Joining & Displaying at a KG6 Zoom Meeting

The illustrations shown in this document are as seen on a Windows 10 PC.
The position and arrangement of the controls may be different on an Apple Mac, I-pad or other tablet.

1. The Joining Details

It is usually necessary for members to register their interest in participating in a KG6 Zoom meeting. The reason is to enable the Host to know who to expect and who to admit to the meeting. The Host will send the Joining Details to registered members and authorised guests by email a few days before the meeting is due to start.

The key information in the Joining Details (apart for the date and time) are as follows:-

> Join Zoom Meeting
>
> https://us02web.zoom.us/j/85229559411?pwd=Y011VEpVQ0Z3ZXNXcENEVERmdXVvZz09
>
> Meeting ID: 883 2088 2103
>
> Passcode: 618098

2. Joining the Meeting

Note:- You do **NOT** need a Zoom account to join a meeting.

Open your browser and go to the Zoom website:- www.zoom.us/join
Type the Meeting ID into the box on the screen and click the "Join" button.
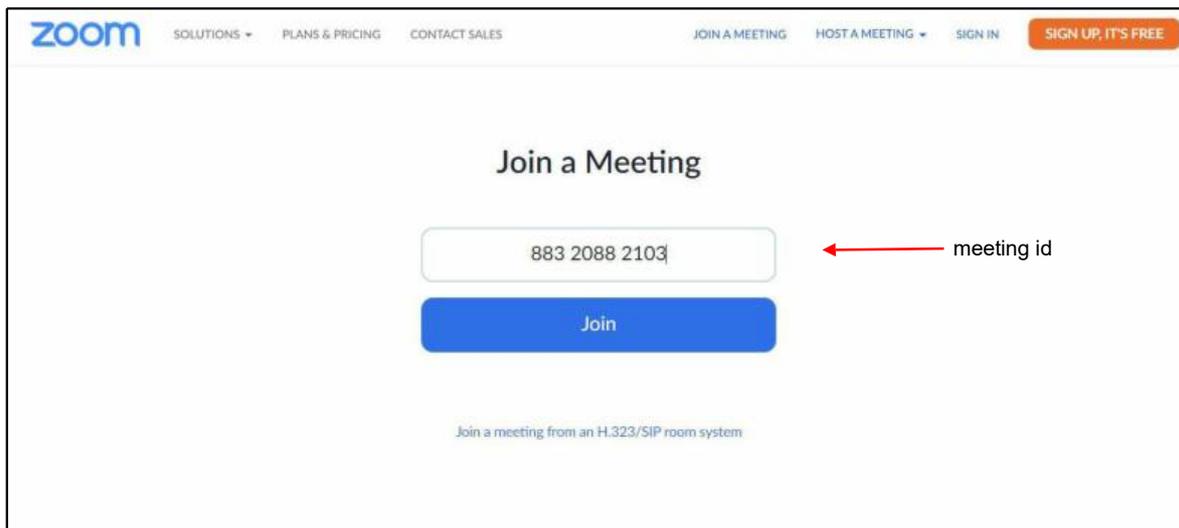
If you see the message below on the left, wait several seconds and the message on the right should appear. If not, click the "Launch Meeting" button.


The Host will be able to see you are waiting and will let you in.

As an alternative:- If you have the joining email open on your screen, you can simply click the link shown (or you can copy the link and paste into your browser). Either way, the link contains the Meeting ID and Passcode embedded within it.

You may also see the message: shown here on the right. If so, click Join with Computer Audio.

