Zoom for SoG users

Accessing Zoom

There are 2 ways to access Zoom. Both are outlined below and you can practise beforehand so that when the time of your Zoom meeting arrives you are ready.

Using the Browser (Option 1)

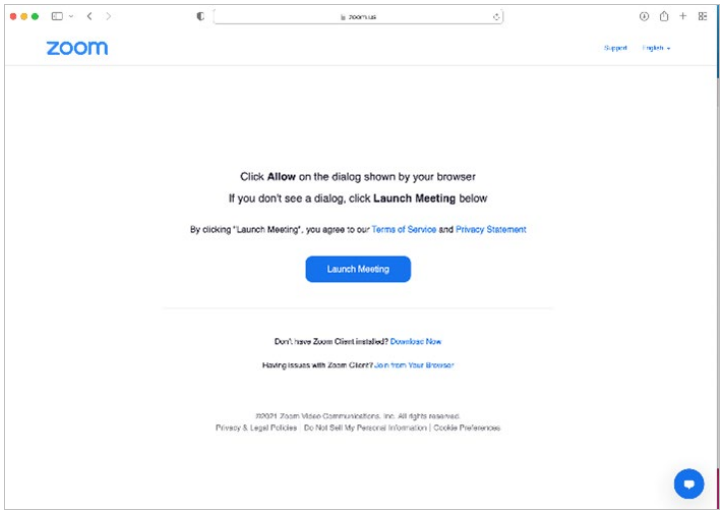
If you rarely expect to use Zoom, use this option. Nothing will be left on your computer but you will have to go through the same process every time you want to access a Zoom meeting. You won't have to download anything. Sometimes, people using this option are more likely to have problems hearing or seeing the talk, so we recommend you use the Zoom app.

Using the Zoom app. (Option 2)

This option will download the Zoom programme to your computer, laptop, tablet or smartphone, you will only have to go through the process once and it will be easy to access your next Zoom meeting.

For both options, make a paper note of the meeting id and passcode on your invitation as you might need them later. Then click on the link to the meeting. If nothing happens you need to copy and paste the link into the search field on your browser.

This page will appear:

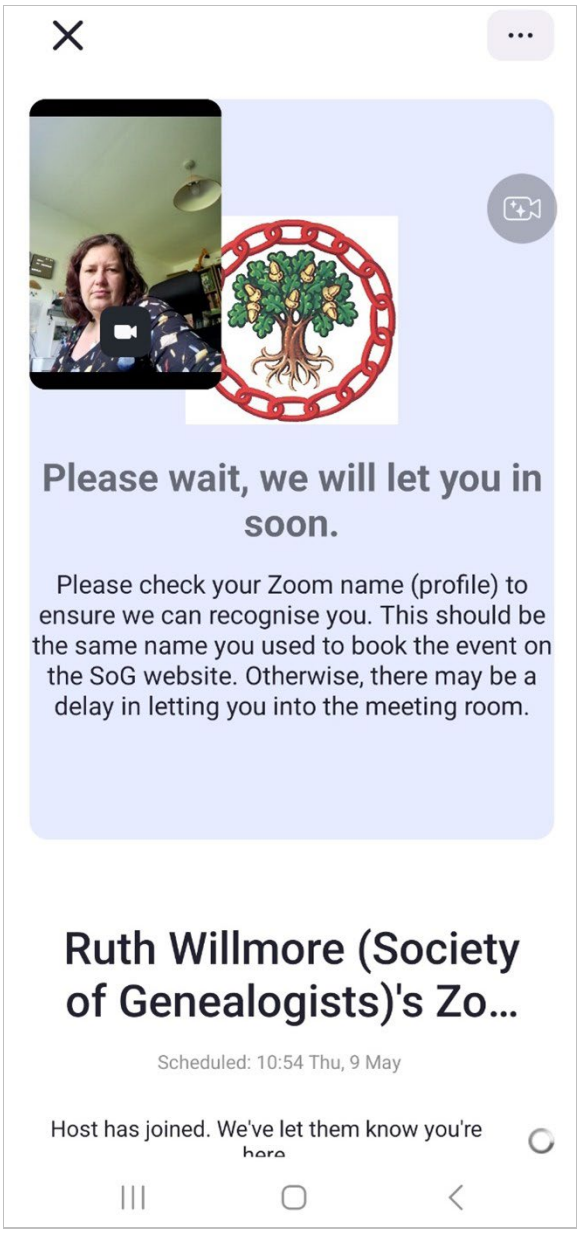


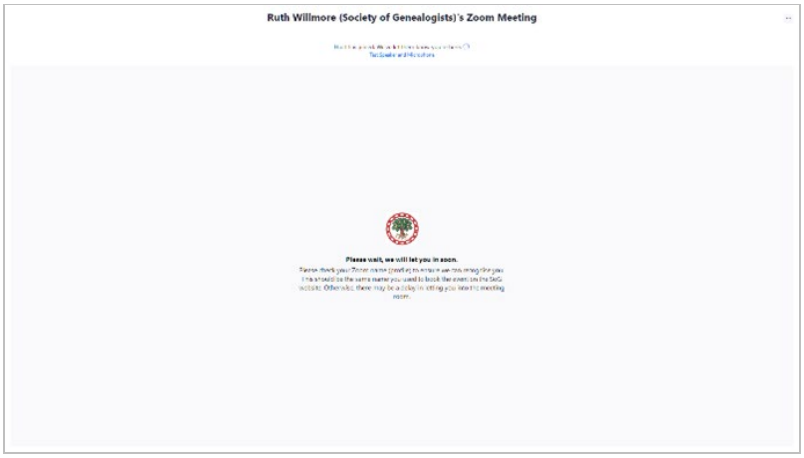
“Launch meeting” won’t work if you don’t have the Zoom programme downloaded already.

Option 1:

- Click on “Join from your browser”
- Click on “Allow” to let Zoom use your camera
- Check that you can see yourself in the screen, if not you will need to turn on your camera
- Add your name , make sure it is the name you booked in
- Click on “Join”
- Agree to the T&C and the Privacy Policy

This should open the waiting room for your meeting and the host will then admit you. Occasionally you may be asked for the meeting id and passcode that you wrote down.





You can practise this beforehand and you will get a message that the meeting hasn't started yet. You will need to click on the meeting link from your invitation and follow all these instructions again when you want to join the meeting for real.

Option 2:

Use the Zoom app which is **free** for users. This is easy to do and gives you the best experience of the seminar. Before the day of the talk, we suggest that you download the app. You can do this from the Zoom website or, if you are using a tablet from Apple's App Store or from Google Play

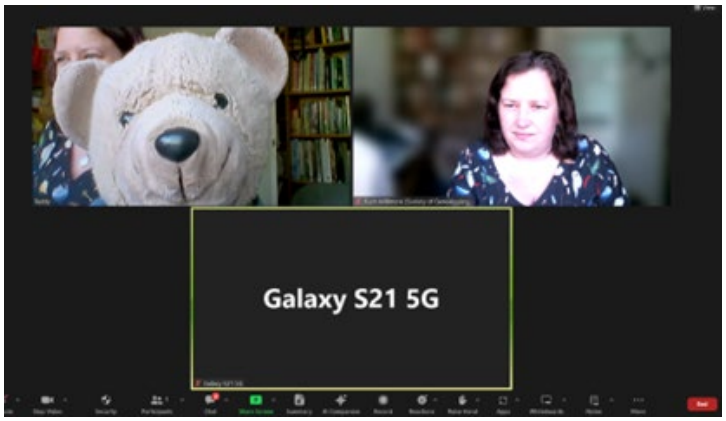
- Click on "Don't have Zoom Client installed - download now". Install as you would any new programme, the installer is called zoom.pkg and you will probably need your computer password to allow it to run. When the programme has installed a page will pop up
- Add the meeting id and add your name , make sure it is the name you booked in, then click to move on
- Enter the meeting passcode and click to move on.

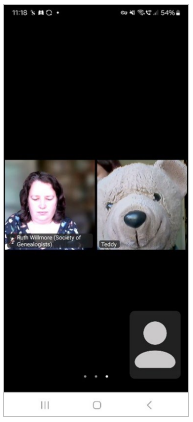
This should open the waiting room for your meeting and the host will then admit you. You can go through these steps beforehand and you will get a message that the meeting hasn't started yet. When you are ready to join the actual meeting, you only need to click on the meeting link from your invitation and then either an "Allow" Zoom to access will come up or you can click on "Launch meeting" and you will be straight into the meeting room.

Do you have the latest version of Zoom? *If you have an older version of Zoom, you will prompted to update when you try to enter the talk. The update doesn't take very long but you might want to check you are up to date before the day of the talk.*

Entering a meeting

When you enter the meeting you will be muted so that we cannot hear any background noise. You will be able to see other participants on the screen.

