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supplied by
Rotary in Sothern Wales

Southern Wales
Rotary
Cymru Deheuol



Zoom

Guide for Members

How to use and to hold online
face-to-face meetings

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1. Why Use Zoom?

Zoom provides the capability for groups of people to meet face-to-face online, wherever they may be in the world. These are just some of the benefits for clubs and our district.

Time savings - There is no travelling time to take into account and no concerns about traffic delay. Saving some people up to 3 hours per meeting and at least 1 hour in almost every other case.

Cost savings - Fuel and wear and tear costs on vehicles are avoided and also the cost of hiring a venue and refreshments. This cost-saving can be significant for both the individual and the district and benefits our carbon footprint.

Location - A Zoom meeting eliminates any disadvantage to participants who live in remote areas and also breaks down the barrier to a larger geographical district. Attendees can join a meeting from any worldwide location, and therefore we promote world understanding and can provide an unlimited source of interesting speakers.

Reducing emails - Emailing in respect of a particular matter can drag on for days as the number of emails proliferates and the tone of voice is invariably misinterpreted, leading to acrimony. Zoom is face-to-face in every way.

Reducing telephone calls - Several people can be together online, saving a series of separate individual calls.

Sharing documents - Presentations and videos etc. online. Saves the need to print copies for all participants and can also be used to make changes and write up notes. Meetings can be recorded with everybody's agreement and archived or made available to participants who could not attend.

Frequency of meetings - Can be for any length of time and at any time of day or night. We have six professional licences, and so six meetings can be taking place at any one time. Online meetings can facilitate better attendance, leading to quicker decisions and better decision making as a result.

Can be used for any purpose - Meetings can accommodate between 2 and 100 people and can also be used to initiate break-out sessions within each meeting or presentation.

2. What does it cost?

The six professional licences used by Rotary Southern Wales (District 1150) incur an annual fee of £110 per licence which is paid by the district. This cost is covered many times over by the savings we make in travel and venue costs.

Our licences allow us to offer this enhanced facility, free of charge, to any Rotarian or Rotary club to set up meetings of any length of time. If you would like to set up a meeting please contact the licence holders listed on the website.

Alternatively, as a free subscriber to Zoom, you can also set up shorter meetings, up to a maximum of 40 minutes, completely free of charge. However, the meeting can be re-started every 40 minutes.

Individuals can, therefore, participate in meetings, preferably via the internet using their existing broadband provider or wherever they can get free internet access at hotels, coffee shops, trains etc. The quality of reception can sometimes depend on the strength of the broadband signal, but Zoom is the market leader in this respect.

Using mobile phones or other forms of telephony without the internet may attract a charge from the provider.

3. First-time users

Setting up is very easy. Search for www.zoom.us and sign up. You will be asked to download the app, which will take about a minute.

You will be asked to insert your given name and surname and a password of your choice. Skip the invite colleagues box at this stage, and it is as simple as that!

Alternatively, it is more likely that you will receive an invitation from somebody else to participate in a Zoom meeting with a specific link to that meeting.

When you click on this link, you will be prompted to follow the same process as above if it is your first time. Therefore it will take a couple of minutes longer to download Zoom for the first meeting, so give yourself an extra 5 minutes or, even better, do this in advance of the meeting.

You may arrive at the meeting before anybody else does – think of it as a virtual room, and you just got there early, they'll soon join you.

4. How to join a Zoom meeting

Every future invitation will include a link, which you will need to join the meeting. You can either copy and paste to your search bar or click on it. We do not usually request a password for our meetings.

The Zoom website has some great tutorials, most of which will only take a minute of your time. For a simple guide to joining a meeting follow this link;

[How to Join a meeting link](#)

You may be asked to join with computer audio and video before joining the meeting.

You can join a meeting at any time and leave at any time.

5. How to set up a meeting

Setting up a meeting is also very simple as the following link will demonstrate.

