

Basic ZOOM Meeting Instructions

1. Meeting Invitations:

- a. You may get an invitation from Wabash Valley Genealogy Society (WVGS) that could look like this

Wabash Valley Genealogy Society



From Wabash Valley Genealogy Society

- b. Or your meeting invitation could be from another WVGS member or board member of WVGS, and could look like this

WVGS - ZOOM - Up coming meeting invitation



From Gary L. Jones
to Gary's G Mail

- c. Be sure that wvgs@inwvgs and the email address of the WVGS board members are in your contact list. If not your invitation may end up in your spam folder.
- d. Your ZOOM meeting invitation will include the date and time of the meeting and text similar to this:

Join Zoom Meeting

<https://us02web.zoom.us/j/81853596278?pwd=cGIZSUMyZ0FhRmsvTIFUd0RLR3VXQT09>

Meeting ID: 818 5359 6278

Passcode: 753123

2. Join the Meeting:

- a. When the meeting time arrives, click on the link that starts with “https” to join the meeting. (Most meeting hosts will open the meeting up to 30 minutes ahead of the scheduled meeting time.) If you are ahead of the host you will get a notice that the host has yet to arrive and opened the meeting.

Basic ZOOM Meeting Instructions

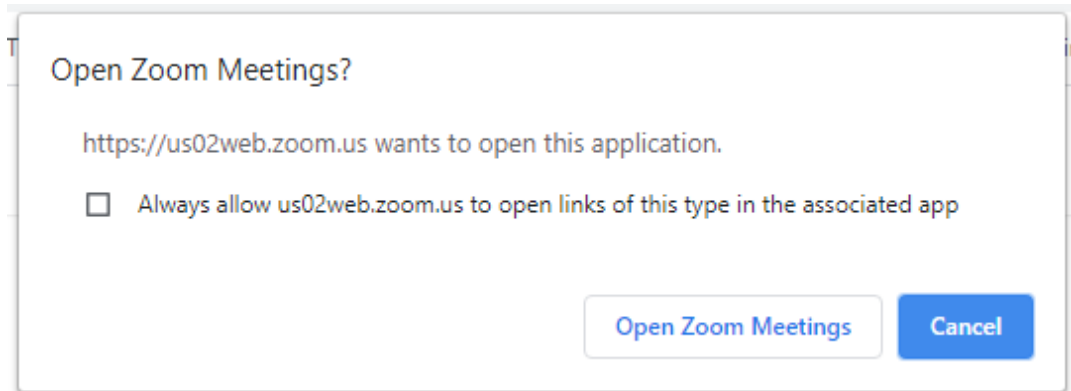
- b. ZOOM will lead you through the process of joining the meeting. The first response you may get is:

Click **Open Zoom Meetings** on the dialog shown by your browser

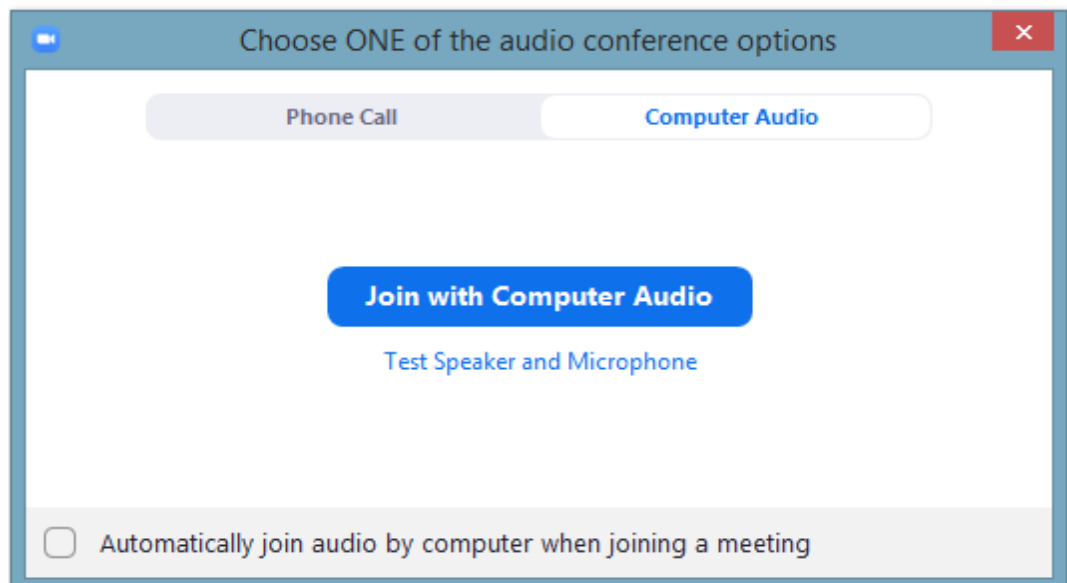
If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

- c. The second step is to click on "Open Zoom Meeting". If you first select the check box, you may not see this second response from Zoom from now on.