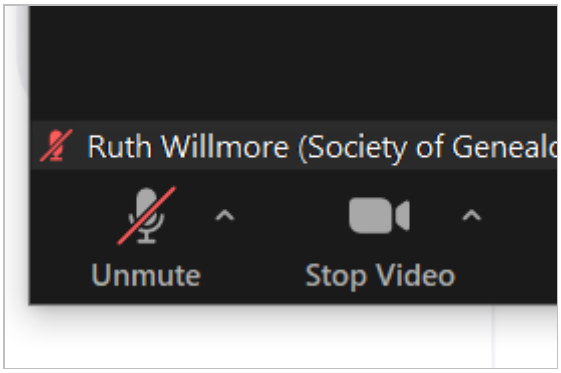


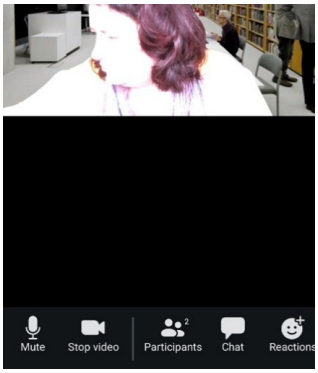


Mute/unmute

If you wish to speak look for the microphone button in the bottom left.

Click once to unmute. Click again to mute. It is good practise to remain muted when you are not speaking.

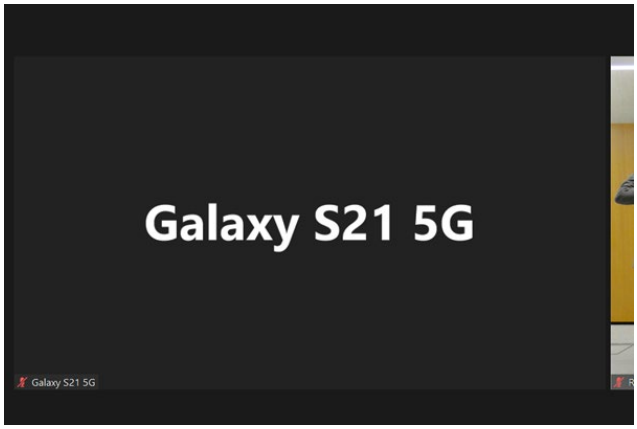




You may need to move your mouse or touch the black space for the menu to appear.

Until the presentation begins there will be a general discussion which you are welcome to join in. If this is your first SoG event the hosts will want to make you feel welcome.

This attendee;



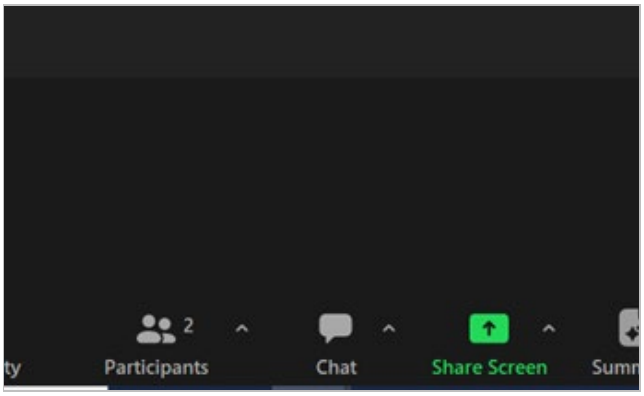
has their camera turned off. They will not appear in the recording at all.

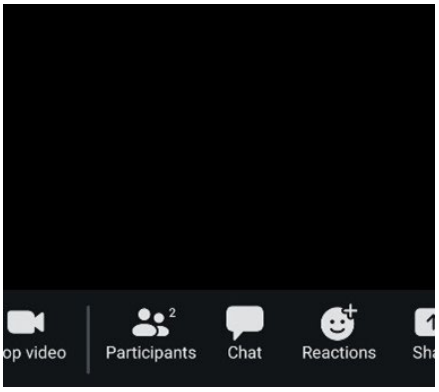
However the hosts would have been slow to admit them to the meeting, and will ask them to identify themselves. There are several ways to do this.

- Unmute and say their name
- Type their name in the chat
- Changing their name

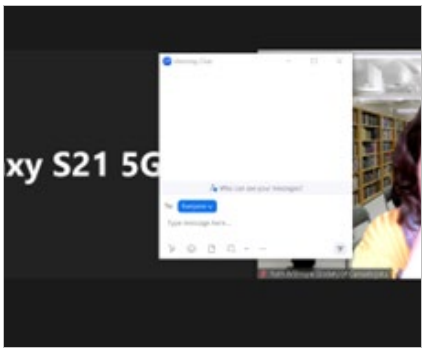
The Chat

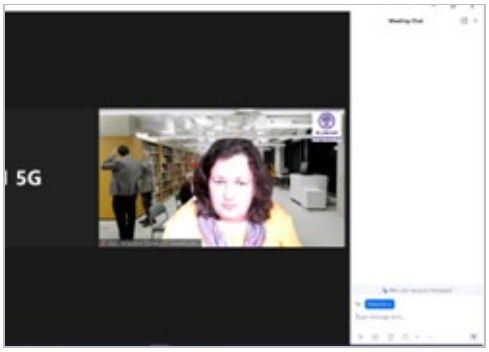
Chat is a typed conversation. It runs alongside the meeting. Society of Genealogists use it for questions for the speaker, and sometimes for private messages to attendees.

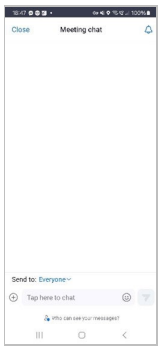




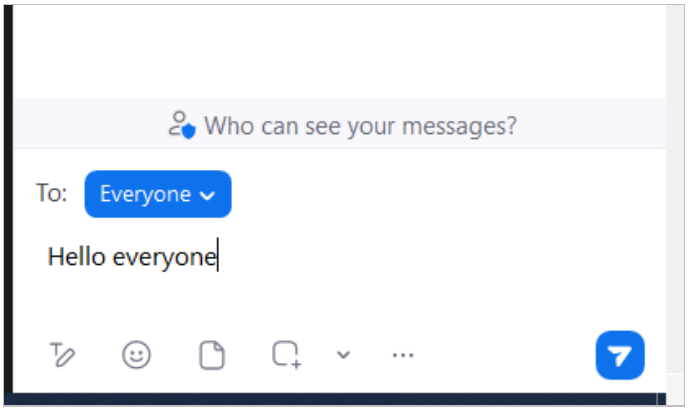
Click on the chat button to open it. It may open to one side of the screen, as a small window which can be moved or over the top.

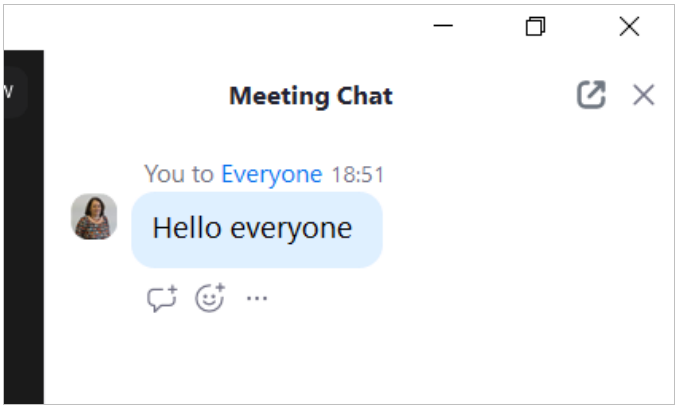






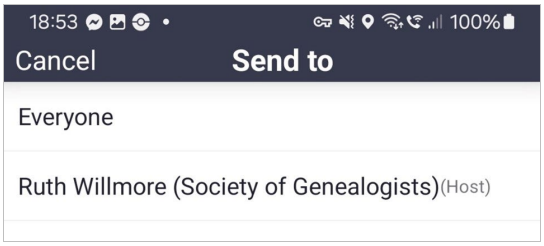
To send a message type in the box and click or tap the blue arrow.

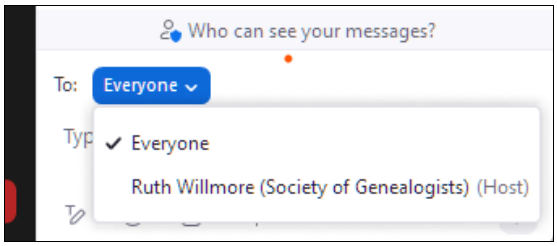




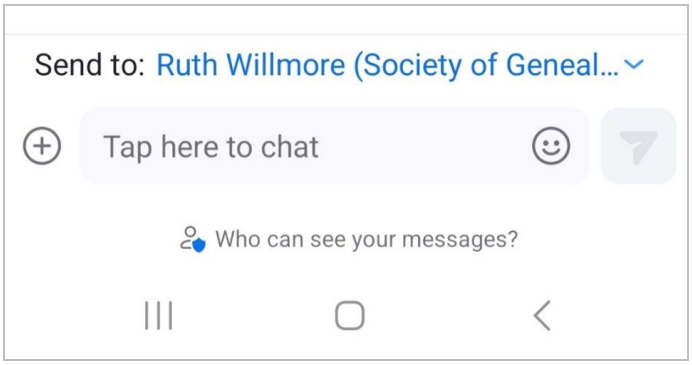
Everyone in the meeting can see what you type. You can choose to send a message just to one of the hosts.

