

KEHS meeting online via Zoom

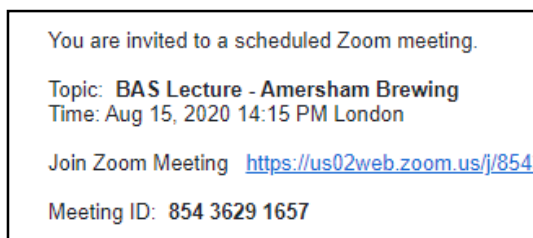
HOW YOU CAN JOIN THE MEETING

The Horticultural Society is planning to provide the first talk of the Autumn programme – on Tuesday 1 September – over the internet using Zoom. This is because of the Covid-19 virus epidemic and the government ban on meetings of our usual 30 or more people. If this continues, future meetings may also have to be delivered on-line.

The Zoom software allows many people to see both the speaker and his or her slide presentation, and to hear the talk, **without leaving home**. Participants can also see and hear each other – though not if everyone talks at once! Zoom does need you to have a computer device with a camera and audio. This can be a desktop computer, laptop, a ‘tablet’ such as an iPad, or even just a modern mobile phone (a ‘smartphone’).

As long as you have one of these devices, **joining the meeting is relatively straightforward** – and we just need a few ‘etiquette’ rules in the meeting itself.

First, though, you need a Zoom Meeting ID – and this will be sent to members by email before the meeting. It will look like the message on the right.

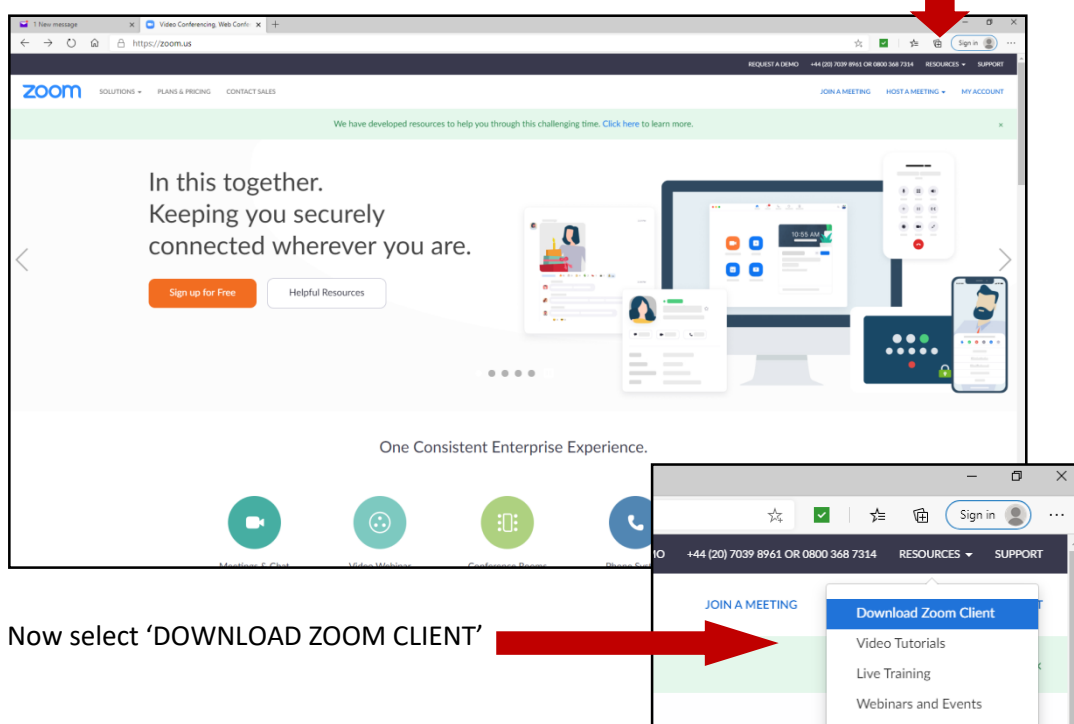


Joining the meeting.

You can join the meeting by loading Zoom (GO TO **1.**) or by viewing it in your browser (GO TO **2.**)

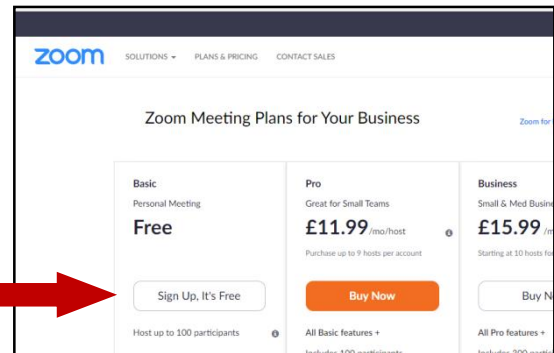
1. If you are happy to have the Zoom software on your device **it is easy to download the software:**

- Open your browser and type <https://zoom.us/> – and the screen below will open.
- Click on ‘RESOURCES’ at top right,



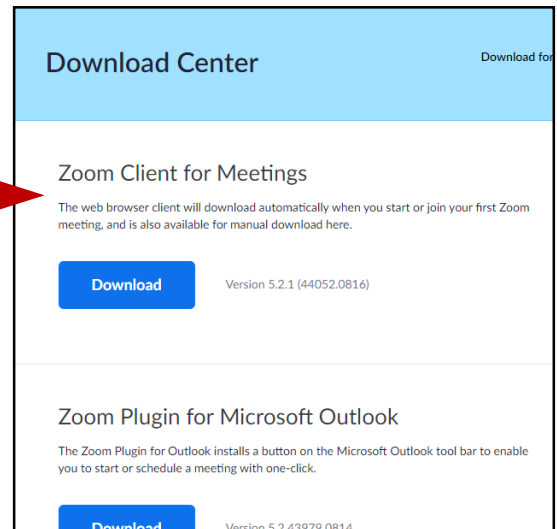
- Now select ‘DOWNLOAD ZOOM CLIENT’

- On the next screen choose the white 'Sign up for free' button (you **don't** need to 'Buy now')



This will display the 'Download Centre' screen on the right.

