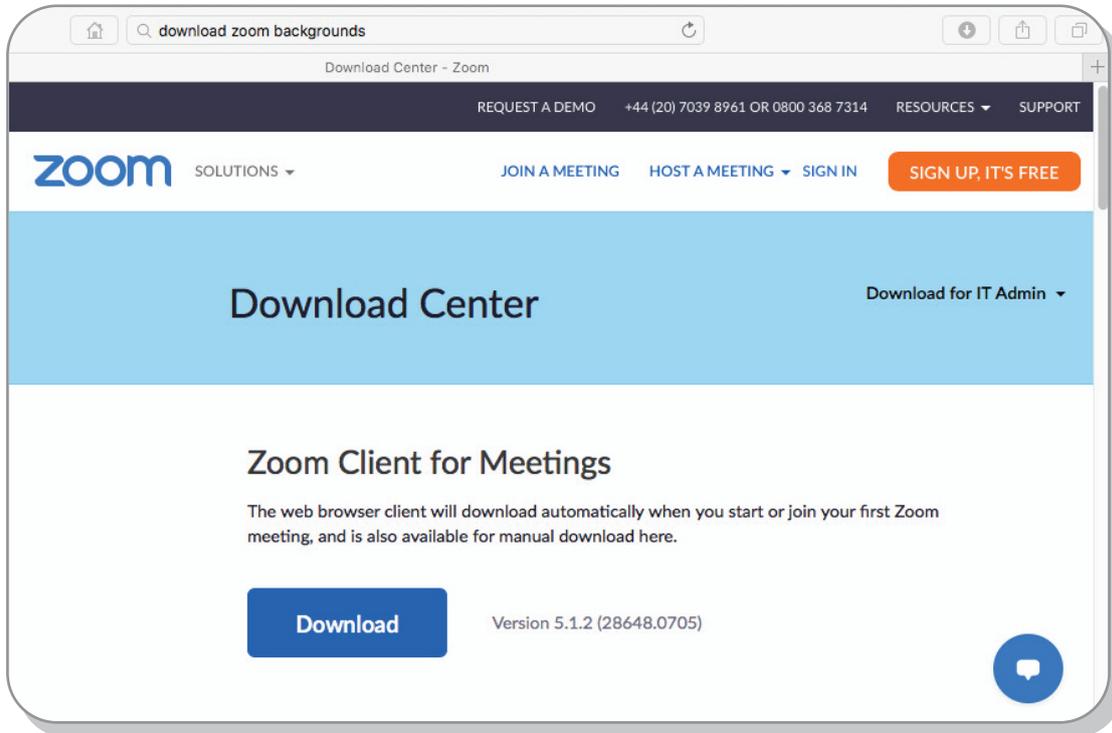




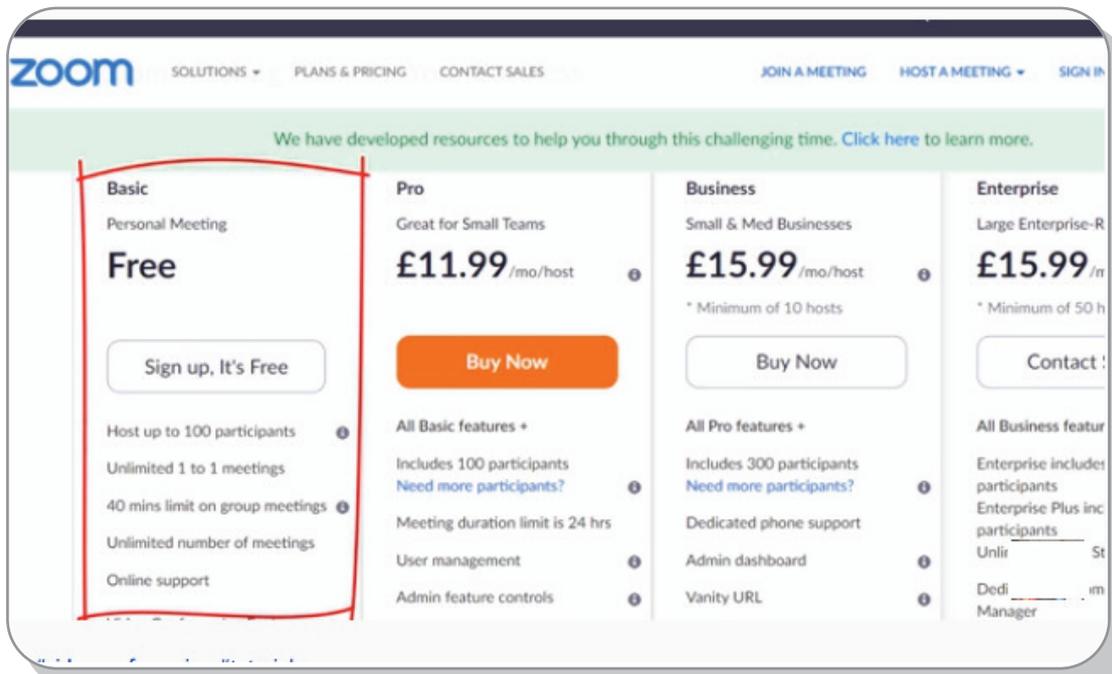
## TEWKESBURY HISTORICAL SOCIETY How to get the most out of 'Zoom'

### page 1 - HOW TO INSTALL 'ZOOM'



#### How to download and install the Zoom Application:

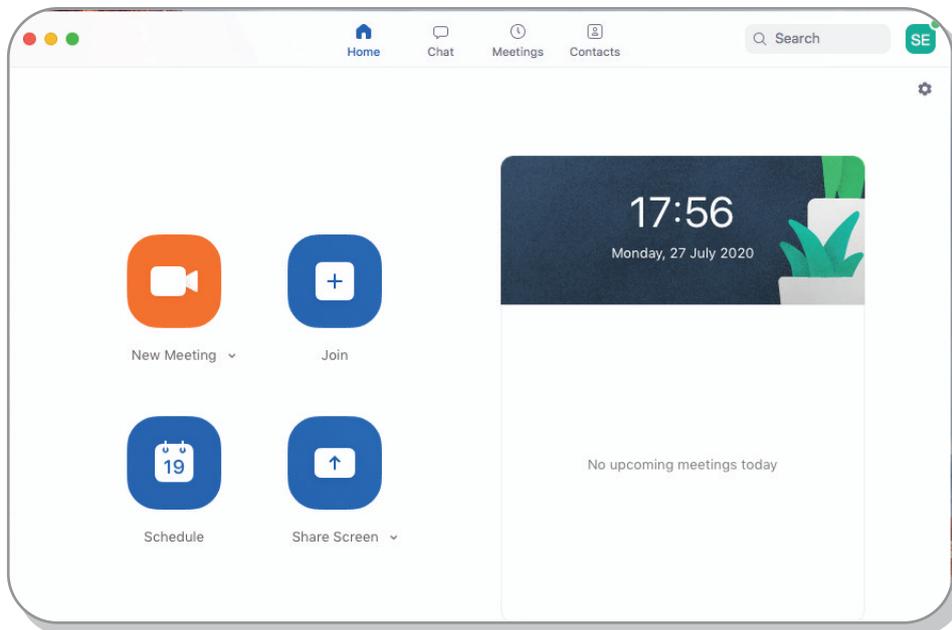
1. Go to [zoom.us/download](https://zoom.us/download) and from the Download Center
2. Click on the Download button under '**Zoom Client For Meetings**'. (pic above)
3. If presented with four options - choose the '**Basic**' option - it's free. (pic below)
4. This application will automatically download when you start your first Zoom Meeting.
5. Once the download is complete, install the Zoom application onto your computer.