Click the word everyone;





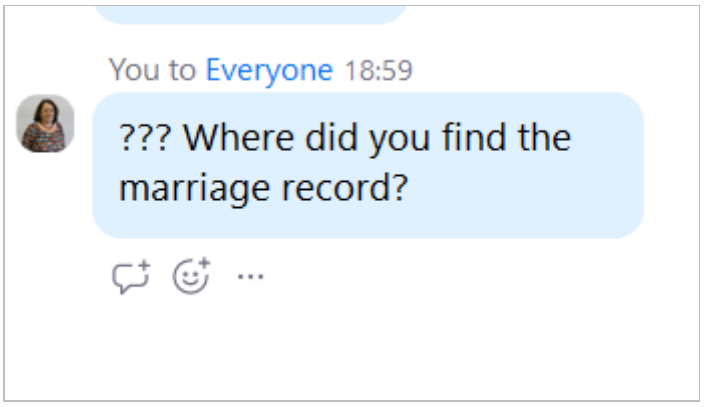
and then choose a recipient.

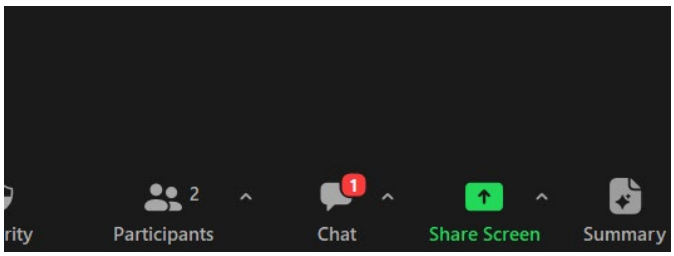


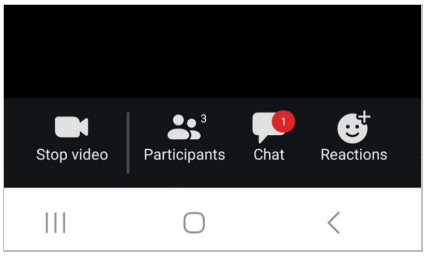
This will go just to Ruth Willmore.

Please do not send a message to the speaker during the presentation. It may distract them or they may not see it at all.

Attendees are normally muted during the presentation but you will be able to ask questions by writing them in the Chat facility, People also use the Chat facility to add information or comments, so it would really help our hosts if you could preface your question with ??? The Co-host will read them out at the end for the speaker to answer. Put ??? before a question.





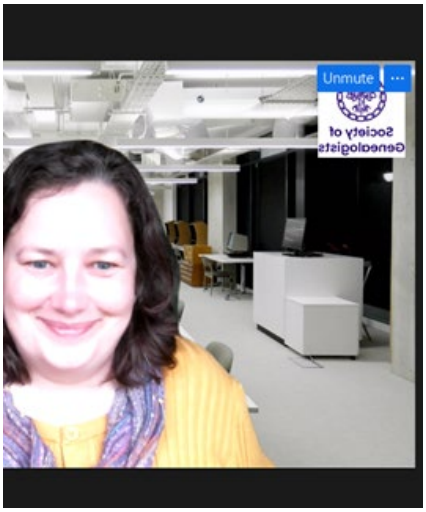


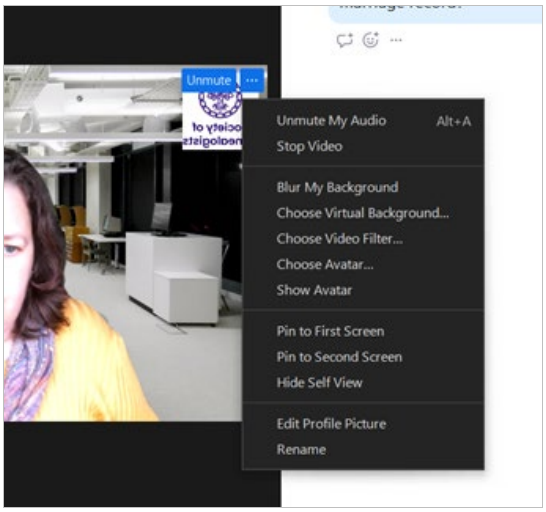
A number next to the chat button indicates that there are messages for you to read. On a phone click the back arrow to close the chat box.

Changing name

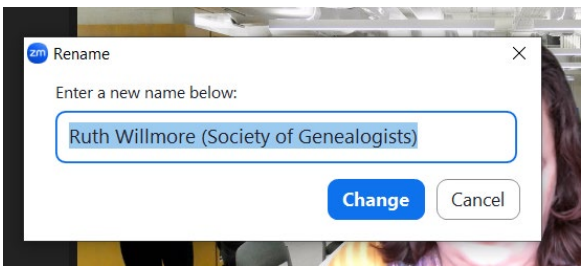
If Zoom has opened and is not showing your name you can change this. Move your mouse over your picture until you see three dots in the corner.

Click the 3 dots to open the menu.



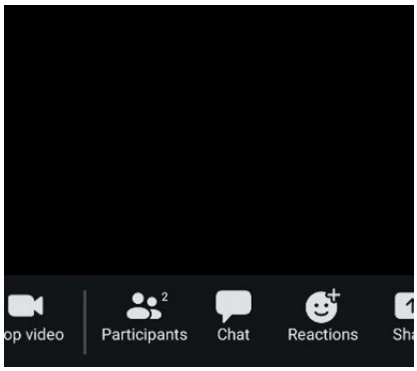


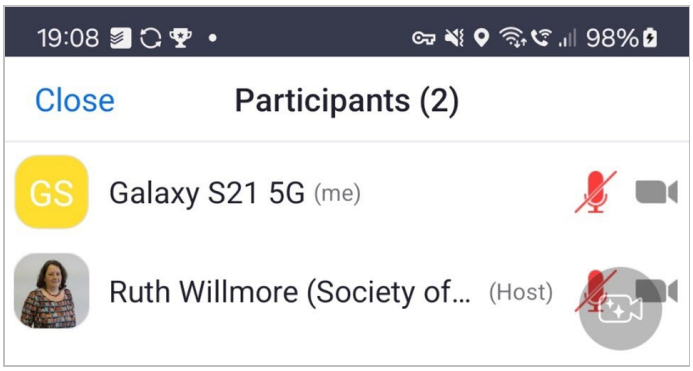
Click rename from the bottom of the list.

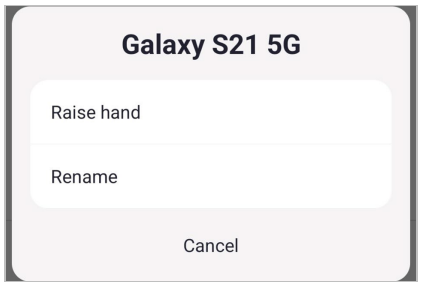


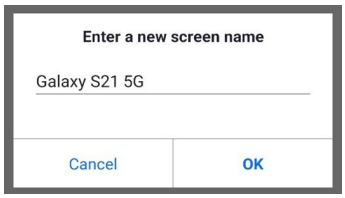
Type in your preferred name (the one we use for you at SoG) and then click change.

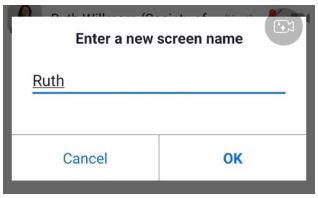
Another way to do this, and the easiest way if you are using a phone is to open the participants menu.











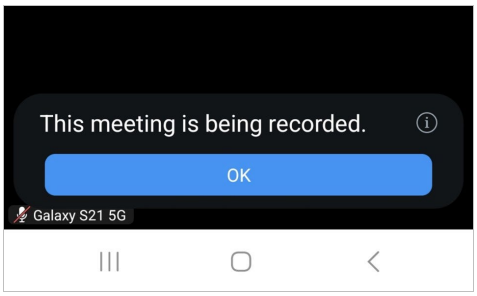
Type your preferred name.

