

# The Probus Club of North York

## FAQ by Zoom Computer (Desktop/Laptop) Users

May 25, 2020

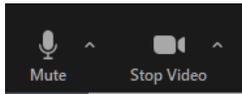
We assumed that you have already downloaded Zoom client on your computer.

### Using Zoom Video and Audio

To talk and show yourself at Zoom meetings, you will need to let Zoom to access your device's microphone and camera.

Choose Computer Audio, when prompted. Or, you can change it through Audio Settings, by clicking the up arrow beside the microphone on the Zoom Controls at the bottom of the screen.

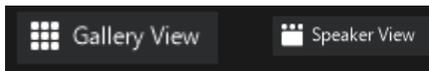
While you are at a Zoom meeting, you can click to Mute or Unmute microphone, or Start or Stop Video.



### Zoom Screen Views

For Probus General Membership meetings where a large number of people are attending, you will need to move the screen to the next or previous screens to see everyone at the meeting.

Also, you can toggle between the Gallery or Speaker view.



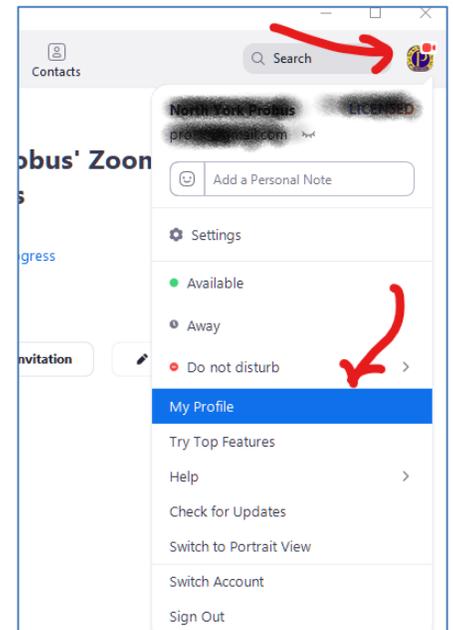
## How Do I Assign My Name/Rename for a Zoom Meeting?

### (1) Enter your name in Your Zoom Free Basic Account Profile

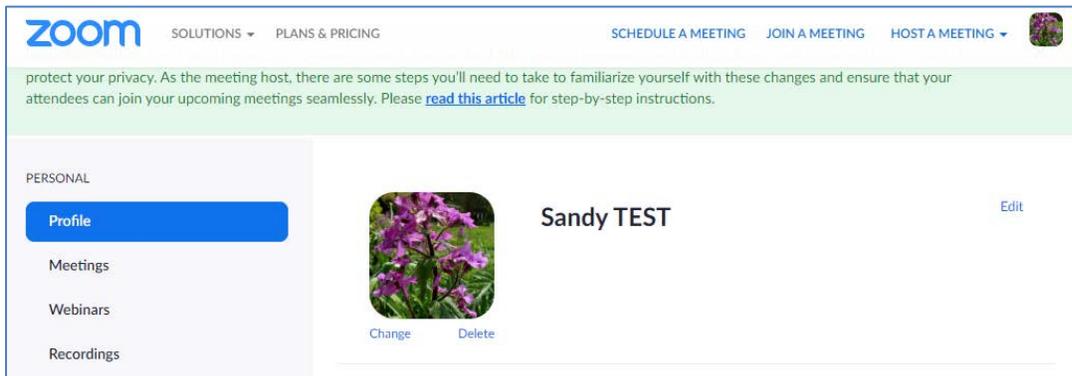
If you have a Zoom Free account (and signed in), your Profile name will be used when you enter a Zoom meeting. The profile should be set up when you first signed up.

Open your Zoom client on your computer. Click **your account icon** (at the right of the search box) at the upper right of the Zoom client screen. On the dropdown list, click **My Profile**.

This will present the Zoom Web Portal to sign in. Enter your email address and password.



When you are signed in, it will present your Profile screen. Click Edit (at the right) to enter/change your name.

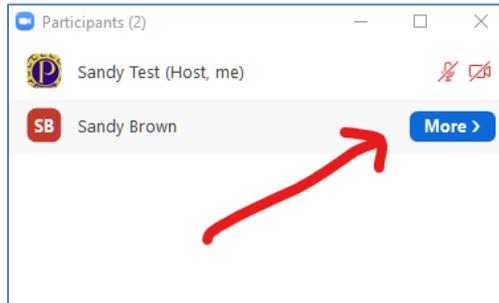


### (2) Rename during Zoom Meeting

You have entered a Zoom meeting, but your name is not correct. This may happen because you are joining the Zoom meeting without a Zoom account or you have not entered your name in your Zoom account profile. You can change the name while you are at the meeting through **Participants** screen.

Click **Participants** in the Zoom controls (at the bottom of the screen). When the Participant screen pops up, hover over your name and click **More**.

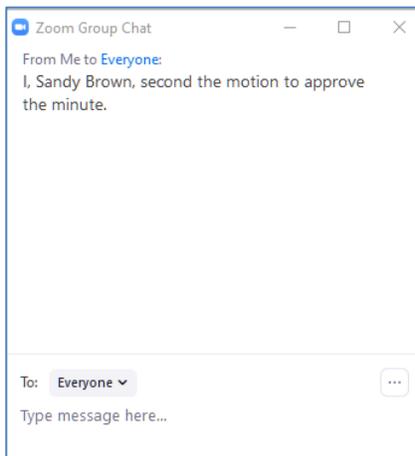
This will list Rename option. Click **Rename** and enter your name.



## How Do I Use the Chat Box?

At our AGM, we will be using the Chat box to receive a name of the person seconding a motion. Also, you can enter your questions to the Chat box during the presentation, and the presenter/moderator will take your questions at the end of the presentation.

Click **Chat** in the Zoom controls. When the chat box opens, you can send a message to everyone in the meeting or a private message by selecting a specific person's name.



## How Do I Use the Zoom Polls?

During our AGM, we will be using Polls for voting.

To pass a motion after we have the mover and the seconder, we will present a poll question. Please respond to the question as appropriate (e.g., select Yea or Nay), and click SUBMIT. When the poll is closed, the Zoom host will share the result (i.e., whether or not the motion has passed) immediately.