




MYSTERY BOOK CLUB: ZOOM USER HELP

BEFORE CONNECTING

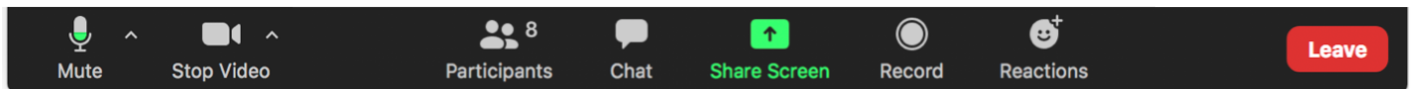
- Choose your best device [your computer, tablet, or phone] for doing Zoom. The best device:
 - Has a functioning mic, speaker, and camera. Otherwise you must call in on your phone.
 - Is the device with the largest screen available to you, usually your computer [PC or iMac or laptop]. Why?:
 - The smaller the screen, the less likely you can benefit from the “Gallery” view feature. The Gallery view allows you to see all club participants on one screen.
 - Rachael and Dick may be less knowledgeable to help you solve technical issues if you are using your smart-phone or tablet.
- Do a technical check up:
 - Be sure that the speakers on your device are working properly. For example you can check by watching a YouTube video. Can you hear it? Can you adjust the volume?
 - Be sure that your device has a built-in camera or you have an attached functioning camera. Some computers have built-in software that can help you check.
 - On a mac device: Do you have the application called “Photo Booth”? If yes, you can use that to ensure you have a working camera.
 - On a PC device: Select the “Start”  button, and then select “Camera” in the list of apps. If you want to use the camera within other apps, select the “Start”  button, select “Settings”  > “Privacy” > “Camera,” and then turn on “Let apps use my camera.”
- If you have never done a Zoom meeting before, please call Dick Goutal (978-526-1348) or Rachael Meneades (978-578-0754) and arrange for a test call several days prior to the Mystery Book Club meeting. Most of us have done it and found it helpful. So will you, if you are new to this.

WHILE CONNECTING

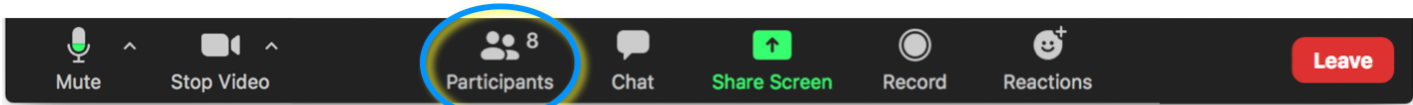
- Please sign into the meeting between 5-15 minutes before the meeting start time. This provides at least a few minutes to resolve most technical issues before the meeting begins.
 - Example: Since our regular monthly meetings begin at 10:30 am on a Friday, please try to sign in between 10:15 and 10:25 am.
- If you see the question: “Do you want to allow this page to open ‘zoom.us?’” → you should select “Allow.”
- If you see the message: “Wait for the host to start this meeting” → Wait! Rachael will admit as soon as she can! If you have been waiting 6+ minutes, call Rachael Meneades at 978-578-0754.
- If you see a window titled “Choose ONE of the audio conference options,” → click “Join with Computer Audio.” [Exception, if you do not have a working computer mic, then you will also need to use your telephone for audio.]
- If you see a window titled “Video Preview,” → click “Join with Video.”
- If you are still having connection difficulties, → call the host, Rachael Meneades at 978-578-0754.
- You have been admitted to the meeting when you see the “Zoom Meeting” window (the one in which you can see the host, Rachael, yourself, and maybe other club members).