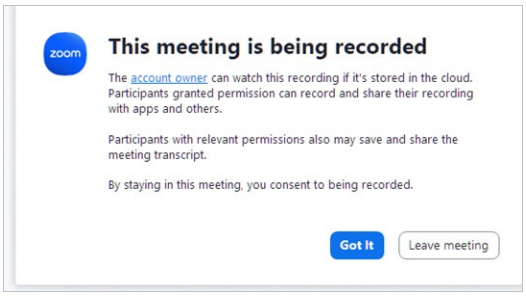
Click the back arrow in the bottom right corner to close participants list.

Start of the presentation

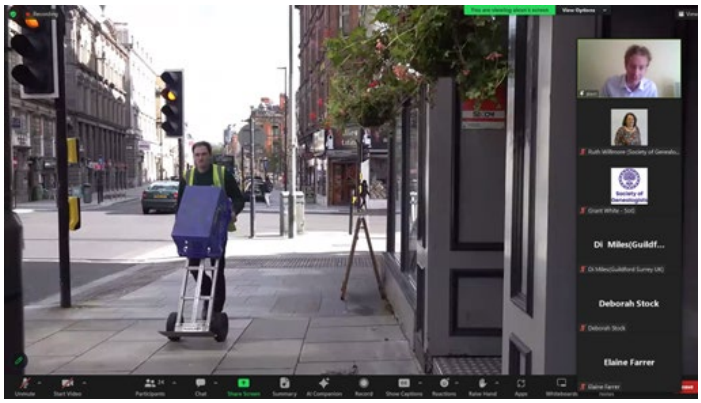
Our events are normally recorded and available for later viewing. We will record the questions at the end. If you do not wish to appear in the recording remain muted and keep your camera off until the recording has finished. You will be able to ask questions via the chat.

When the talk is due to begin the host will begin the recording. You will need to accept this by clicking ok or Got it. At this point you should also turn off your camera and mute yourself.

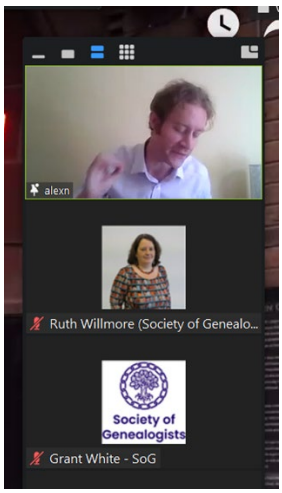


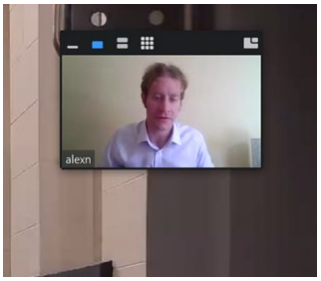


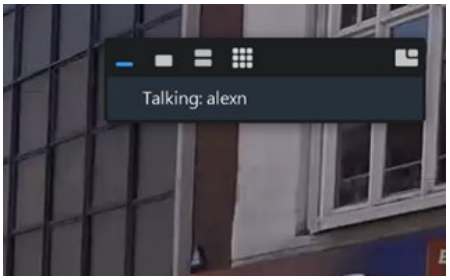
The speaker will share their screen so that we can see their slides. You will also be able to see the video of the speaker on the screen.



You can hide most of the videos by clicking above the top picture.

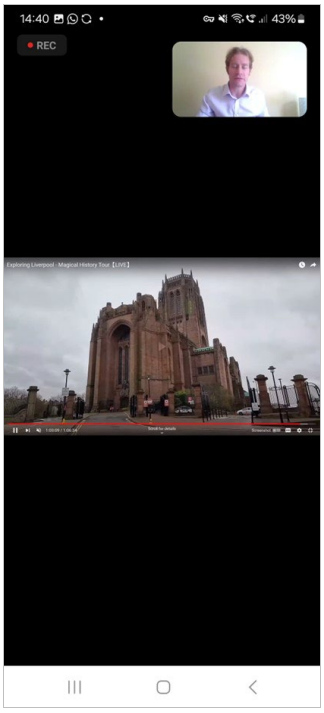


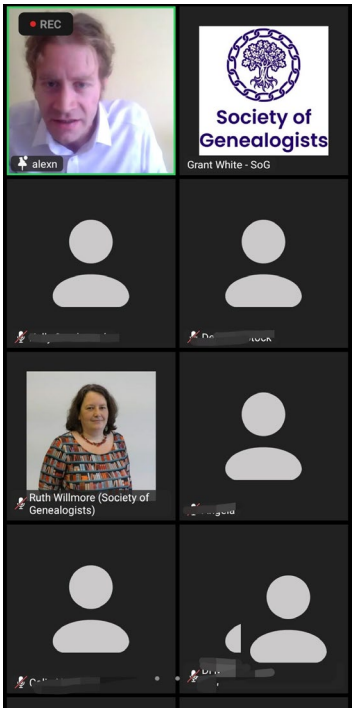




The line will hide all the videos, the single rectangle will hide everyone except the speaker. The two rectangles show the column of images and the grid of nine squares shows more videos.

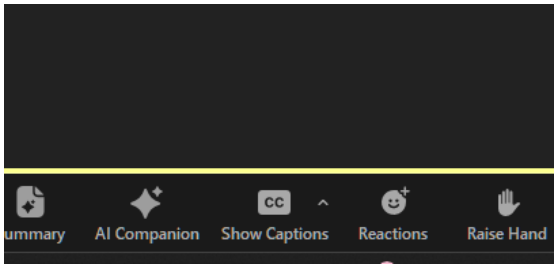
You can also drag the videos around the screen if they get in the way of the slides. On a smaller screen you will need to swipe across the screen to see the participants. On most devices if you turn to landscape the slides will appear larger.



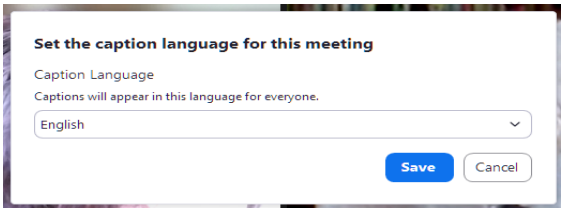


Captions

In the same way that subtitles can be used when watching TV Zoom has a captions facility. They are generated automatically so many contain some mistakes. If you wish to use them look for the show captions button.

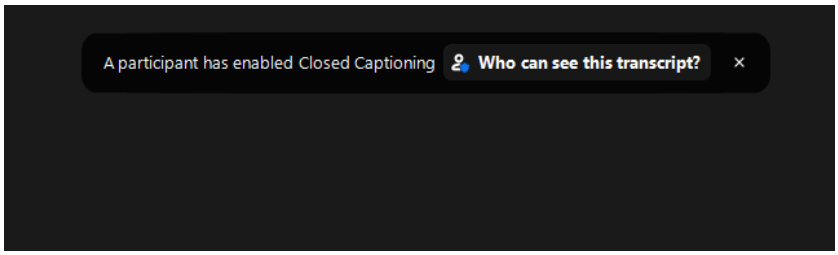


When clicking the button you may be asked to set the language.



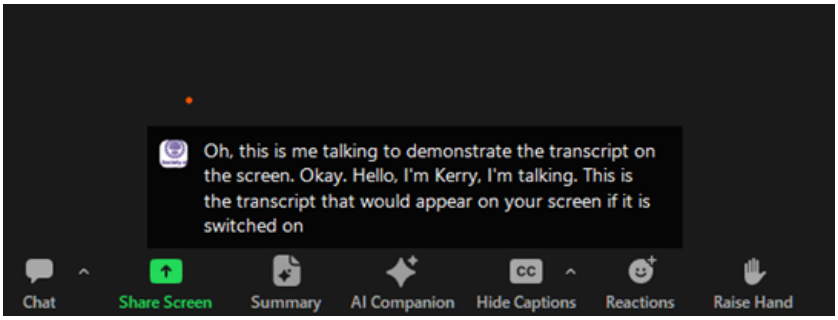
Always choose English.

Once the captions are switched on you may see a message on the screen.



Click the small x to remove this message.

Captions will be displayed at the bottom of the screen.

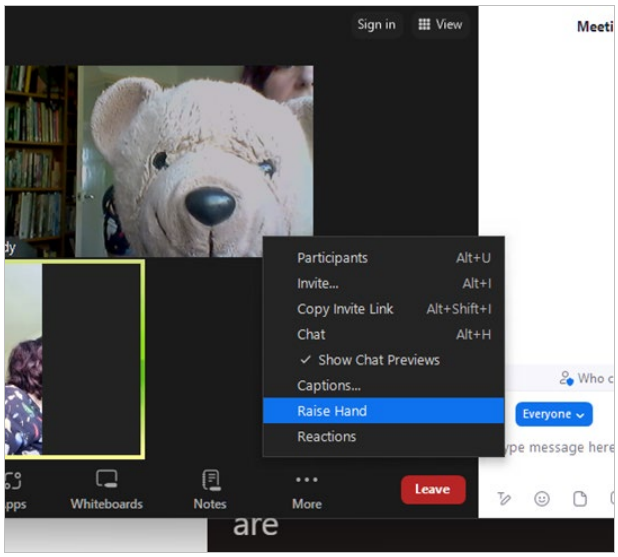


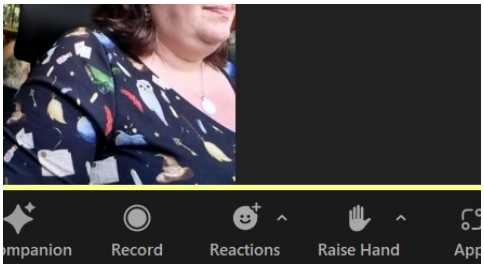
Turn off the captions using the same button that you used to switch them on.

