

Zoom Software Help Sheet No 1

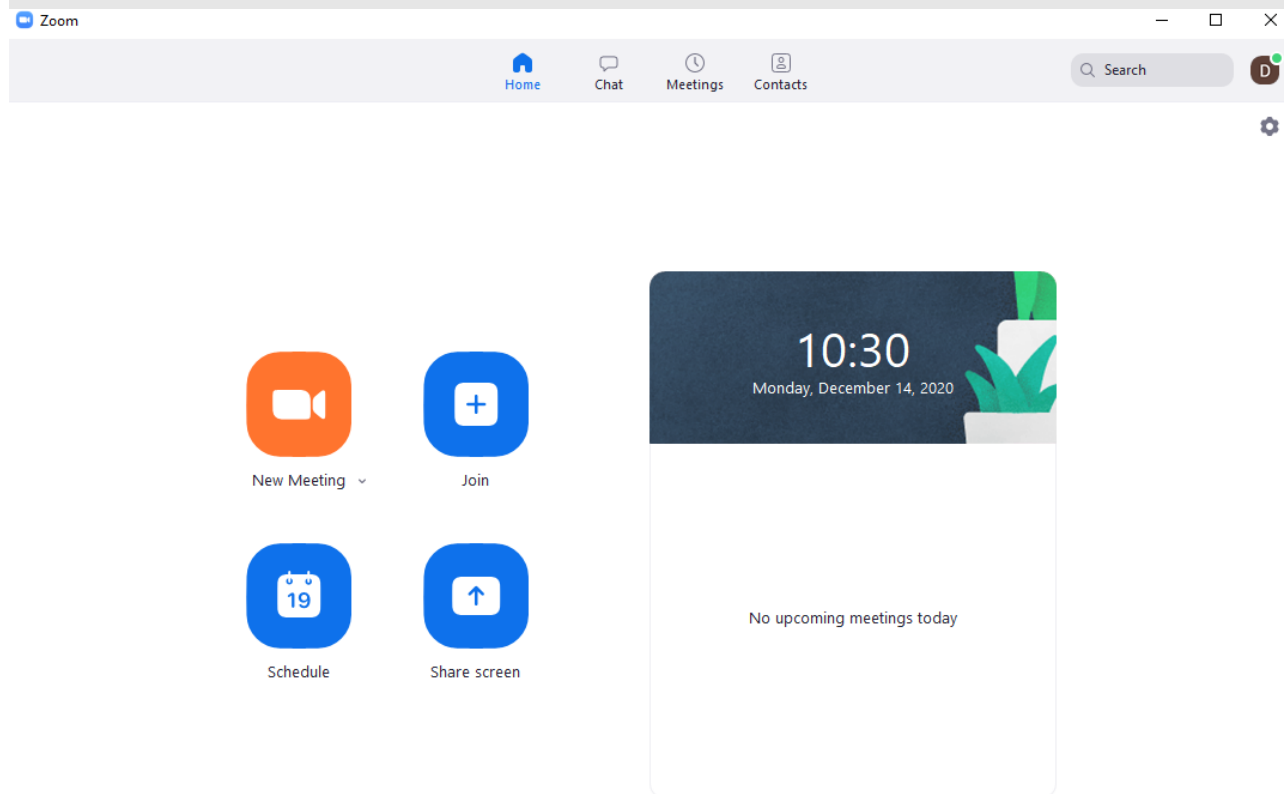


Fig 1. Opening screen

This is the main screen and there are a few buttons that are used more than the others.

Join

The blue button with the plus sign is used to join a meeting. In order to join a meeting you must have received an invitation from the sponsor of the meeting. The invitation will give the **Meeting ID** together with the **Password**. An example of such an invitation is attached at Annex A.

The other buttons in this group are very rarely used except **New Meeting** when you wish to create **your own** meeting with family and/or friends, etc.

Other buttons

The main buttons are across the top **Home, Chat, Meetings and Contacts**. The one that I use most is the **Meetings** as this allows me to try out my webcam and get it positioned correctly. So in order to use this button you should have your webcam connected to your computer (unless, of course, you are using a laptop when the camera and microphone are integrated anyway). *(I use my desktop computer so my webcam is connected via a USB port.)*

The settings button is an obscure button just below the **D** in the top right hand corner and you should use this to check your microphone and video is working correctly for you. But make sure that your webcam is plugged in! The settings screen is below (See Fig 3 on next page).

Note

The **D** in the top right hand corner in Fig 1 and 2 is my own profile/name so your symbol in this position may be different to mine.