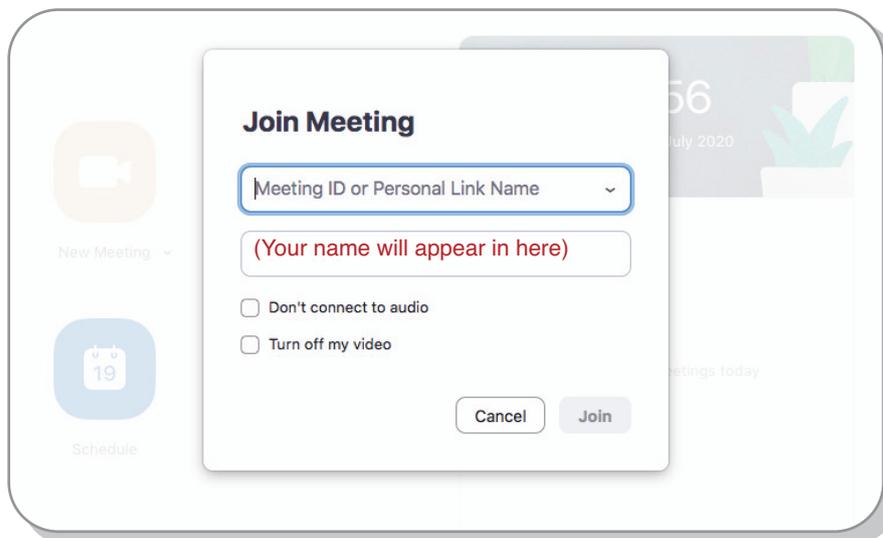
## TEWKESBURY HISTORICAL SOCIETY How to get the most out of 'Zoom'

### page 2 - HOW TO JOIN A 'ZOOM' MEETING



#### Getting in to a zoom meeting:

1. Click on the button marked 'join' (pic above)
2. A pop-up window will appear. (pic below)
3. Enter the 10-fig meeting code you will have been sent separately by the meeting host
4. (Keep the buttons marked 'Don't connect to audio' and 'turn off my video' un-ticked.)
5. A subsidiary window may appear asking you to enter meeting password.  
If you were sent password in addition to the 10-fig meeting code, enter this now.



**Remember - to participate in viewing the meeting you DON'T need a camera or microphone. Just the integral speakers on your computer or smartphone (or headphones if desired)**