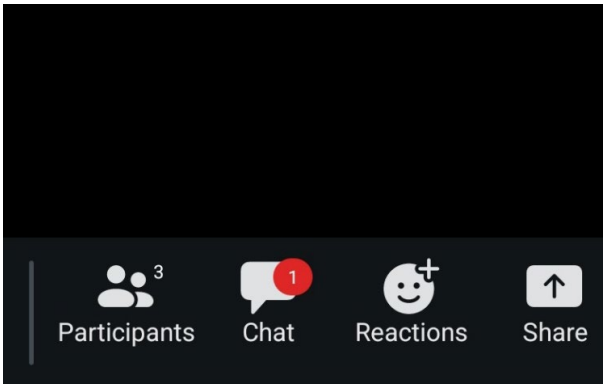
Raising hand

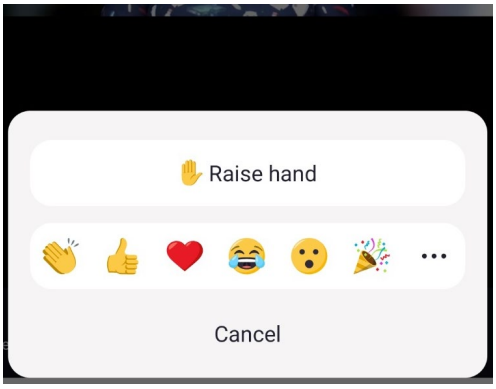
Like in school we use the raise hand feature of Zoom to indicate that you wish to speak. This might be at the end of a talk to ask the speaker a question or during a discussion session. Physically raising your hand might be missed by the hosts if there are a lot of attendees.

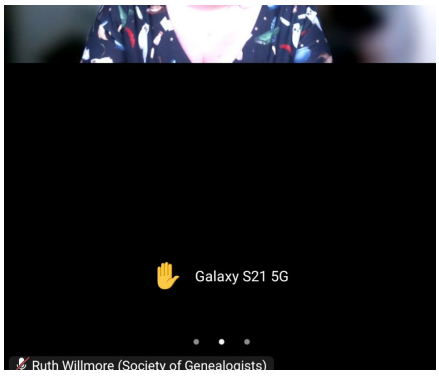
Zoom has a raise hand function that brings you to the top of the participant list. It is usually found along the bottom of the screen, but is sometimes in the reactions button, or in the More/3 dots menu at the right of the screen.

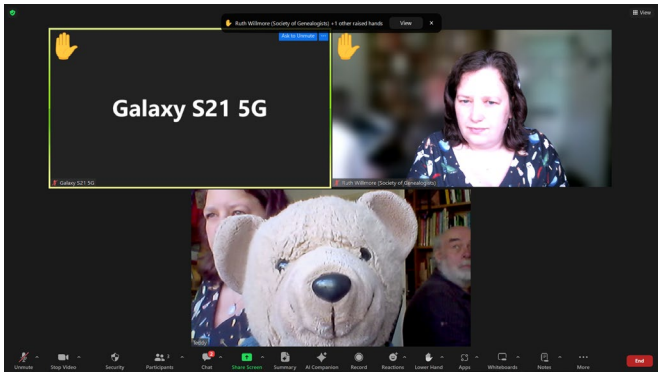




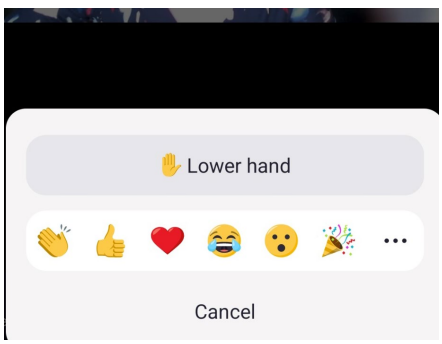


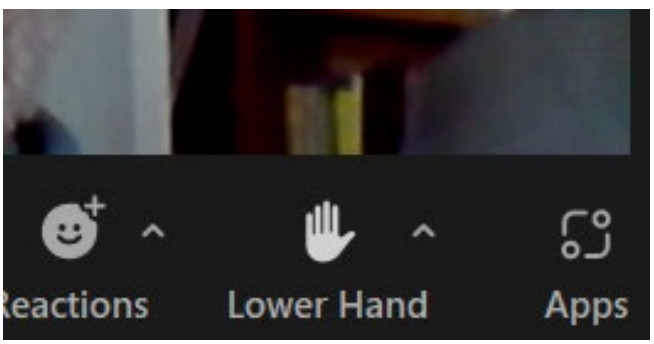






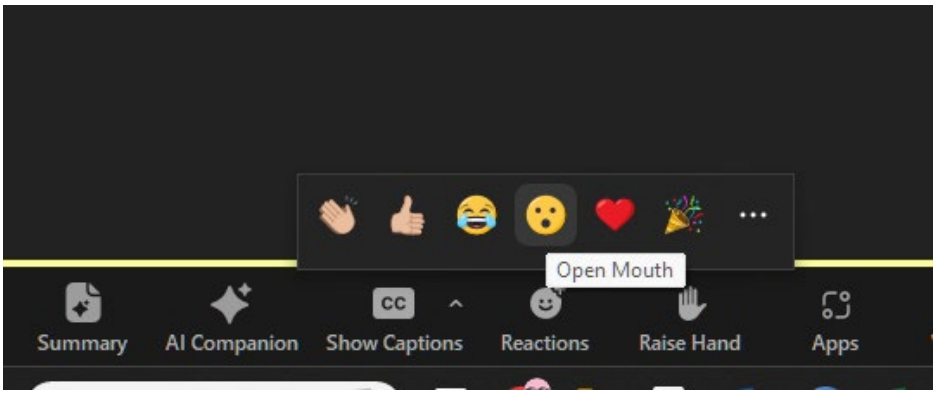
Your hand will remain raised until you or a host lower it. Lower your hand in the same way you raised it.

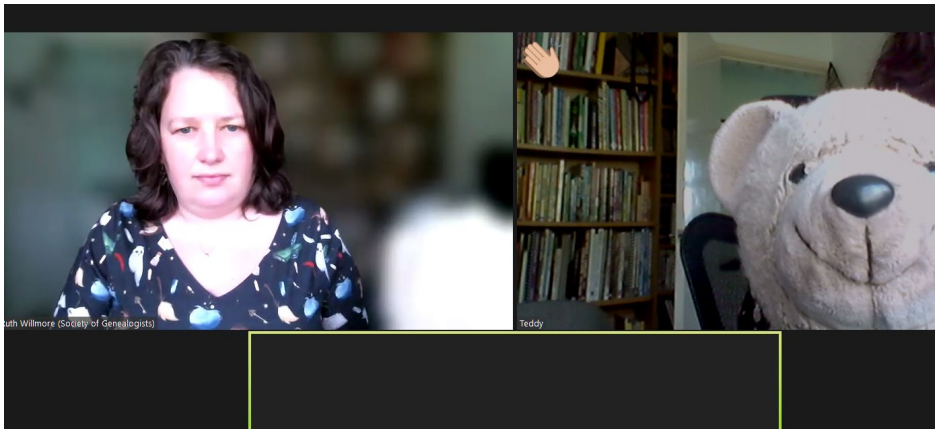




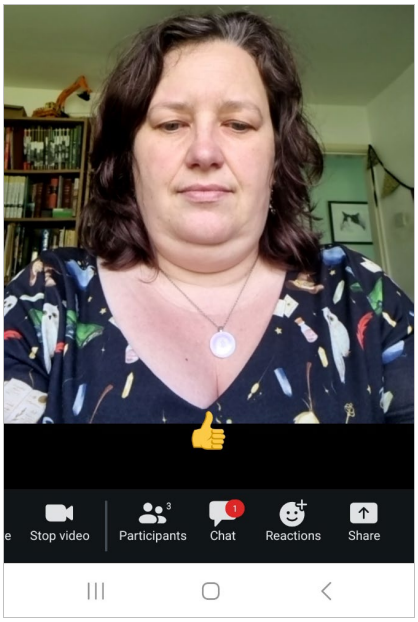
Reactions

Reactions can be used at the end of the talk to thank the speaker. There are clapping, thumbs up, love, laughing, wow, and many more. These stay on your screen for a few seconds. You may need to click the more button with 3 dots on the right hand side of the screen to find reactions.





