The Probus Club of North York is going virtual with Zoom !

In the time of COVID-19, we need to stay home to keep safe and be well. But to stay connected with other members and continue with our meetings in the interim, we are planning to use Zoom video conferencing for monthly General Membership (GM) meetings and some Group Interest Activities.

Zoom meetings are used by schools, churches, businesses and individuals quite safely if you follow the best practices provided by the Zoom software company. It is quite easy to use; hence its popularity has skyrocketed with all age groups, especially during the coronavirus outbreak.

What do you need to use Zoom?

All you need is a computer, tablet or smartphone.

How do you join the meeting?

Here, we provide easy steps to join a Zoom meeting for the first time users.

You can also watch this video. (https://www.youtube.com/watch?v=9isp3qPeQ0E)

1) Receive a Zoom invitation

There are different ways to join a Zoom meeting, but the easiest and simplest way is to click the URL link (Web Address starting with "https:") sent in the email.

> Join Zoom Meeting
> https://us02web.zoom.us/j/88060342082?pwd=WGkzT3ZFMFpFWEpZblplWTRFYm80dz0
>
> Meeting ID: 880 6034 2082
> Password: 516631

2) Download Zoom App

When you click on the meeting invitation URL, **computer users** will see a screen as shown below.

If you are the first time user, click "***download & run Zoom***", and the computer will prompt and guide you to download, install and run the Zoom app.
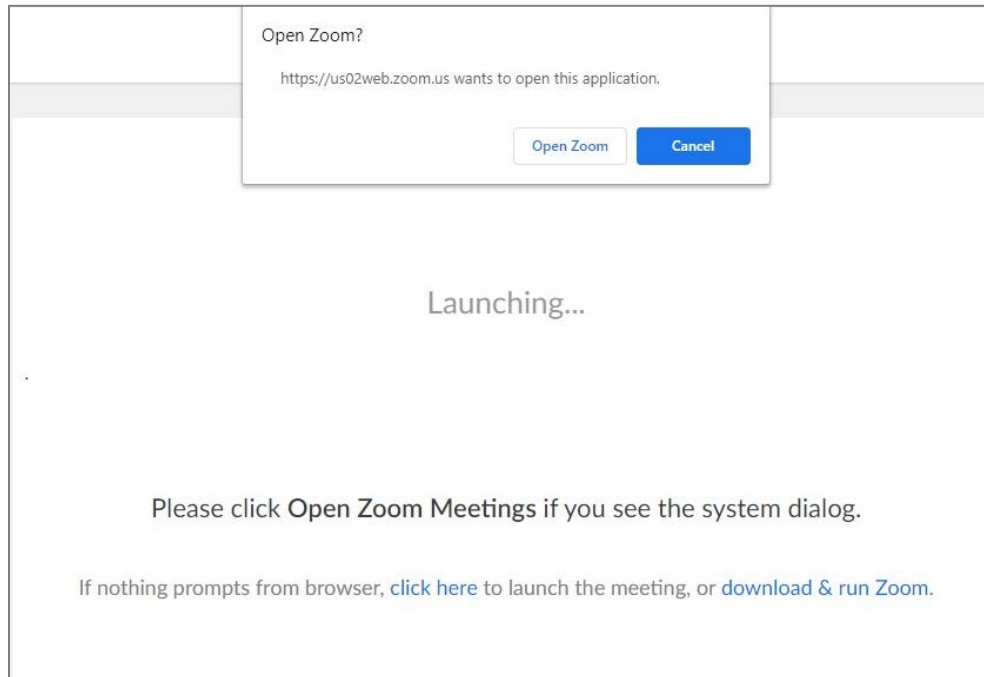

For tablet or smartphone users, you will need to download "**Zoom cloud meetings**" app from **App Store** (iOS) or **Play Store** (Android). You will need to allow the app to use your camera and microphone, so you can talk and show yourself at the meetings.

When you have downloaded and installed the app, go to the meeting invite email and click the Zoom meeting URL.

3) Open Zoom app

Once you have the app downloaded, you will need to click "***Open Zoom***" button to be in the Zoom meeting.

If you do not see the "***Open Zoom?"*** box, click "***click here***" link (shown in the screen above).

Open Zoom?

https://us02web.zoom.us wants to open this application.