- Select 'ZOOM CLIENT FOR MEETINGS' (There are other options but ignore these unless you are a computer whizz).

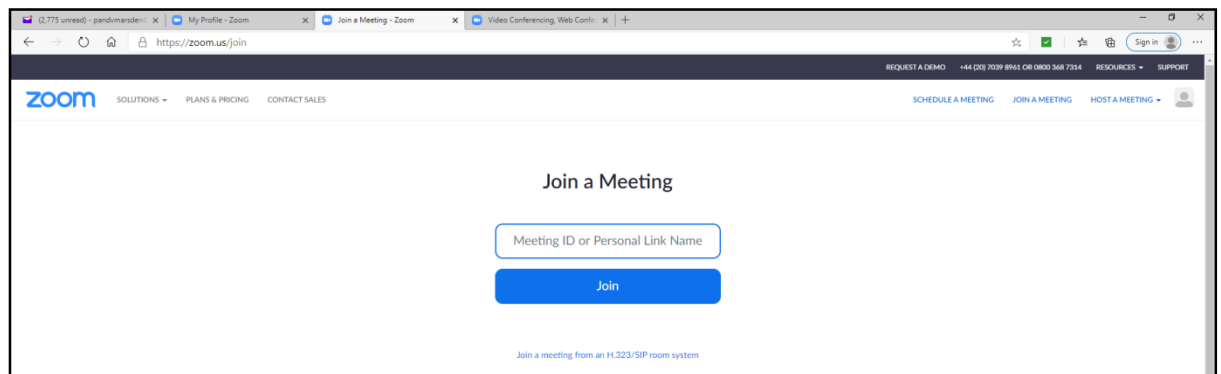


- You will then be asked to give your details, including your email address so Zoom can contact you, and a password so they can be sure it's you. This can take between 2 and 5 minutes and the Zoom software will install automatically.
- Once installed and registered as a Zoom user you can join any Zoom meeting at any time: just click the Zoom icon on your desktop or open your browser and type <https://zoom.us/> then click the 'JOIN A MEETING' link at top right and enter the Meeting ID for your meeting .

[**NOTE:** Personally I found installing Zoom by this method easier than the 'view in browser' method – and it makes joining later meetings really easy. Peter M]

2. You can now **join a Zoom meeting from most browsers:**

- Open your browser and type 'https://join.zoom.us – and the screen below will open.



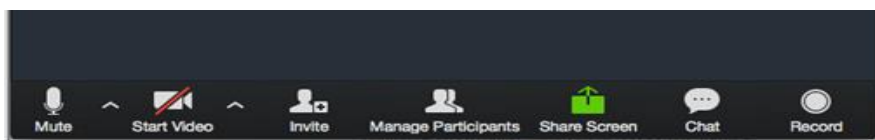
- Enter your Meeting ID for your meeting and click the 'JOIN' button.
- This will return a message which will depend on which browser you are using:

- If you are using **Chrome**, click 'OPEN ZOOM MEETINGS'.
- If using **Safari**, click 'ALLOW' when asked if you want to open zoom.us
- If using **Edge** or **Internet Explorer**, you should simply be able to click 'JOIN' but may be asked to 'Download and run Zoom' – in which case GO TO SECTION **1**. ABOVE and download Zoom.
- If you're using **Firefox**, you should get a message reading 'This link needs to be opened with an application. Send to: Zoom Meetings' – and you should click the 'OPEN LINK' button.
- If you are using any other browser, or if the method for your browser fails, then GO TO SECTION **1**. ABOVE and download Zoom.

Once we are in the meeting

When you join the meeting you will see a screen that is mostly black but if others have joined the meeting ahead of you then you will see them too. But they might not be able to see or hear you.

If you move your cursor over the bottom of the Zoom screen the set of icons below will appear. .



The two icons on the far left control your microphone and camera. If either has a red bar across it (as the camera icon has above), click on it and the bar will disappear: others will now be able to see and hear you – and your picture will join theirs on the screen. (You can turn the microphone or camera off by clicking its icon again).

When a meeting has more than 10 users (and we may have 40-plus) then the meeting can become chaotic, so HERE ARE A FEW RULES:

- **Don't all talk at once.** Remember that everyone can hear you: there is no such thing as 'a quiet corner' in a Zoom meeting for 'a few private words'.
- **Sounds in your house will be broadcast to the meeting,** so if your dog barks or you speak to someone else in the house, everyone in the meeting hears that too. If this happens, please 'mute' your microphone by clicking its icon on the far left.
- **Check how your own picture appears on the Zoom screen.** You may need to adjust your screen angle so that your whole face shows. If you don't want to be seen for any reason, you can turn your camera off by clicking its icon.
- The other normal courtesies of a meeting also apply, of course.

The other icons have other functions but these are sufficient to get the meeting started and you will discover other things as it goes along.

The meeting host will start the meeting by muting everyone so that only one person can speak. When the talk begins, the screen will show the speaker's presentation and only a few participants will show along the right-hand edge of the screen. **ENJOY THE MEETING...**