



MEETING ONLINE WITH ZOOM

With today's social distancing restrictions resulting in the cancellation of meetings, many of us want to still connect with others. Here is some helpful information on using ZOOM, an online meeting software. It can be used for an organized meeting, for an online book club or for friends and family to connect. This method of connecting is also useful in the future to enable interaction, meeting with colleagues, family and friends around the country and the world and those cancelled meetings due to Canadian weather conditions.



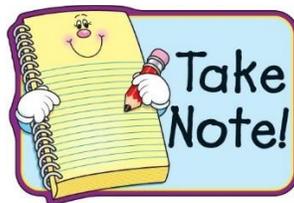
As you might expect, ZOOM has experienced an explosion in usage, so the website is evolving to cope with the traffic increase and security concerns.



Unfortunately, this has also attracted hackers who try to enter and disrupt meetings. It even has a name already, 'ZOOM bombing', like photo bombing when someone jumps into the photo you are taking. In response to this, ZOOM is now **requiring meeting passwords** for each meeting and encouraging meeting hosts to control entry using **'Waiting Rooms'**.



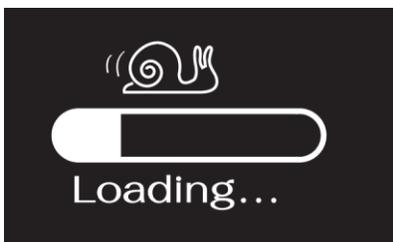
ZOOM provides both audio and video connections, however the device you are using also needs to have at least a microphone. For others to see you, you also need a webcam, (camera lens built into computer, laptop, tablet or smart phone) but you can still participate by audio alone. If you are using a tablet or smart phone, then you will have both audio and video.



ZOOM is relatively easy to use. The maximum number of people in a free ZOOM call for under 40 minutes or a call using a paid account for over 40 minutes, is 100 people. **One on one calls are free with unlimited time.** One way around the 40 minute limit, is to set up more than one meeting with a few minutes between them.

An account costs approximately \$20 Canadian a month (it is a US based company). You don't have to pay for an account to join a call.

Further information is available at: <https://zoom.us/docs/en-us/covid19.html>



Downloading or Updating ZOOM Software

The first step in using or setting up a ZOOM call on your computer, laptop, tablet or smart phone is to either download the software, or if you already have it, to verify that it is an up-to-date version.

Updating if you already have ZOOM:

If you already have ZOOM, while it probably will still work fine, if it is not too old a version, you should update it anyway:

- Open ZOOM and log in. If you have forgotten your personal password, you can click on Forgot Password,
- Once you are logged in, there should be an icon in the upper right-hand corner beside the Search button, it may be your initials,
- Click on it and one of the options is Check for Updates, click on it and follow instructions.

Downloading if you don't have ZOOM on your computer or laptop:

If you don't have ZOOM on your computer you can still join a call, however your computer will first download the software, which could take several minutes. You could also have challenges getting properly set up and ready to go, so it is advisable to **download the software before your meeting:**

- Go to https://zoom.us/download#client_4meeting (don't do a Google search as that will bring up multiple web sites),
- Click on **ZOOM Client for Meetings** and download the software,
- Once downloaded, you will be able to access a ZOOM call using the link you receive in an email invitation.

Downloading to a tablet or smart phone:

Go to your app store, search for ZOOM Cloud Meetings and download.

Once downloaded, you will be able to access a ZOOM call using the link you receive in an email invitation.

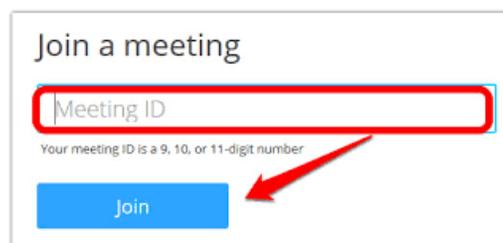
The Zoom logo is displayed in a blue, lowercase, sans-serif font.A blue, rounded rectangular button with the text "Join a Meeting" in white.A white, rounded rectangular button with a thin grey border and the text "Sign In" in grey.