## TEWKESBURY HISTORICAL SOCIETY How to get the most out of 'Zoom'

### page 3 - THE MEETING SCREEN EXPLAINED

#### Your meeting screen explained:

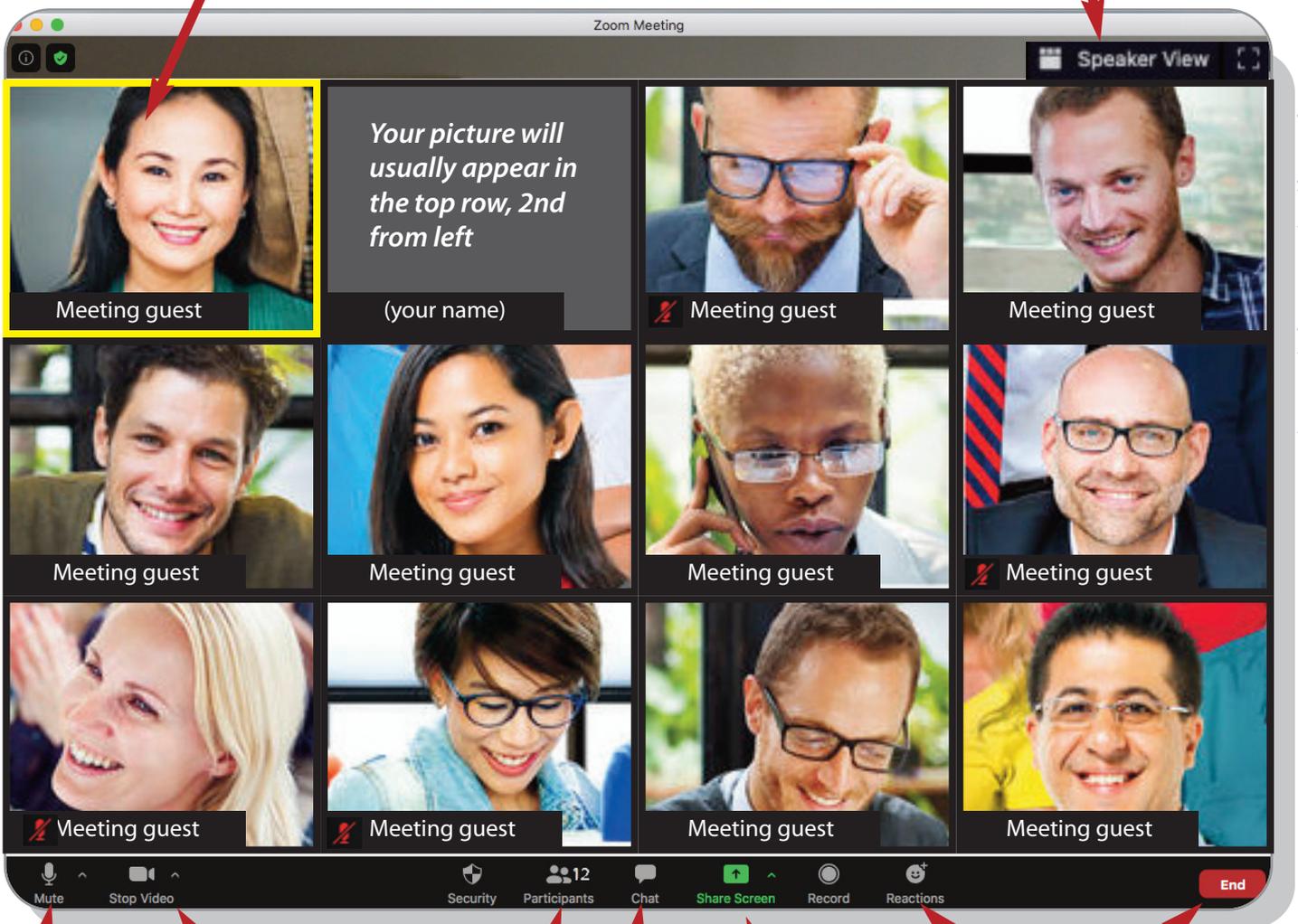
Here's a typical 'gallery view' of twelve people in a zoom meeting. The others on the screen will be your fellow meeting-attenders. On a computer, you can get about 20-25 people to a screen; if there are more than that there's an arrow on the right hand of the screen to enable you to scroll across to see the others. On a smartphone, fewer are visible at a time.

**Why is this pic bordered yellow?** - It shows you that this person speaking at the moment.

**Speaking etiquette** - if you want to say something, raise your hand first and the moderator will un-mute you

**Speaker or Gallery view** - this button you the choice to toggle between gallery view or speaker view.

Usually best to have 'gallery view', as the screenshot below. 'Speaker view' means that when lots of people are talking in turn, the picture quickly jumps about.



photos - royalty-free image purchased from 123rf.com

**Mute** - click this and no-one will be able to hear you. Useful if someone comes into your room and you need to talk with them. Note that while a talk is going on, the meeting host will mute you.

**Stop video** - click this and other will not see you. Useful if you need to temporarily leave the room.

**Participants** - tells you how many others there are in the meeting

**Chat** - click this and it opens up a type-in facility, in which you can either send a message to everyone, or to just one of the other in the zoom meeting.

**Reactions** - click this and you'll get the option of a hand-clap or thumbs-up symbol

**Share screen** - This allows someone to share their desktop with everyone. When there's a speaker, he will share his screen and you'll see the graphics on his presentation at 'full screen' - you'll not be able to see the other delegates while this is in progress unless you alter the viewer menu in the top toolbar.

**Leave** - press this if you want to leave the meeting

**Mute symbol** - if next to a name, means that person is muted - see that four of the people here are muted