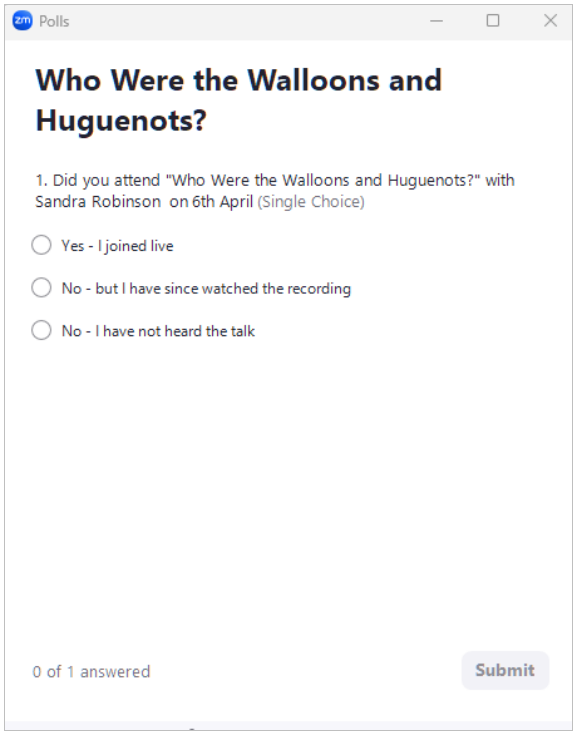
Clapping

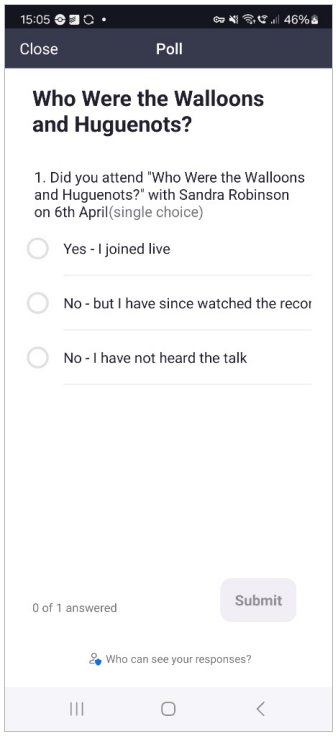


thumbs up

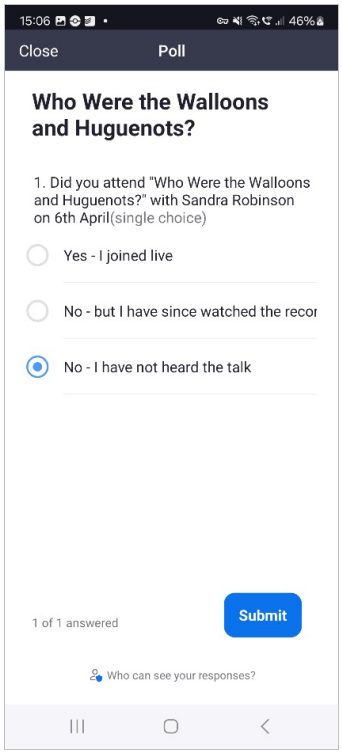
Polls

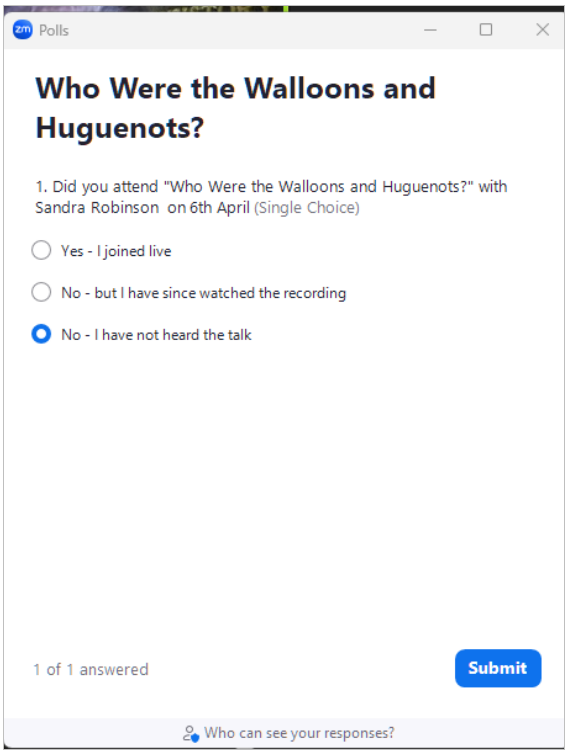
We sometimes use polls to ask you a question. These will pop up on your screen.



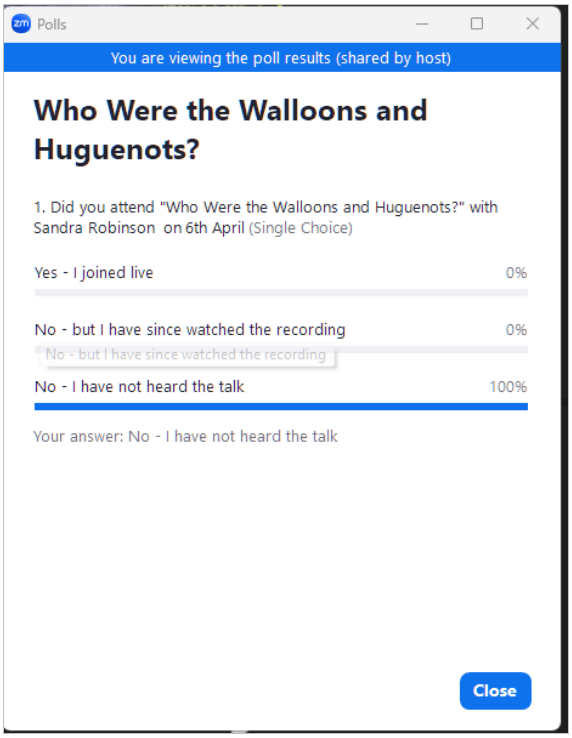


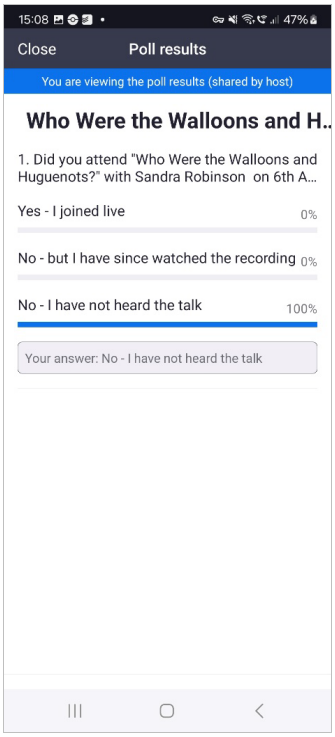
Click your answer, then the blue button to answer.





The host will usually share the results.

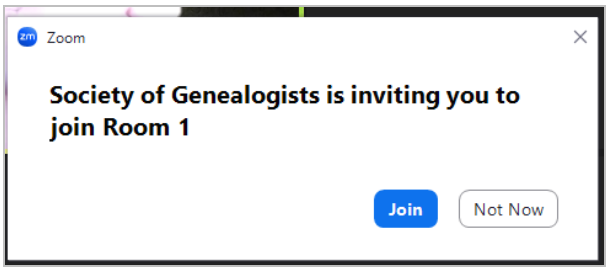


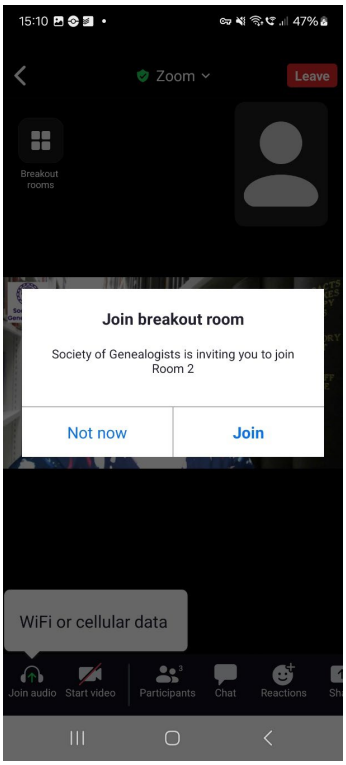


Breakout rooms

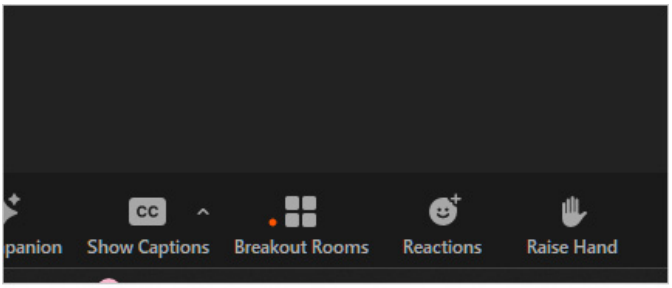
We sometimes use breakout rooms to enable you to discuss something with a small group.