You should then see a screen something like the one below which shows the Host on the left and you (and any other participants) in a grid formation.
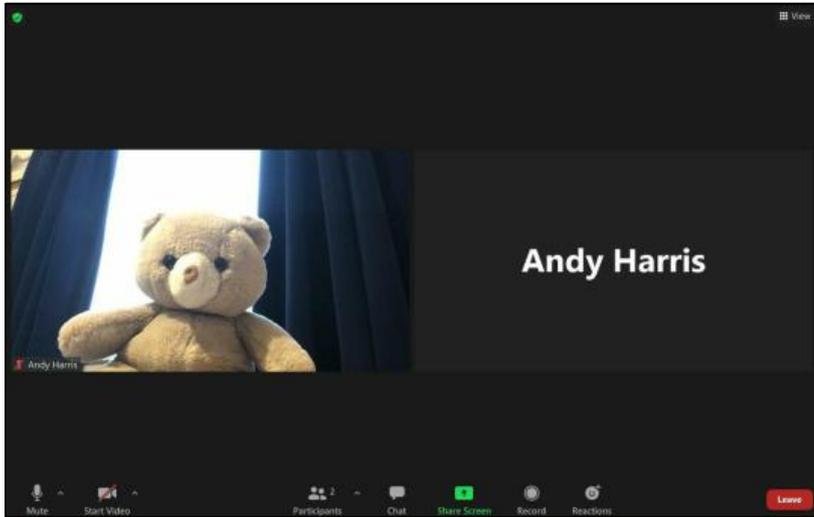

If only your name appears (as in the example on the left), then it means your video is not activated.

You can see this in the bottom left corner. If the menu is not visible, move your cursor (or tap) near the bottom of the screen and "Start Video".
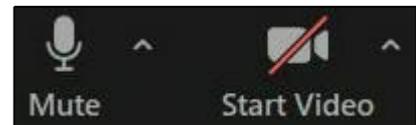
Your video should then appear.

