

## HOW TO USE ZOOM TO ATTEND ONLINE MEETING

For those not familiar with the online meeting software Zoom, this is meant to help you to join our meeting on Friday, June 12 at 8 pm Central time.

You will be attending the meeting on a computer (desktop or laptop) or tablet so you can watch the video and see comments. You can use your smart phone also, but the video screen on your phone will display information that may be too small to read.

You must have;

- 1) a device with a screen
- 2) a speaker on the device
- 3) an internet connection via wifi or cellular service

You will receive an invitation to the meeting in your email. At 8 pm Central time, Friday, June 12. click on the "Join Zoom Meeting" address link in the email invitation.

If you already have Zoom on your computer / device, Zoom may prompt you for a name to use. Simply type in your name. **Note:** You may have to update to Version 5 because Zoom is requiring everyone to use the newest version of Zoom - Version 5.

If you do not have Zoom and you click on the link to the meeting, the computer will prompt you to download and install the Zoom app. You will download the **free version** of Zoom. You do not need to buy Zoom to use it.

Since there are many types of computers, some old and some new, and many types of software on all of them, it may not be possible to get into the Zoom meeting. You probably will have no issues. Unfortunately, if you do have an issue, there is nothing the ESCONI host can do about this - there are too many computer variables to know all of them. If your computer typically gives you issues, you may want to think about using ZOOM with a friend who has experience attending online meetings.

If you don't want to download anything onto your computer, then you may not be able to attend. This will be up to you.

You can choose to just listen in on the meeting with a telephone. You don't need a computer to do this. On your email Invitation for the Zoom meeting, you will see a list of phone numbers that you can call, including the Meeting ID and password. Of course, you will not be able to see anything, but, at least you can listen. Also note, your phone will be tied up for the duration of the meeting (probably 45 minutes to 90 minutes). Check your phone rates - most are inexpensive for this amount of time, but others may not be.

## WHAT YOU'LL SEE ONCE IN ZOOM AT THE MEETING

On your computer screen, you'll see a number of black boxes, each with a name in it. One will be yours with your name. Note, if attendance is very high, the boxes may be very small for each of so many people, or even just become a list of attendees' names. You will also see one with the meeting's host visible, and possibly the speaker will be visible.

In Zoom, at the lower left corner of your screen, you'll see an icon (image) of a microphone & one of a camera. You can turn these off by clicking on the icon of the microphone and camera. You will know the microphone or camera are off because there will be a line through the icon. Note, your microphone will be already turned off as you join the meeting because we have to keep the audience microphones off during the speaker's talk. This will also be true for the microphones on the call-ins by telephone.

If you turn on your camera, everyone on the call will be able to see you, your home or other areas that you might not want them to see. To hide your home background, you may be able to use a virtual background, e.g., a photo of the Earth, which Zoom provides as an option, as explained on this web page:

<https://support.zoom.us/hc/en-us/articles/204674889-Zoom-Rooms-Customized-Background>

These steps will lead to fewer distractions for everyone during the talk.

To maximize the size of the presentation on your computer screen, go to the upper right corner and click on "Speaker Screen".

## PLANNED SCHEDULE

For those who have attended live in-room meetings in the past, the procedure during the meeting will be similar. The meeting will begin with opening remarks and information by the ESCONI President, Jeff Lord. After his remarks, Dave Carlson, First Vice President will introduce the speaker and the talk / presentation will follow, including all images, etc. the speaker wishes to present (as in our usual in house talks). To prevent too much confusion and distractions, we'll leave the questions to the end of the talk.

During the question section, again to avoid a bit of chaos especially with a large audience, the questions will be sent by text - via Zoom chat. At the bottom of the Zoom screen, find the box labeled "chat" and click on it. You will see an empty screen in a new little box. At the bottom of the new box, you can type your text. Type your question, click on the little arrow to the right of the word "everyone".

After the question period is over, the President will thank everyone for participating, including our speaker, and give some few final remarks. After this, the meeting will end.

YOU CAN LEAVE THE MEETING AT ANY TIME YOU WANT by clicking on the phrase “Leave Meeting” in the lower right hand corner of the Zoom screen or just closing the Zoom meeting window. Or, if on a phone, by simply hanging up.

Hope to “see” you at the meeting,

Jeff Lord  
President  
ESCONI