

## Joining a TASEG Zoom Meeting/Lecture

While Chequer Mead is unavailable to us, TASEG intend to offer our programme of lectures on-line by means of Zoom. The following is a basic introduction to the system.

1. It is recommended that you download Zoom to your computer or tablet beforehand.
  - On a computer, this can be done by visiting <https://zoom.us/downloads> . Select DOWNLOAD and follow the instructions. There is no need to create an account and the download is free.
  - On a tablet, visit the relevant App Store, search for Zoom and download in the traditional manner.
2. You will receive an email giving details of the time of the meeting and the Link that you need to select to join. We may add some additional wording about the meeting but your invitation will include content similar to the example below:-

You are invited to a Zoom webinar.  
When: Aug 16, 2020 02:00 PM London  
Topic: Practice webinar with Ray

Please click the link below to join the webinar:

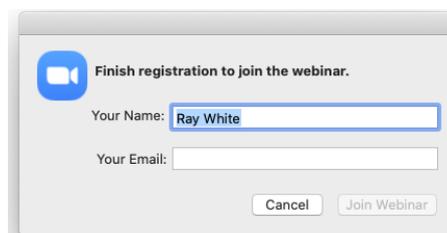
<https://theartsociety-org.zoom.us/j/99800428619>

Or iPhone one-tap :

US: +13017158592,,99800428619# or +13126266799,,99800428619#

**Note: The information above is simply an illustration. The log on information in your invitation e mail will be different**

3. To join the webinar from the email, simply click on the hyperlink (the underlined web address or text in blue) and this should take you into the meeting  
You may be invited to enter your e-mail address to complete registration



Enter your e mail and you will then be told that “**The Webinar will begin soon**”. At 1045am, we will “open the door” and allow you into the meeting.

When you enter the meeting you should see our Chair, Felicity Hatch on your computer screen.

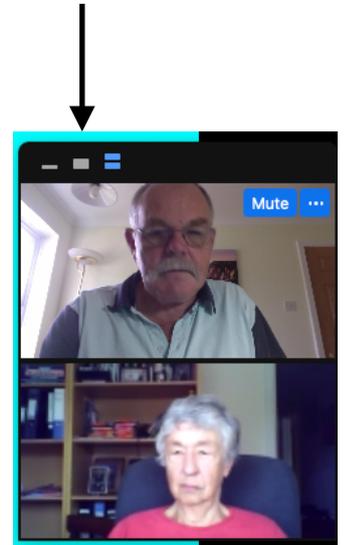
Imagine that you are sitting in the auditorium of Chequer Mead. The people you see on the screen are on the virtual stage.

Sit back comfortably ready to enjoy the meeting.

## Some Further Information about Zoom Meetings

### 4. Thumb Nail images

During the lecture, you may see small images of the panelists at the top of your screen. It is suggested that you select “Speaker View” by clicking the centre of the 3 selectors (arrowed). You should then drag this view to the top right of your screen which will allow you to see the speaker and the presentation

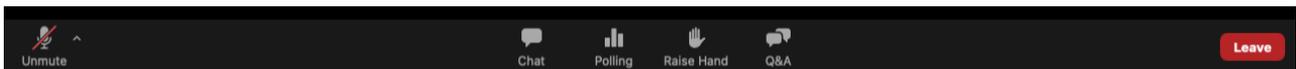


### 5. Zoom controls – how to access them and what they do

Firstly, when you are in the meeting, you should see a series of little control buttons on your screen, similar to the ones below:

Depending on laptop / tablet etc they could be at the bottom/top side of the screen. If you cannot see the buttons, they should appear if you do the following:

- **TABLET or Smartphone:** - try tapping the screen and they should appear/disappear
- **Windows PC or MAC/Macbook** - moving the mouse pointer on the screen should make them appear. They will disappear automatically after a few seconds of inactivity



#### 5.1. Mute/Unmute

The Unmute/Mute button turns your microphone on and off. Your microphone will be muted unless you wish to ask a question. If you wish to speak, you will be invited to unmute the microphone

### 6. Polling

During the AGM, you will be invited to vote on a proposed change to our constitution, and also to elect the members of your committee. This can be done on screen.

The voting is completely anonymous, and the results are available immediately.

For each question, you will be presented with a screen similar to the one pictured below. Simply click on your choice, and do not forget to press/click on “SUBMIT”.

A screenshot of a Zoom poll screen. The title is 'Change of Rules'. The question is: '1. It is proposed to amend the Society's Rules by replacing the existing rules as amended in 2017 by the form of rules attached to the notice of this meeting'. There are two radio button options: 'I agree' (which is selected) and 'I do not agree'. At the bottom, there is a red 'Submit' button.

## 7. How to ask a question

The easiest method of asking a question is to use the CHAT button to write a question.

- In the control button panel, press CHAT. The CHAT window will appear.
- Select the recipients of your question by clicking the drop down arrow next to “TO”
- Select “All Panelists and attendees”
- Type your question and press ENTER to send it