RIGHT AFTER YOU HAVE BEEN ADMITTED TO THE MEETING, YOU SHOULD:

1. Locate your Control Bar. It is normally at the bottom of the “Zoom Meeting” window. [The Control Bar will now *always* show by default.] The Control Bar looks like this:



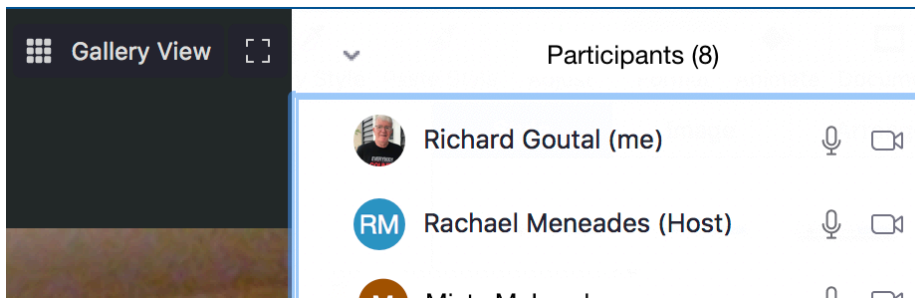
2. If possible, manually enlarge the “Zoom Meeting” window so that it fills most of your screen. [Using “Full Screen” is not recommended since some controls will not be showing.]
3. Click the “Participants” button [circled in blue below] on the Control Bar. The “Participant Panel” (list of participants) will *pop up on the right side of the “Zoom Meeting” window*.



4. Find your live picture on the video panel of the “Zoom Meeting” window. Note that your name appears in the lower left corner of your picture [white lettering or font on black background]. See example at right. The name or alias you see with your picture will be the name or alias that is listed on the “Participant Panel” *on the right side of the “Zoom Meeting” window*.

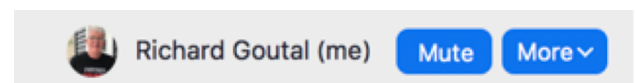


5. Find your name on the Participant Panel. Example below:



If your real name does *not* show, but instead is listed as “ipad432” or “9785265555” or some other alias, it can be changed. The host can do it for you. Or you can do it yourself:

- Move your cursor over your name or alias listing. Two clickable words in blue will appear: “MUTE”/or/“UNMUTE” and “MORE.”
- Click on “MORE.” (A “Rename” button will appear.)
- Click on “Rename” and follow instructions.

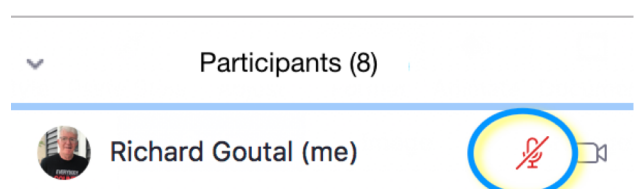


6. Locate the two places where you can “mute” and “unmute” the sound going into your mic:

- ONE: At the left end of the control bar.



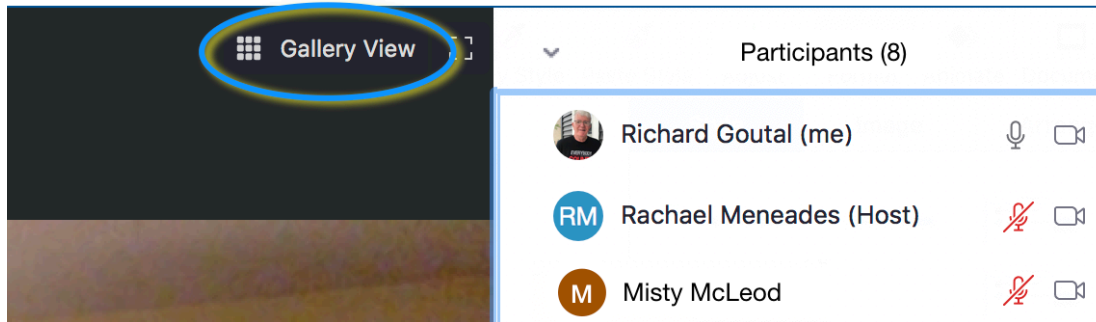
- TWO: On the Participant Panel, next to your name. See example at right, circled.
- If there is a red line going through your mic icon, you are muted. Click the icon (or blue button) to unmute or to mute.



