

How To Use Zoom For BLPG Meeting

We are going to try to use Zoom, a video conferencing tool, to have our BLPG meetings during the COVID-19 pandemic. While we won't be physically sharing a space for the meeting, we will be virtually sharing a video space, and we will be able to see each other.

Some preliminary explanation. Zoom uses a website and a unique meeting identifier (MID) to bring us all together into the same video space. So, all you have to do to join the meeting is to enter the unique meeting identifier when prompted.

There **may be** an additional level of security to ensure that only BLPG members can attend – a password which is changed for each meeting. After you have entered the unique MID you'll **may be** prompted for the password (which will have been sent to you prior to the meeting).

But, wait, there's more! I will be the host of the meeting and you won't be able to get into the meeting until I let you in. So even though you've entered the correct MID and password you won't get in right away. Your name will pop up on my host screen and you won't be able to connect until I allow it (I will remind myself to keep an eye on the right side of my screen to let those waiting come in!).

Minimum equipment requirement: you must use a computer with a built-in camera and microphone. Luckily most computers these days have both. You can also use an iPad or Surface tablet!

What Type Of User Do You Want To Be?

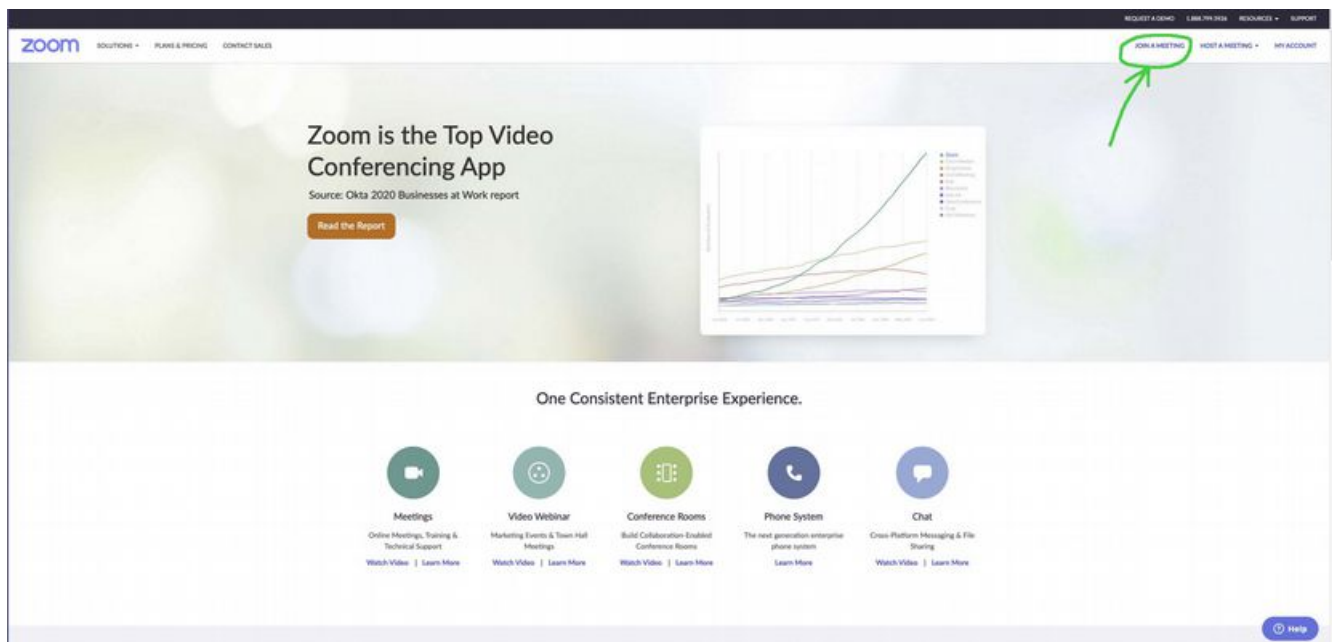
There are two different ways to make use of Zoom.

- a) Be a simple participant in Zoom meetings
- b) Be able to set up your own meetings (think about setting up a meeting with scattered family).