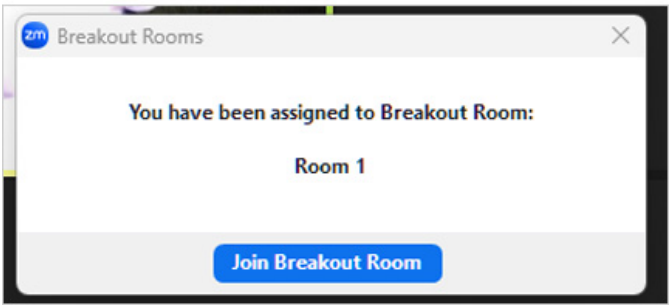
This will pop up on your screen and you will need to click to join the room.

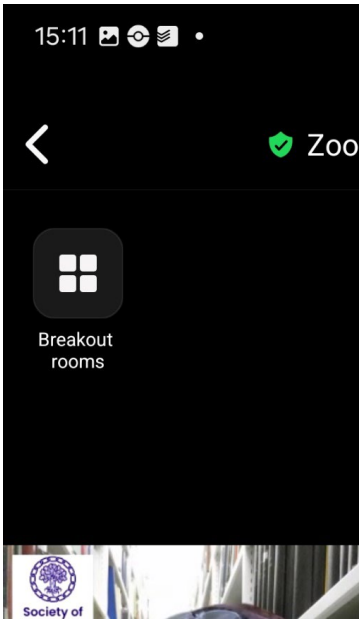




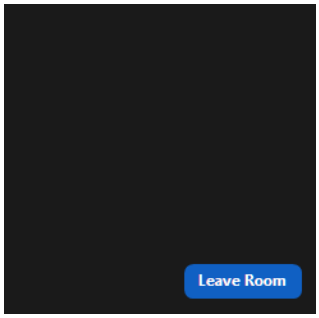
If you do not join the breakout room you will be able to find the breakout rooms button at the bottom of the screen.

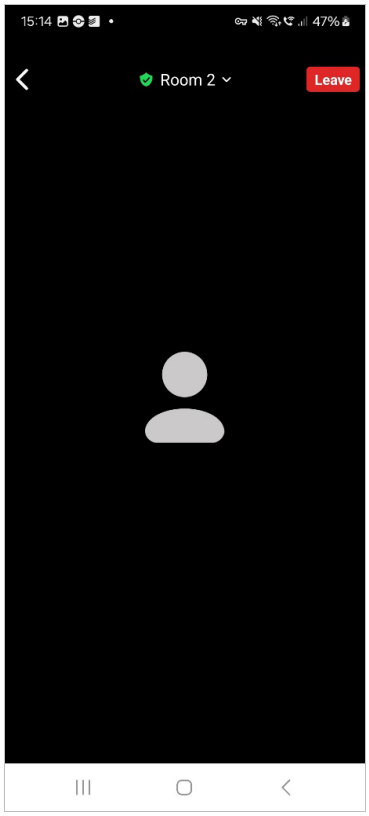


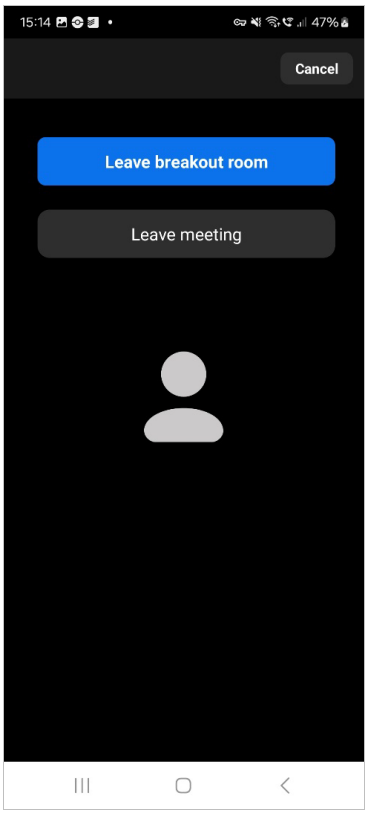




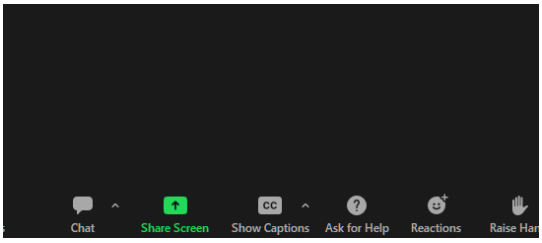
You will find a leave room button if you wish to speak to the hosts, choose leave room not leave meeting.

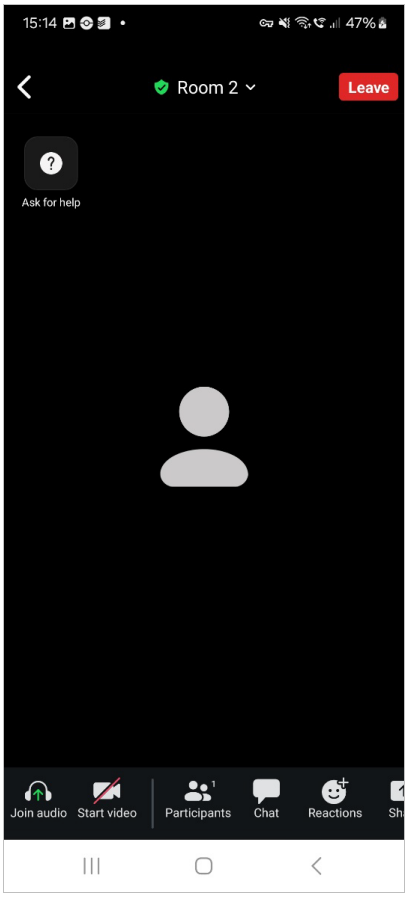




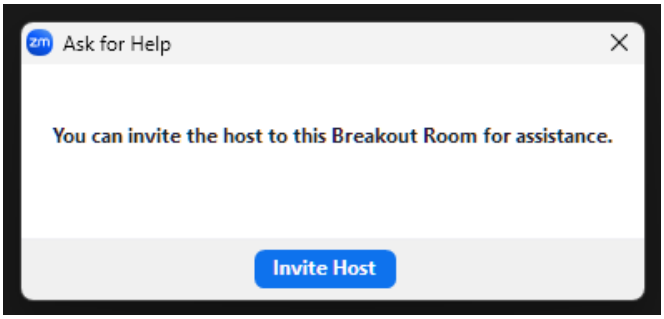


You can also ask for help.

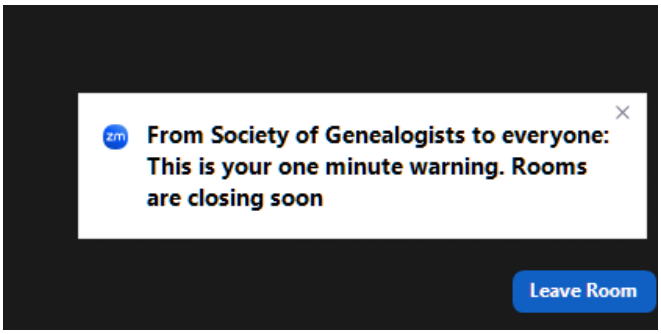


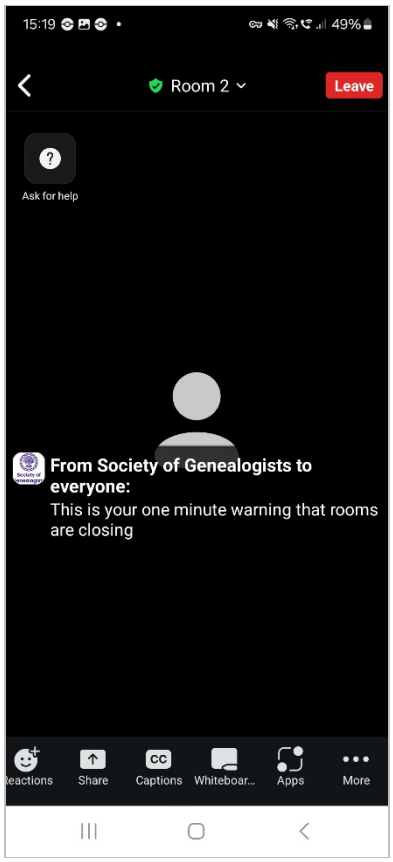


This will ask the host to join you in the breakout room.