Note. If the screen appears more like the one below with one big image and one or more smaller images, then you are in "Speaker" view. You can change this to "Gallery" view by clicking the icon at the top right of the screen to reveal the menu shown.
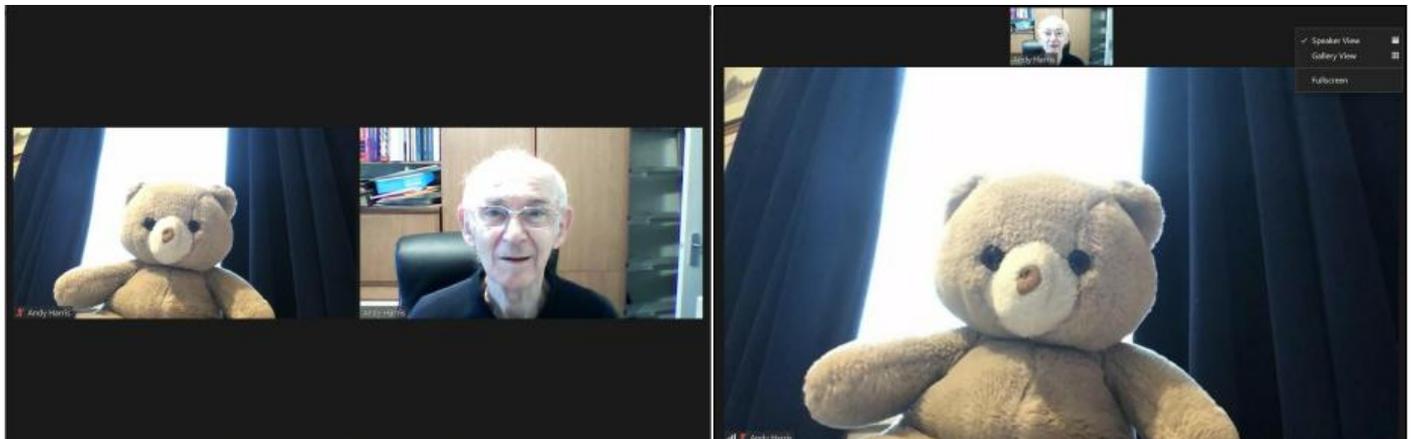
3. Watching a Display. When a display is being shown all the audience will appear as a column of images usually on the right of the screen. To hide these images or to see only the speaker, move the cursor to the top of the column to reveal the menu:-
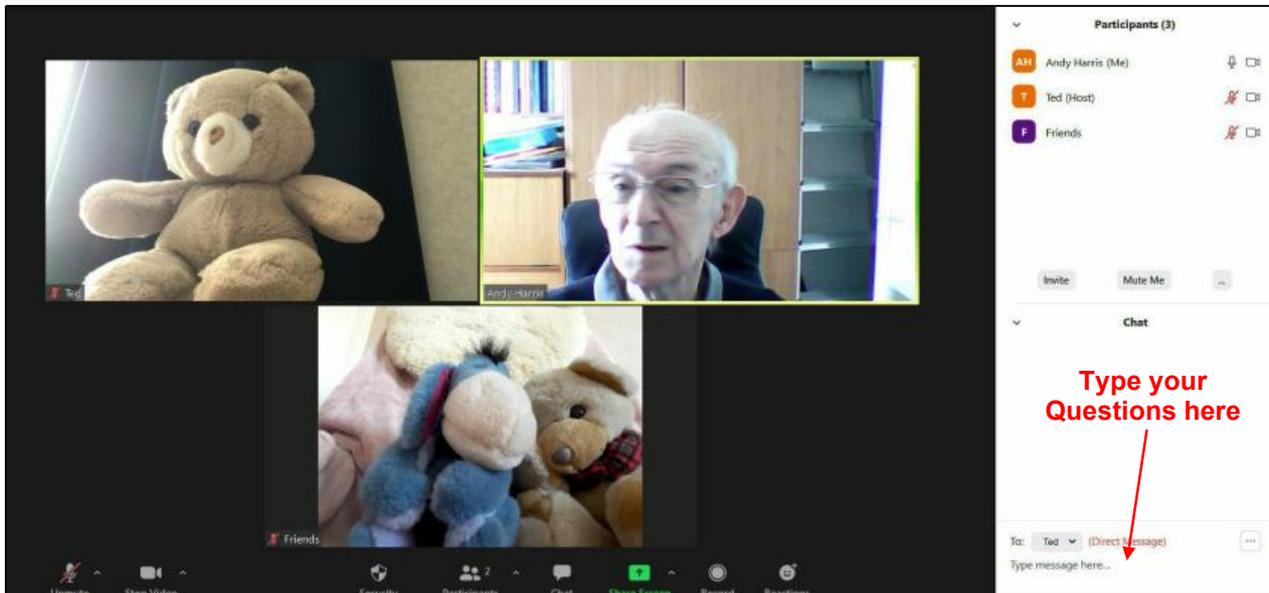

Click

No images

Speaker Only

The whole audience

4. Asking a Question

It is not usually practical to allow participants to ask questions verbally (although there could be be circumstances where the Host may wish to invite someone to do so).

The preferred method is for you to type your question as a message to the Host during the display. At the end of the display, the Host will ask one of more of the questions received.

The way in which a participant asks a question is as follows:-

On the Zoom session shown above there are three participants with "Ted" being the Host. You can show the list of Participants (seen on the right) by clicking the "Participants" button at the bottom the screen.

Next to the "Participants" button you will see the "Chat" button
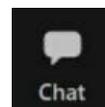
Click the "Chat" button to open the message system which shares the panel on the right with the participants. Type your message in the place indicated. It automatically sends it to the Host.

Note for Hosts.

When the Host uses the Chat facility, the system allows messages to be sent to everyone or privately to any individual participant.

