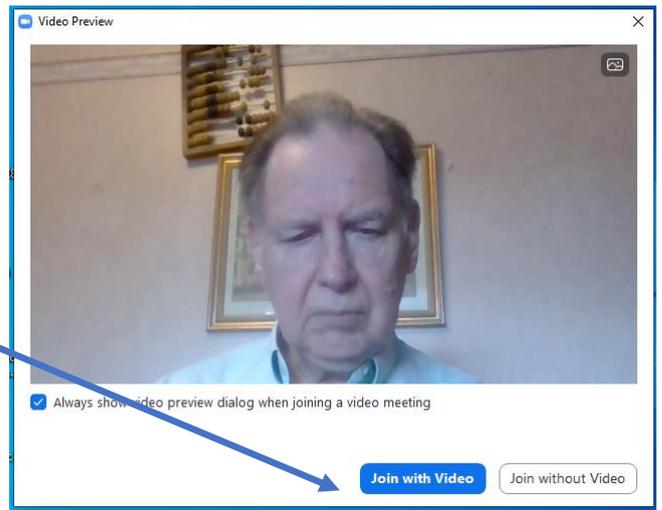Please wait until the host starts the meeting.

If you have tried to join the meeting very early you can sign off and start Zoom again to join the meeting later.

You can also take the opportunity to check that your microphone, speakers and camera are set up correctly by clicking on the [Test Computer Audio] box.
(For more instructions, see below)

When the host has started the meeting the window will appear and you will be able to join the meeting,

Click on [Join with Video] if you want others in the meeting to be able to see you or, if not, click [Join without Video]
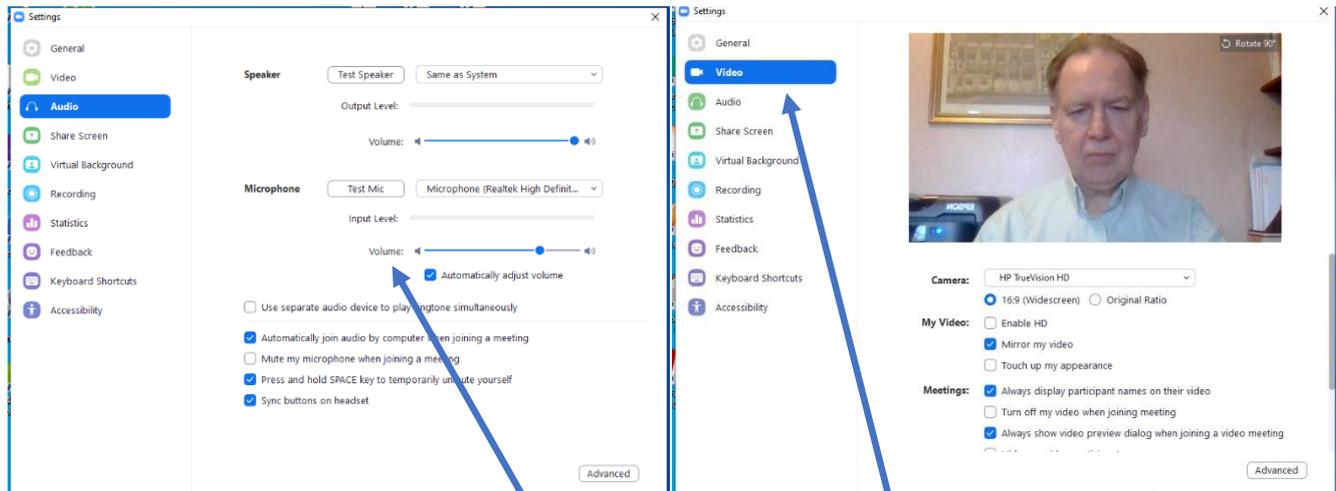

If the message to the left appears the host of the meeting will know that you are waiting to join and will admit you to the meeting at the appropriate moment.

You have now joined the meeting.

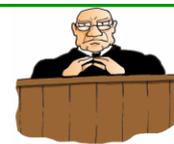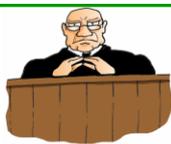**Contribute and enjoy.**

Checking Your Computer Set-Up

While you are waiting to join a meeting you can take the opportunity to check that your computer is set up correctly.   Click on [Test Computer Audio] and you will get the screen on the left below.

If you now speak you should see the microphone volume level indicator moving.   Leaving the "Automatically adjust volume" box ticked usually works best.
But you can experiment with other settings if you wish.

Clicking on the "Video" option allows you to check that your camera is working and is correctly positioned (see the separate leaflet for suggestions on that).

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