- Using either of the two mute/unmute locations, you must be able to unmute your mic before you speak, and then be able to “mute” yourself again during the meeting.

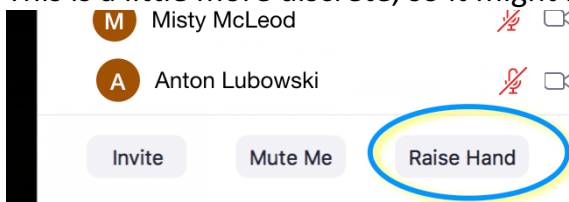
Why? To eliminate inside and outside noises (like a ringing phone, background conversation, nearby lawn-mower, or traffic). Background noises that are not muted will disrupt the conversation in our meeting.

7. Put yourself into “Gallery View.” Look at the top right corner of the black border of the “Zoom Meeting” window. If you see the “Gallery View” button, click it. This allows you to see everyone in our meeting. (If you see, “Speaker View,” then you ARE already in Gallery View.)

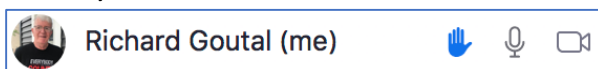


DURING THE MEETING:

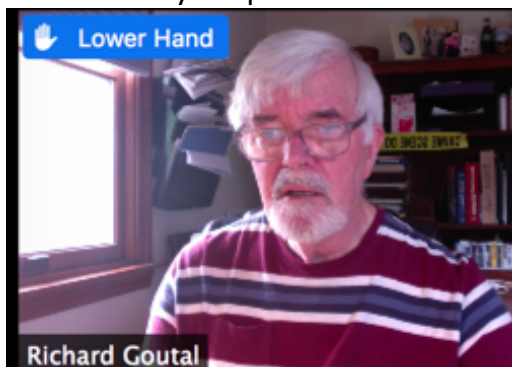
- The host will put everyone on mute once the discussion leader starts the meeting activities.
- You should keep yourself muted unless you wish to speak.
- You can indicate that you want to speak by visually waving your hand so that the discussion leader can see you and recognize you. Unmute yourself as you do this so that you can also be heard.
 - You can instead use the “Raise Hand” button *at the very bottom of the Participant Panel*. This is a little more discrete, so it might not be noticed as rapidly.



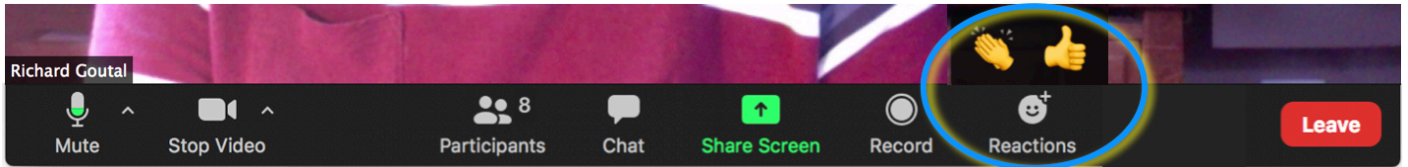
- When you click “Raise Hand,” the hand icon appears next to your name on the list



and next to your picture in the video panel, with the words, “Lower Hand.”



- You can indicate agreement with something that was said by clicking the reaction button on the Control Panel. Choose the “clap” or “thumbs-up” icon. [This works whether muted or not.]



Once you do this, the “clap” or “thumbs-up” icon will appear next to your video picture.

[Note, the icon that appears next to your picture will disappear in about 10 seconds. But you can repeat as often as you like.]

- You should *not* use the “Record” feature without permission of all participants.
- You can post a message to **everyone** using the Chat Panel. To access the Chat Panel, click “Chat” on the Control Bar.



- The Chat Panel appears underneath the Participants Panel.
- You can message **everyone**, but you can also use Chat to send a private message to a **selected other participant**. Or to the host or discussion leader.