Open Zoom   Cancel
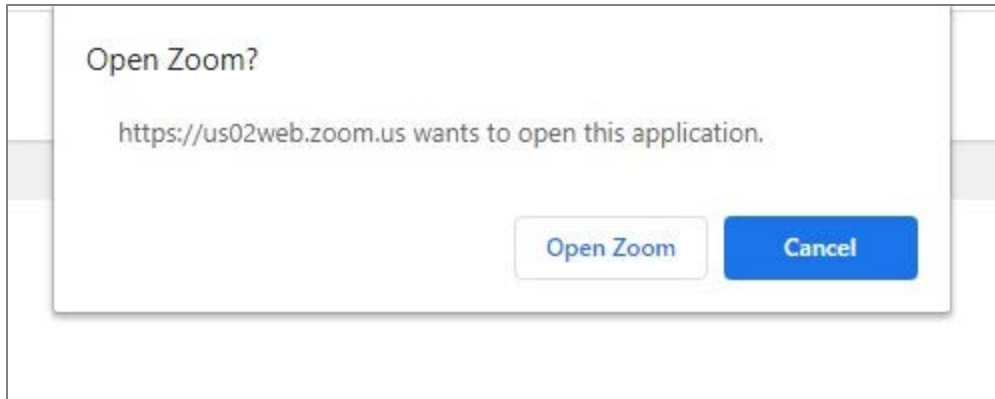
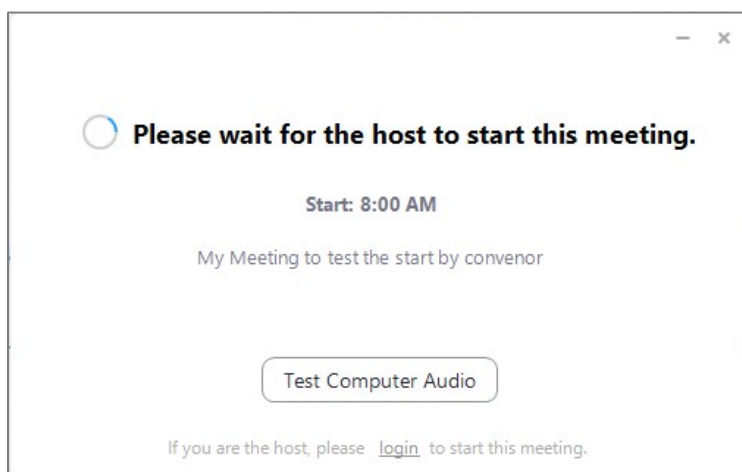## 4) Placed in the Waiting Room or Admitted to the Meeting

When you are connected to the Zoom app, you will need to allow Zoom to use Computer Audio.

At this point, there are 2 possibilities:

  i. **The host is late and has not started the meeting**.

In this case, you will be placed in the Waiting Room. See the image below. When the host started the meeting, you will be automatically joined in the meeting.

While you are in the Waiting Room, you can test your computer audio (sound and microphone).

Please wait for the host to start this meeting.

Start: 8:00 AM

My Meeting to test the start by convenor

Test Computer Audio

If you are the host, please login to start this meeting.

ii.   The host already started the meeting

In this case, you will be automatically joined into the meeting with other participants.

5) Operate the Zoom Control Panel

When you are in the meeting, you will see people's faces (when video is on) and can talk (if not muted).

You can see people in the Gallery View or the Speaker view (click the link at the top right of the screen).

You can mute/unmute or start/stop video using the Zoom Control Panel at the bottom. **But to make this panel visible, you will have to move your cursor over anywhere inside the Zoom meeting screen** (i.e., hover over).

You can see other participants (click Manage Participants to open Participants screen) or send a message or a question (click Chat to open Chat screen). Also, when the Participants screen is open, you can click your name and click "raise hand" to ask a question. You will see a small hand beside your name.
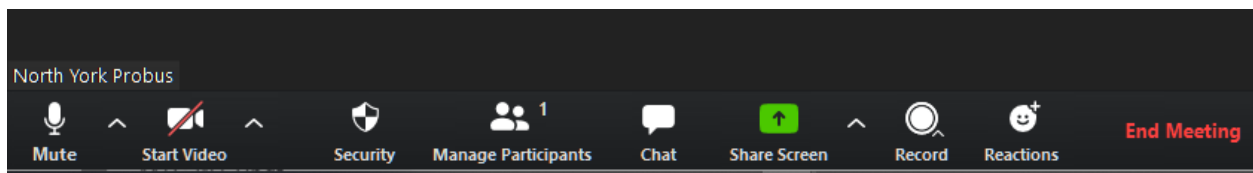
Easy as pie. That's all there is to it. Now have fun with Zoom !

Questions?

If you have any questions or would like to get more information about joining and participating Zoom video conference meetings, contact any one of the Web and Technology Committee members (Huw, Dave, Isabel, Keith and Sandy). Also send an email to pcny.webmaster@gmail.com.