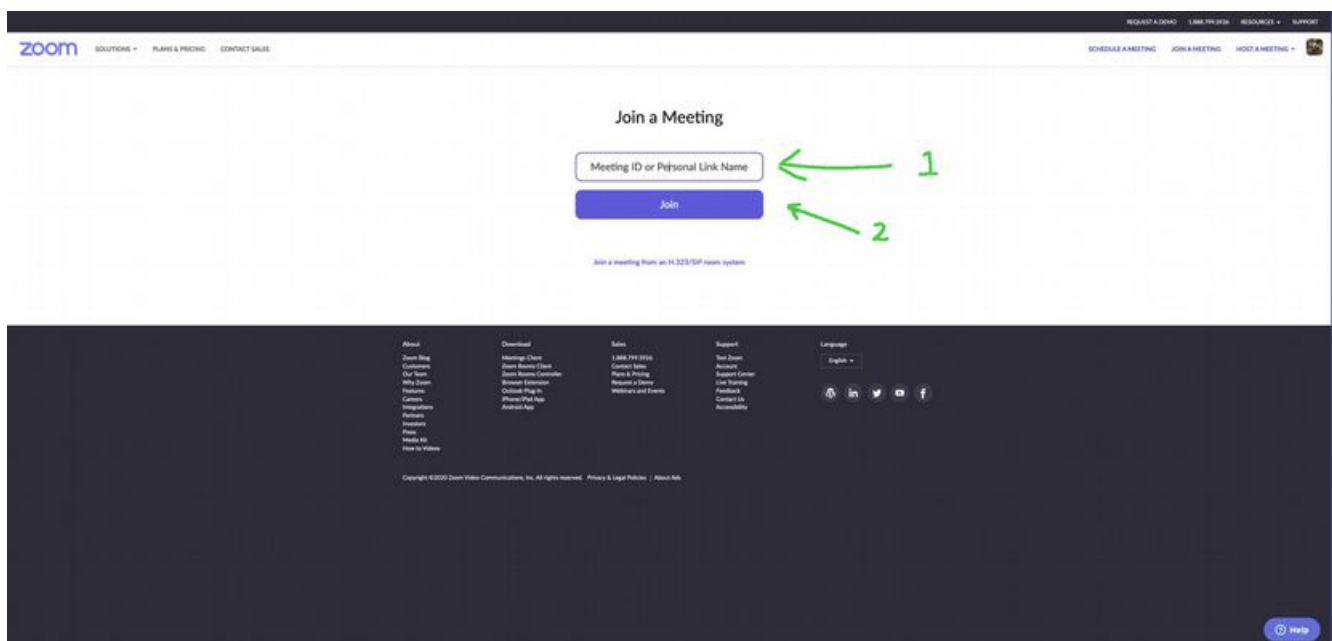
Simple Participant:

For our BLPG meetings here is some information, pictures and steps to follow:

- Unique Meeting Identifier: **538-100-485**
- Password will be sent out prior to the meeting (may not be required)
- Use your web browser to connect to **Zoom.us**
- Look on the opening screen for **Join A Meeting**



- Click on **Join A Meeting** and you will get the next screen



- Step 1: Enter the unique Meeting ID 538-100-485
- Step 2: Click Join

Allow access to your video and computer microphone and whatever else pops up (that is, accept the default). Continue to follow the prompts and eventually you will get a message saying that you are waiting to join the meeting in progress. Be patient and eventually you will be allowed in and your screen will show all the people who are in the meeting.

Do remember that your camera's video feed is showing up on the screens of all the other people in the meeting. So, if you are going to do something embarrassing, it might be best to move out of sight of your computer's camera!

Be able to set up your own meetings:

This is actually a better way for either role, but it does require you to set up a free account and to download and install the Zoom client on your computer.

Go to zoom.us and select **Sign Up Free**.

Enter the required email address and then bring up the message sent by Zoom so you can **Activate** your account.

The next screen invites you to add emails but you can skip that step.

Finally, you'll be prompted to test the setup by starting your own meeting (don't worry – it's only a test!). That will trigger the installation of the Zoom client which I highly recommend you do (if you don't do it now you'll have to do it when you join your first meeting causing a delay in joining). Just follow the prompts, accepting all the defaults.

When completed, the Zoom icon (a white video camera on a blue background) will appear on your screen in the task bar and you will be asked to either Join A Meeting or to Sign In. Allow Zoom to access the microphone. You'll now be presented with the main Zoom screen of the client application and you're done.

You can tailor your Zoom interface by clicking on the cogwheel on the right hand side of the main Zoom screen on the client. You can learn a lot about Zoom, the settings, hosting meetings etc on the Zoom website.

If you have any trouble, questions, confusion etc, get in touch with me and I'll try and help you through to success.