Joining and participating in a ZOOM Meeting

If you don't want to download the ZOOM software or app, you can call in by phone. The phone number may be provided in the meeting email you receive, or you may be able to look it up if the email invitation has a link to a website to Find Your Local Number. There is not however an area phone number to use, so there will be long distance charges if your phone plan doesn't have free calling within Canada. ZOOM has 5 dial in area codes for Canada...Montreal

(1-438-809-7799), Toronto (1-647-347-4685 or 1-647-558-0588), Vancouver (1-778-907-2071) and Calgary (1-587- 328 – 1099). The link to all Zoom International Dial In Phone Numbers is: <https://zoom.us/u/acliKIX5j> When you connect by phone you need to provide the meeting ID for the conference call, which is the 10 to 11 digits in the meeting address ([https://.....zoom.us/j/...10 -11 digits ? pwd=...](https://.....zoom.us/j/...10-11 digits ? pwd=...)) you receive.

Otherwise...Once you have ZOOM on your device, to join a ZOOM call that has been set up, go to the email you received, click on the meeting address, which is the first link in the meeting invitation (<https://.....zoom.us/j/... 10 -11 digits ? pwd=...>) and click Join Meeting (with video) and Join with audio.



If for some reason the ZOOM address isn't highlighted as a link, which happens sometimes, highlight or block the address, copy it, and paste it into the address bar of a new window in Chrome or whatever search engine you use and you should be good to go. You can enter the meeting directly from ZOOM, but you need to enter both the **meeting ID** and the **meeting password**, which are listed in the email invitation.

Once you are in a meeting there are two ways to view the participants, **Gallery View or Speaker View**. The toggle button to change the view should be in the upper right-hand corner. By choosing Gallery View you can see who is speaking as the frame of their box is highlighted. If the controls have disappeared, just move your mouse and they will re-appear.

If there is **background noise** you can mute yourself in the lower left-hand corner of the screen, but don't forget to unmute yourself to speak. If you wish to turn off the video, that button is beside the mute button.

If you are having problems with being heard or hearing, beside the microphone mute button in the lower-left corner is an arrow which when clicked, provides options, one of which is **Test Speaker and Microphones**. You can also click Audio Settings and test and adjust the volume.



Setting Up a ZOOM Meeting

To set up a ZOOM call:

- It is easier to set up a ZOOM call if you open your ZOOM program (like you would to use Word or Excel) or app and log in from there vs using your browser.
- There will be four icons come up, choose Schedule,
- You can then enter the topic or name of the meeting, set the date and the start time for the meeting and set the estimated duration of the meeting. The password for the meeting will already be shown.



- You should also enable a new feature called **'Waiting Room'** to control who is allowed to join the meeting:
 - Click on 'Advanced Options' at the bottom of the set-up screen and 'Enable Waiting Room'.
 - If you want to set an alternative host for the meeting, you can also select that and enter their email address.
 - You can also open the meeting early and you will see a new button called 'Security' at the bottom of the screen. Click it and select 'Enable Waiting Room'.
- The other settings are default and will usually not need to be changed.
- It is usually a good idea to set the start time about 15 minutes before the meeting is to start so that everyone has time to join the meeting before the planned starting time.
- If you do not have an account that you pay for monthly, you can only have a 40-minute meeting. However, you can always set up a second meeting starting a few minutes after the first one ends.
- Once you have entered the info for your meeting, click Schedule, then click Copy to Clipboard.

- Set up your email with who you are sending it to, the title and any lead-in information or directions (such as instructions for joining a meeting) and then click Paste in the body of your email, and the meeting info should drop into your email.
- A suggestion to help those who will be joining you, is to note that they may need to use a meeting password and perhaps to highlight the meeting ID and password in the invitation.
- Then just send it.
- If you also send the email to yourself then you have the info to start the meeting.
- To further help keep your meeting free of interruption, it is recommended that you **do not post the invitation anywhere on social media.**



To launch the meeting:

- You can just click the same meeting address as the others, or
- You will likely receive an email saying your meeting participants are waiting, and the address will be there as well. That email often comes well before the meeting time, or
- If you are already logged into ZOOM you will see the meeting you set up listed there with a button to Start Meeting, so you can start it that way as well,
- It is best to **start the meeting before** others start entering so that you keep control of the meeting as the administrator,
- Once you start the meeting, because you enabled a Waiting Room, you then go to the '**Manage Participants**' button and it will bring up a bar on the right side where you can let people in individually or let them all in if they all belong. If you see someone who does not belong, remove them,
- If there is too much **background noise**, you can mute all participants and remind whoever wants to speak to unmute themselves.

There are many resources on the zoom.us website including a number of videos on specific topics:

https://support.zoom.us/hc/en-us?_ga=2.140834992.389629146.1586535420-1652332456.1577673150