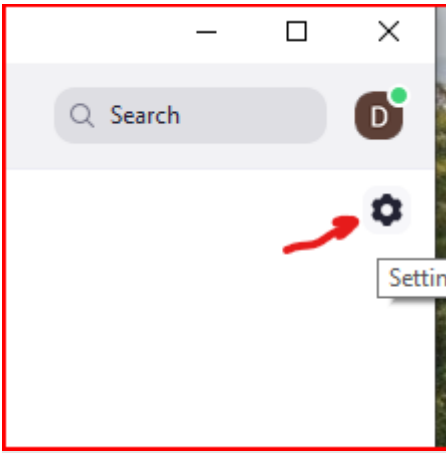


Fig 2 - Settings button

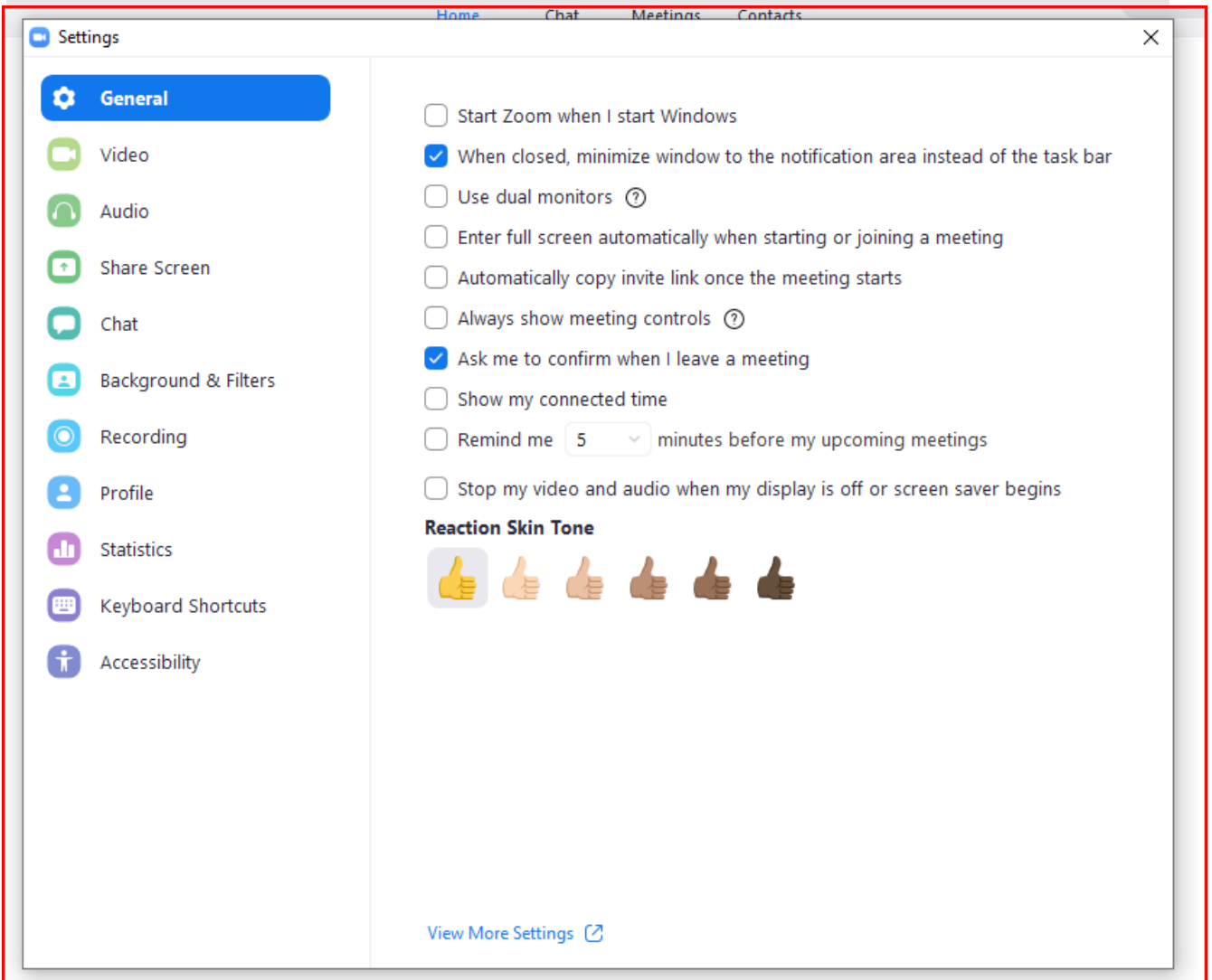


Fig 3 - Settings Screen

On the settings screen you can then click on **Video** to check out your camera and then the **Audio** button to check that your microphone and sound is Ok for you.

So have fun with these opening notes and No 2 will be sent shortly.

Annex A - Example of a Zoom Meeting Invitation

End of Year Gathering - 6pm – 8pm, 14th Dec 2020

Thanks also to those of you who have let me know you are coming to this. There is also still time to book if you want to come along, please email me, clairegreen@woodlandtrust.org.uk. We will be joined by Al Crosby, our North England Regional Director, with a celebration of our achievements in 2020 and looking ahead to 2021, followed by a talk on 'The Myths and Folklore of Trees', kindly delivered by volunteer speaker Derek Utley, zoom details are below:

Join Zoom Meeting

<https://woodlandtrust-org-uk.zoom.us/j/99866619951?pwd=L3pvNUM2KzdsSm1nRStoeGo1UHpTQT09>

Meeting ID: 998 6661 9951

Passcode: XXXXXX *(Hidden for security reasons but is normally 6 figure such as 566739)*