[How to Set up a meeting link](#)

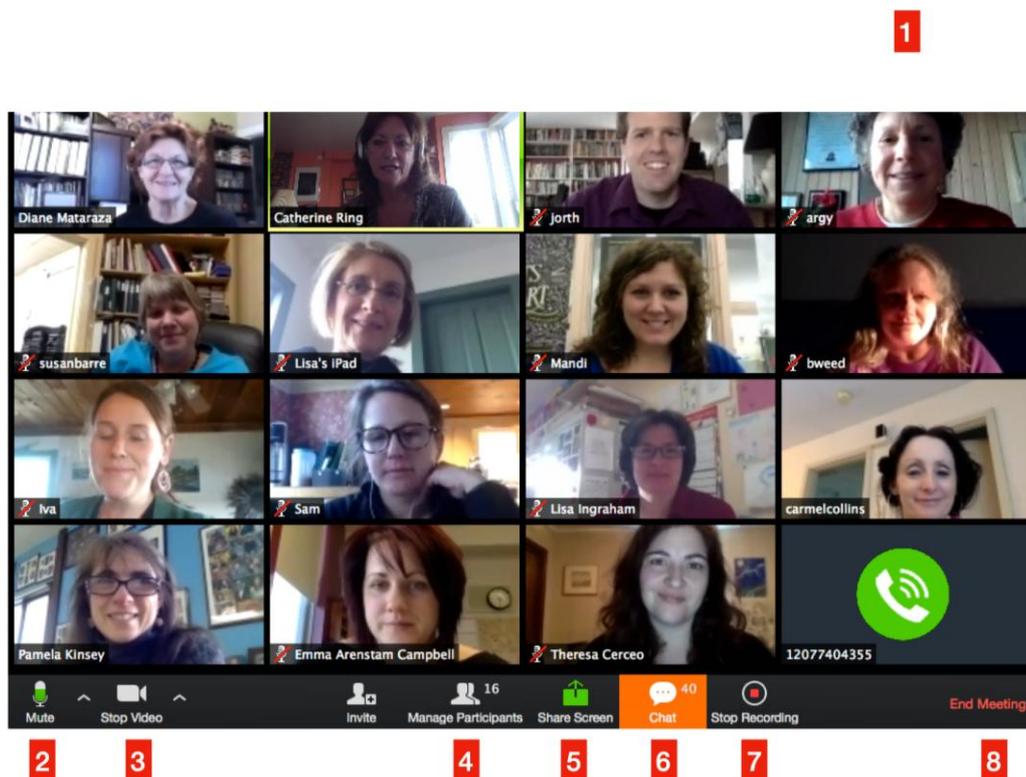
6. What equipment do I need?

PC, Laptop, Tablet or Mobile Phone. These will usually have inbuilt speakers, microphones and cameras or you may have a separate camera with your PC.

It is recommended, but not essential that you use earphones with an in-built microphone to cut down on ambient noise. The earphones that come with a mobile phone are ideal.

Under setting are options for testing your camera, speakers and microphone

7. In the meeting



This is a typical meeting on a laptop or PC.

1. The attendees seen here are in Gallery View. The alternative is Speaker View where the person speaking is in full screen. Select your preference from an icon at the top right corner of the screen.
2. This is the audio icon where you can mute and unmute yourself. Click on the arrow, which opens a menu to help you to troubleshoot any sound difficulties.
3. The video icon allows you to stop your camera but you will still see the others and have audio. The arrow helps you to troubleshoot video difficulties and select another camera.
4. Participants. Click here and you will open a dropdown menu. Try it.
5. Share Screen. In two quick steps you can share any document on your screen with everybody else in the meeting.
6. Chat allows you to message either the whole group or selected individuals. Take care as it defaults to messaging the whole group.
7. This meeting is being recorded, which helps in taking minutes. We would not normally record a meeting.
8. This is the host's screen and they can end meeting for all here. Individuals have the option to 'Leave Meeting' on their screens.