

The Arts Society Hambleton

ZOOM Meetings and Webinars

Guidance for Event Attendees / Members Ver 4.5

GENERAL

A Zoom Webinar will be used as a platform for our Lectures as they cater more easily for larger audiences. You will see some of our Committee Members and the Lecturer on screen as Panelists. As an Attendee you will not be visible and will be muted so no one will be able to hear you if you speak or make a noise during the lecture. As the lecture progresses or at the end you can type in questions by clicking on the Q&A tab on your screen.

A Zoom Meeting will be used for Days of Special Interest or Social events as they deal more easily with smaller numbers of people, everyone is visible on the screen and it is very interactive. You will be able to chat, ask questions and both images and documents can be shared for everyone to see.

The Arts Society Hambleton pay for the ZOOM Licence. Access for you is free but you are advised to have ZOOM on your computer/tablet before the event.

How to do this is described later - [TO INSTALL ZOOM](#)

TO ATTEND AN EVENT

Some time before the event you will have received an **Email Invitation**. This will state whether the event is a **Webinar** or **Meeting**. It will contain the **Link**, the **Meeting ID** and a **Password** to enable you to join on the day.

The event will open about 20 minutes before the official start time to give you time to join and settle in. After this opening time and well before the start, click on the **Link** (the blue / black underlined text) and follow the instructions to use ZOOM. Sometimes, if using a Desktop or Laptop you may be prompted to type in the **Meeting ID** and **Password** given in the email invitation.

If the direct link does not work, do the following... Note the Meeting ID/Passcode, open **ZOOM App or programme**, click on the **Join button**, enter the **Meeting ID** click join, then enter **Passcode**.

When joining a Webinar Lecture

You will be able to see a welcome screen, or members of the committee hosting the lecture, you will not be visible, nor will you be able to see other Attendees, also, your microphone will be muted. Please leave your microphone muted unless invited to unmute by the Host. To ask questions during or at the end of the lecture click on the Q&A tab. You will be able to see any other questions asked and type in one of your own.

When joining a Meeting

You may be prompted to click **Join with Video**, **Call over Internet** or **Join with Computer Audio** when you access the event. Click if prompted and you will then be able to see and hear yourself and the other attendees. If not check that your video (small camera symbol) is enabled and your audio (small microphone symbol) is unmuted.

To leave / end an event for yourself

The Host will close the Lecture/Meeting and shut-down the Zoom screen. If you need to leave the event before the end you can click on the red **Leave** button on the Zoom screen.

TO INSTALL ZOOM

We recommend that you install zoom well before the meeting. It is easy and safe to do so and will give you time to iron out any difficulties that you may have. You can then open ZOOM and check your camera and microphone.

- The easiest way is to click on the **Link** in the invitation in the days before the event. You will be taken to a page and asked to download the ZOOM application. Follow the instructions.
- Alternatively, on a **PC** or **Laptop**, go to <https://zoom.us/download> or **google** Zoom download. Download **Zoom Client for Meetings**, go to the Downloads Folder and click on **Zoominstaller.exe** and follow the instructions.
For **Ipads** or **Tablets** visit the App Store and download **Zoom Cloud Meetings**. After the download follow the instructions.

It is safe and easy to do so. You can then start up ZOOM, see for yourself and explore the controls. Try it with a friend! Once downloaded you will not have to repeat the process the next time you use Zoom. Once you have Zoom on your device the process for joining an event is as described previously in [TO ATTEND AN EVENT](#)

If in doubt, please ask family or friends. If really stuck, email us at: hambleton@theartsociety.org

CONTROLS AND TROUBLESHOOTING

Zoom controls are simple and intuitive. Lots of advice available via Google! Just a few pointers.....

- **Internet connection**
To enjoy the best viewing experience, please ensure that no one else in your household is using a device or mobile phone connected to the Internet at the same time.
- **Links**
If **direct link does not work**, note **Meeting ID** and **Passcode** then... Open the **ZOOM App or programme**, click on the **Join button**, enter the **Meeting ID** click join, then enter **Passcode**.
- **Sound**
Make sure that your device's speakers are on and that the sound is turned up to a comfortable level for yourself. You can control the sound level during the event.
- **Viewing Controls**
Cannot see full slides? At the top of the screen click on "View Options" to adjust your view. **In ZOOM Meetings only - Gallery View** allows you to see all Participants / Panellists. **Speaker View** allows you to see only the speaker fullscreen. The control is on top left of your screen.
- **Q&A**
To ask questions at a Webinar Lecture click on Q A tab at any time. You will see all questions being asked and can type in your own.
- **Chat**
You can direct queries during an event to ALL or any participant in the drop-down box and it is only visible to that person. Please do not disturb the Lecturer.
- **The Reaction Button**
You can indicate your approval with either a **thumbs up symbol** or **clapping hands symbol** at any time – however, please respect the lecturer.
- **NEW – Ipad Viewing issue**
If iPad users cannot see the slides when the lecture begins, try slowly rotating the iPad between horizontal and vertical view and repeat once or twice. If you see a "Switch to Screen Share" button, **press** to see slides."