The host can send you a typed message in the breakout rooms.

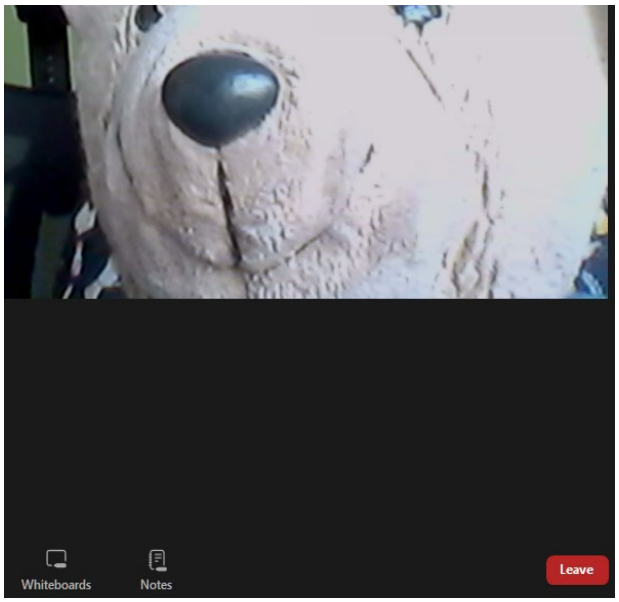


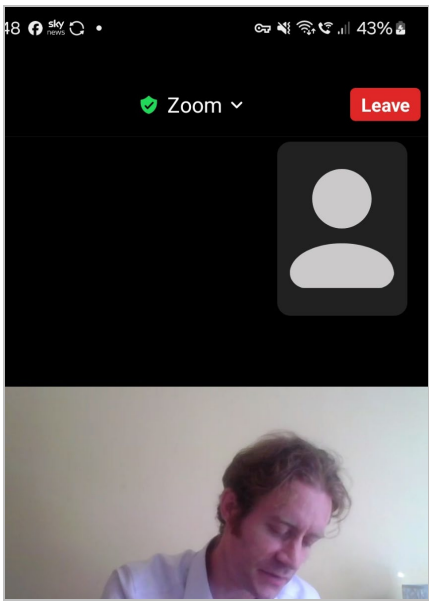


The host will close the breakout room after an amount of time and you will return to the main room.

Leaving a meeting

At the end the hosts will give you an opportunity to thank the speaker and it will then be time to leave. The speaker and hosts will stay in the meeting for a quick debrief afterwards. Find the Leave button which may be bottom or top right depending on your device. You may need to touch the black space to see it.

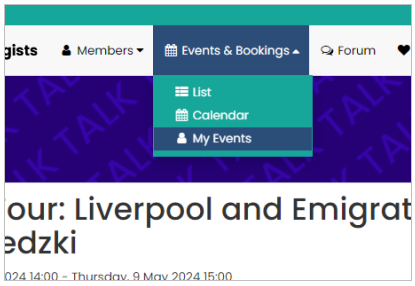




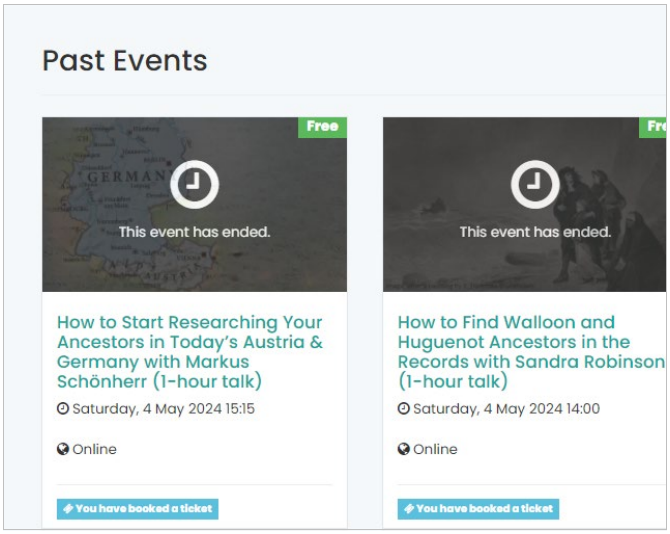
Watching the recording of the event

When recorded everyone who prebooks the event will receive an email 24 hours after the event with a link to view the recording. This link will work for one month after the end of the event unless otherwise stated.

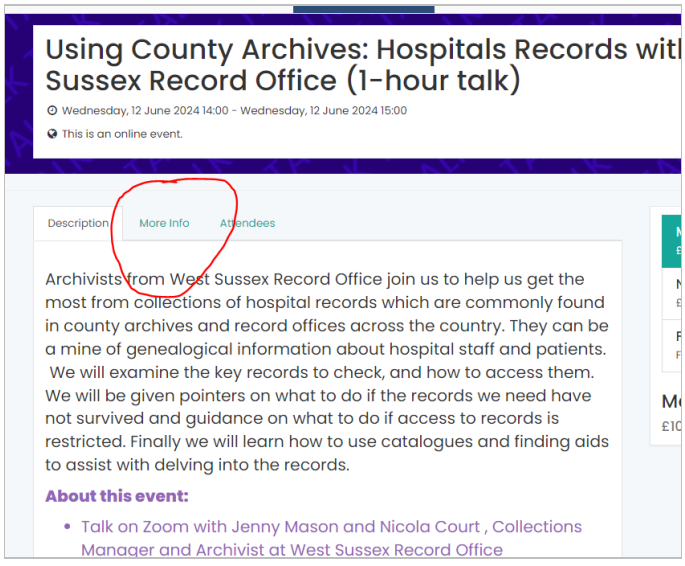
Members will also be able to find the recording in the My Events area by clicking on Events & Bookings.

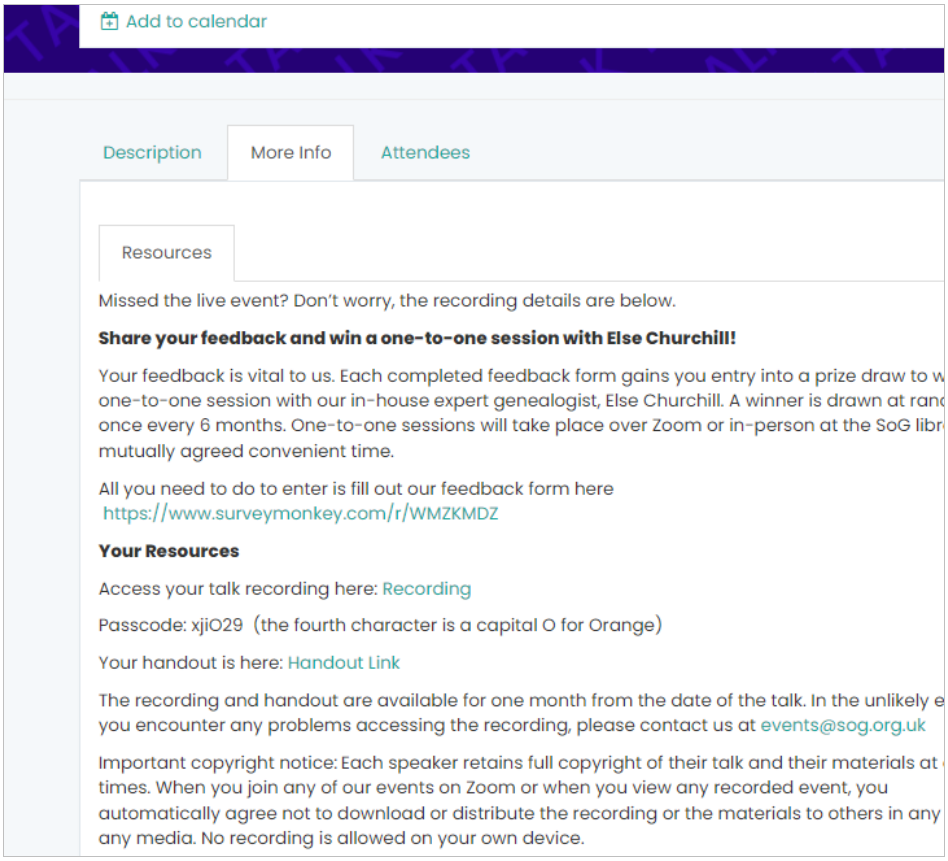


My Events, scroll to past events then the event page;



and looking at the More Info tab.





Depending on the arrangement with the speakers the talk may also available in the Gold Video Library and occasionally placed on YouTube.