Giving a Presentation at a KG6 Zoom Meeting

5. Preparation.

If you are scheduled to give a presentation it is highly desirable that you have the presentation already open on your computer **before** you join the Zoom session. If it is a PowerPoint presentation, then open it in the normal way, select the first slide and click "Slide Show". Here is my example (using an app that is similar to Powerpoint):-
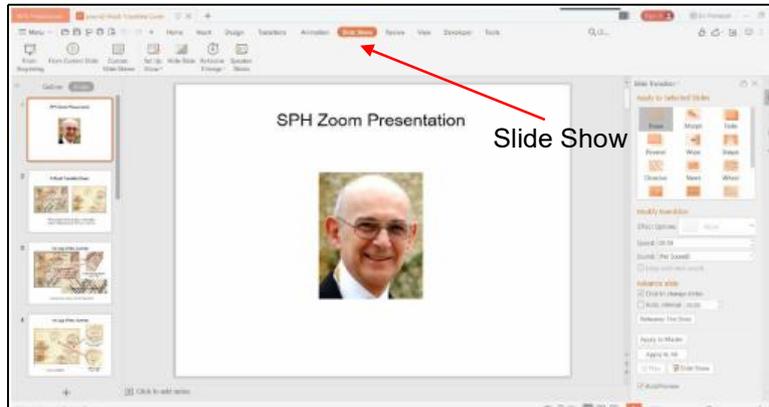

Next, open your Browser and start your Zoom session.

6. Sharing Your Screen

When it is time for you to begin your presentation the Host will ask you to "share your screen". To do this, go to the menu along the bottom of the Zoom screen (if not visible, hover the cursor or tap at the bottom of the screen) and click the green "Share Screen" button.
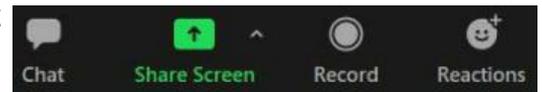
This will display a screen showing you all the windows and applications that are currently running on your computer. This is what it looks like on my PC:-
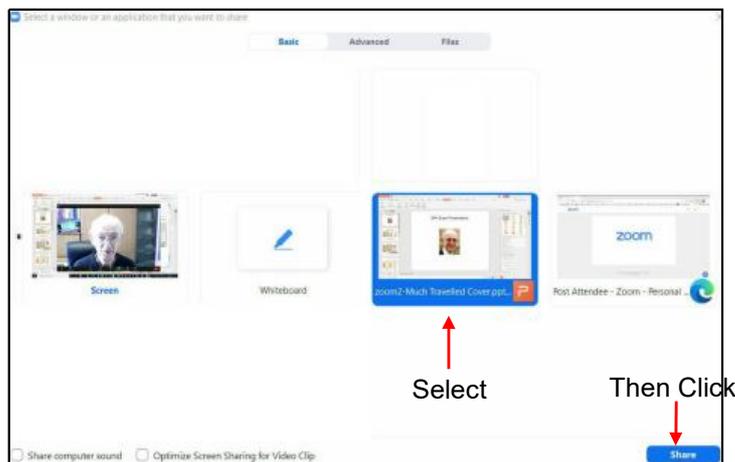
Then, select the screen that shows your presentation window and click "Share". Your screen should then show your presentation again and everyone else will see it too. Start the presentation by clicking the "from the beginning" button near the top left.
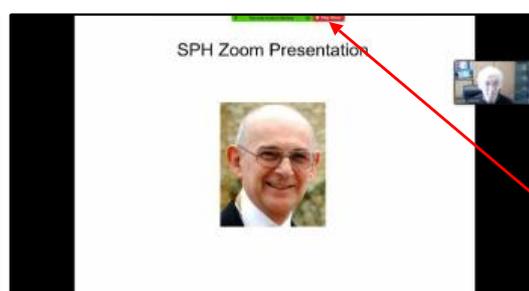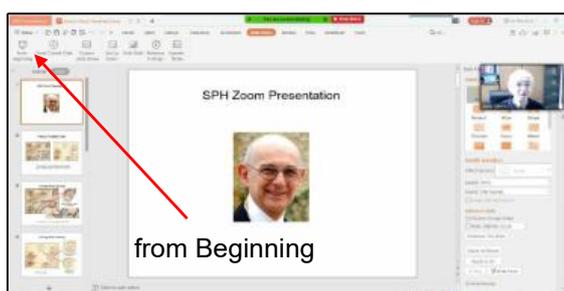
At the end of the show, the Host will ask you to :-

Stop Sharing

(rev.2)