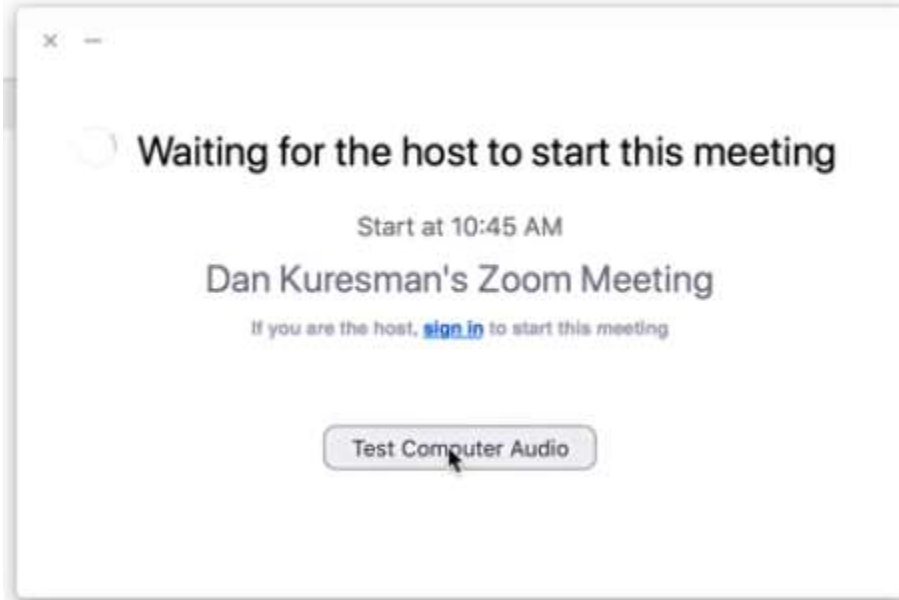
- d. Prior to joining the meeting, you have an opportunity to test your microphone.



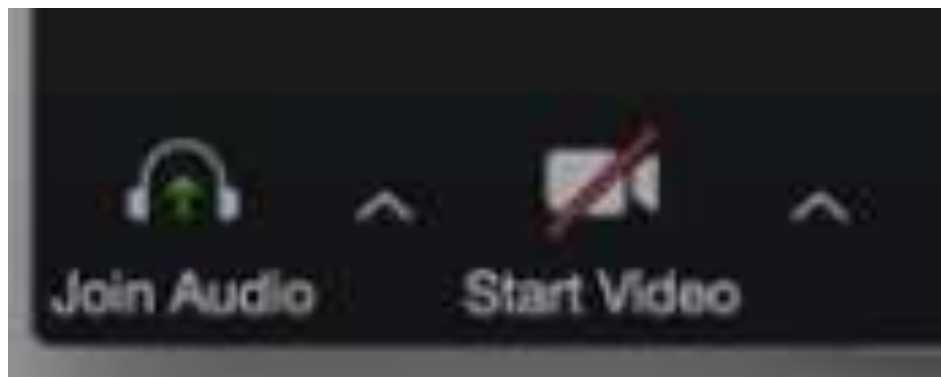
Basic ZOOM Meeting Instructions

You can then select “Join with Computer Audio”

- e. If the host has not yet started the meeting, you will need to wait until it is started.



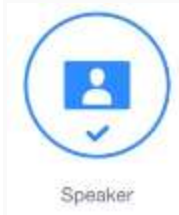
- f. After joining the meeting you will need to check the bottom left side of the screen where you find the controls for your microphone and video camera. If there is a red slash through either icon, it indicates the device is turned off at that time. Left click with your mouse to toggle on/off. Most meetings will start with ALL microphones turned off. The up arrows to the right of each icon allows access to other menu items for that device. To see the bottom menu bar, hover over it with your mouse pointer.



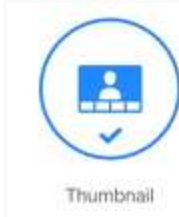
- 3. Zoom Rooms Display Options (Top menu bar, in most cases)

Basic ZOOM Meeting Instructions

The Zoom Rooms controller lets you choose the video layout that displays on Zoom Rooms screens. In Gallery views. In Zoom Rooms with multiple screens, toggle the icon to switch between Speaker and Gallery views. Zoom Rooms with one screen, tap the Change View icon on the iPad controller to switch among the Speaker, Thumbnail, and Gallery view.



Speaker displays a large view of the person currently speaking, with a smaller thumbnail of the previous speaker as a picture-within-picture. During screen sharing, the shared screen is in the large display and the thumbnail shows the person who is sharing. This view includes an Advanced option, where you can choose the size and location of the thumbnail, or choose to display the active speaker or shared screen without a thumbnail.



Thumbnail combines the Speaker view with a scaled down version of the Gallery view. A small strip of thumbnails, showing up to 8 participants, displays beneath a relatively larger view of the active speaker. The thumbnails show the participants who were most recently the active speakers. This view is only available in Zoom Rooms that have a single screen.

Basic ZOOM Meeting Instructions



Gallery displays up to 25 participants on each screen, with the active speaker highlighted. For meetings with more than 25 participants, an arrow displays next to the icon. Tap the right arrow to display the next group of participants on the screen, and tap the left arrow to display the previous set. This view is not available in a Zoom Room with one screen when screen sharing is active.

4. For more ZOOM instructions follow the link below.

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>