

ZOOM MEETINGS – a short guide

The Society will hold virtual meetings from time to time, details of the programme will be given in the newsletter or on our website. These are free to Family Roots members, we sometimes invite other local societies to join us, details will be sent to the society secretary.

If you have not used Zoom before, it really is quite easy.

You will be sent a Zoom link and log in details about 2 days before each meeting.

Most meetings will be speaker presentations. You can join before the start of the meeting to give you time to log in, you will be held in the waiting room.

Prerequisites for joining a Zoom video call as a guest-

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting

How to use Zoom without an account

There are many ways to join a meeting, but the easiest ways to join as a guest are to click the link provided to you by the host or enter the meeting ID and passcode directly into Zoom.

You can Use the link provided

1. Click the meeting invite link you received from the host, for example in your email or calendar invitation.

On your web browser, a pop-up window will prompt you to open or download the application.

2. In the pop-up window, click **Cancel**.

3. At the bottom of the page, click the Join From your Browser link.

4. In the pop-up window at the top-left corner of the screen, click **Allow** to allow Zoom permission for your microphone and camera.

5. In the Your Name field, enter a display name.

6. (Optional) Select the **Remember my name for future meetings** check box.

7. Click Join.

You will join the meeting as a guest.

Or you can Enter the meeting ID and passcode in Zoom

1. In your web browser, go to zoom.us/join.

2. Enter the meeting ID provided by the host/organizer.

3. Click Join.

A pop-up window will prompt you to open or download the application.

4. Do one of the following:

- Launch the meeting on the Zoom client if it's already downloaded on your device.
- Click Cancel in the pop-up window, then click Download Now to download Zoom before joining.
- Click Cancel in the pop-up window, then click the **Join from Your Browser** link if you do not want to download Zoom before joining the meeting.

Note: You are not required to download Zoom before joining, but you will have access to limited functionality if you join from your browser.

5. If prompted, allow Zoom to use your microphone and camera.

6. Enter a display name, then click Join.

7. (Optional) Select the **Remember my name for future meetings** check box.

8. If prompted, enter a meeting passcode, then click Join again.

You will join the meeting as a guest.

If you have paid for a 'ticket' on our website you will receive a link to register, once registered you can join the meeting by entering a meeting ID number (again supplied by Family Roots), This is usually contained in an invitation e-mail sent separately to you. Or you can just click the link in the email.

Settings

When using your computer adjust your settings using the dialogue box.
The bottom menu bar /control panel will enable you to perform certain functions.

- *Mute* -You can mute your microphone – which is advisable when participating in a presentation to avoid any generated background noise.
- *Start Video* - lets you switch your webcam on/off. Please ensure it is switched on when you join the meeting.
- *Participants* - You can see who is participating in the meeting in list form otherwise you will be able to see thumbnails of participants usually along the top of the screen.
- *Share screen* - You can only do so when given control by the host. This allows you to share your screen with the audience (usually only the speaker will be able to share screen).
- *More* - More enables you to chat, raise a hand etc.

Participation tips

Background noise from any of the participants on unmuted microphones should be avoided.
Microphones will normally be muted by the host whilst the speaker is presenting.
You can use the button on the dialogue box to unmute should you wish to speak or ask a question.
We prefer you ask questions at the end of the meeting.

Using the Chat facility enable you to chat either publicly to everyone or designate a private chat to another participant.

Learn more about ways to [join virtual meetings on Zoom](#).