

## Guidance for using Zoom during NOSAS online MAD evenings

### Zoom Technology

- It's like a modern, better version of the Skype that has been around for ages. It handles meetings of up to 100 people with good sound and picture.
- It's free, for you as participants, to use. (There's a monthly charge for the organiser or host)

### To Prepare for the Zoom Meeting

- *Firstly, what sort of device will you be using?* Laptops are best, tablets are good, smartphones are OK, desktops work if you've got a webcam and/or microphone enabled.
- For a tablet or smartphone, download the **Zoom application** from the App Store (Apple) or Playstore (Android).
- For a laptop or desktop PC, go to <https://zoom.us/> to download the App to sit on your computer and maybe try out some video tutorials. It's probably best for you to sign in to create your own free account, although that isn't strictly necessary to join a meeting organised by someone else.
- If you've never used Zoom before, **open the app before** the meeting to familiarise yourself with it.

### To enter the Zoom Meeting

- Get yourself organised about 10 minutes before the meeting starts to ensure no last-minute faffing.
- You join the meeting by clicking on the link in the email sent in advance to all NOSAS members.
- You may be asked for a password, which will also be part of that prior email.
- I am happy to help anyone set up and familiarise themselves with Zoom. Just give me a ring: 01463 782636 or 07787 507972 or [roland.spencerjones@gmail.com](mailto:roland.spencerjones@gmail.com)
- When you join the meeting, your **microphone** will automatically be **muted**, as may your video input to the meeting. You can set your microphone and video inputs to "on" by clicking the microphone and camera icons on the screen. These icons appear at the bottom left of the Zoom screen if you are using a desktop or laptop, but if using a tablet you need to *tap the upper border* of your screen before they appear. Good practice is to always mute your microphone when you are not speaking. This will reduce background extraneous noises for everyone else.
- You will see an option to choose "**gallery view**" on your screen (tablet or phone users will need to tap the screen for this option to appear). Choose this option if you want to see the other participants in the meeting. Choose "speaker view" if you want the screen to feature only the person currently speaking.

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