



ZOOM instructions for GCFF

The information below is only a portion of information available to learn about Zoom video meetings. For all the information, go to the [Zoom Help Center](#).

To join a meeting:

- 1) Click on the Zoom meeting link in the invitation email or paste it into your web browser. If you have not used Zoom before, you will need to click on the link to download the app. First time users will be asked to enter your name.
- 2) Wait a bit for a Video Preview to pop up.
- 3) Click on **Join with Video** or **Join without Video**
- 4) Another window will pop up. You can **Test Speaker and Microphone** by clicking on that. Then follow the instructions. After testing, click on **Join with Computer Audio**, or click on it without testing. The "Host" (Larry Strauss) will have set things to override that and mute you when you first joining the meeting. Please verify that it worked by doing Step 1 below.

How to maneuver in a meeting:

- 1) **Mute/Unmute:** First check to make sure you are muted. Move your mouse over the bottom of the window. A menu will pop up. At the very left is mute/unmute. Clicking on it will toggle it on and off. Make sure it says **Unmute**. It will show a microphone with a red slash through it. When you are going to speak click on **Unmute**. Then click on **Mute** when done. You can also hold down your space bar to talk, then release it to re-mute. Please be cognizant of being muted when not talking as back-round room noises can be as loud as the speaker.
- 2) **Video display:** To the right of the mute button is the video button. It also toggles on and off. This displays a video of you (or whatever is in front of your computer's camera) or a black screen if video is off.
- 3) **Screen view:** In the upper most right corner is you display views.
 - a. If you are the first to join or joining alone, it says Enter full Screen. Click on it to have the video take up your full screen.
 - b. If someone else has also joined, there are more screen views. Click on them to see the effects.
 - c. **Speaker View** places the speaker as the main part of your screen with the participants' small views either along the top or side.
 - d. **Gallery View** has all the participants the same size on your screen. If there are more than 20 (I think that's the number) there will be additional "pages" which you can scroll to see everyone by using the right and left arrows on your screen on the right and left sides.

With multiple participants there can be other toggle buttons to get the video placements on top or the side. The speaker will have a yellow box or underline around their video.

- 4) **Your name:** Directly above the Mute/Unmute button is your name (or someone else's if you borrowed the computer.) This can be changed by right clicking the name, clicking on the bottom choice **Rename**, then typing in your name. This can be done again to change it back.
- 5) **Leave the meeting:** When you want to leave, or the meeting is over, click on **Leave** in the lower right-hand corner. Then click on **Leave Meeting** again. Close your browser.

Smartphone or tablet

I believe you will have the best experience if you use a laptop or computer. I am not familiar with all the differences in using a mobile phone or table. Methods can vary depending on if you have Android or Apple products.

- 1) On first use of mute/unmute, you may be asked to "dial in using Audio." Click on that even if it doesn't make sense to you on a tablet.
- 2) To rename: tap on Participants, then on the displayed name. Proceed as above.

To Test:

If you create a Zoom account, you can set up your own calls and become familiar with the capabilities.

Any questions?

You can call/text me at 415-851-1978 or email strauss.larry@gmail.com

I look forward to being on the call you all soon.

Larry Strauss
GCFE 2020 President