

## Oldham & District Family History Society, a Branch of MLFHS

### New to the Zoom App? It CAN be an enjoyable experience!

I think for many of us this has been part of a new and steep learning curve since March of 2020! I'm a relative newcomer to zoom, having started with the free version to keep in touch with family during lockdown. For society committees, the increasing realisation has come that we needed to consider (reluctantly!!) offering our regular talks at meetings as an online alternative. To join these meetings, it has to be through the zoom app (the alternative offered is to join through the Meeting ID and a passcode. However, this is frequently unsatisfactory and usually solved by downloading the free app.).

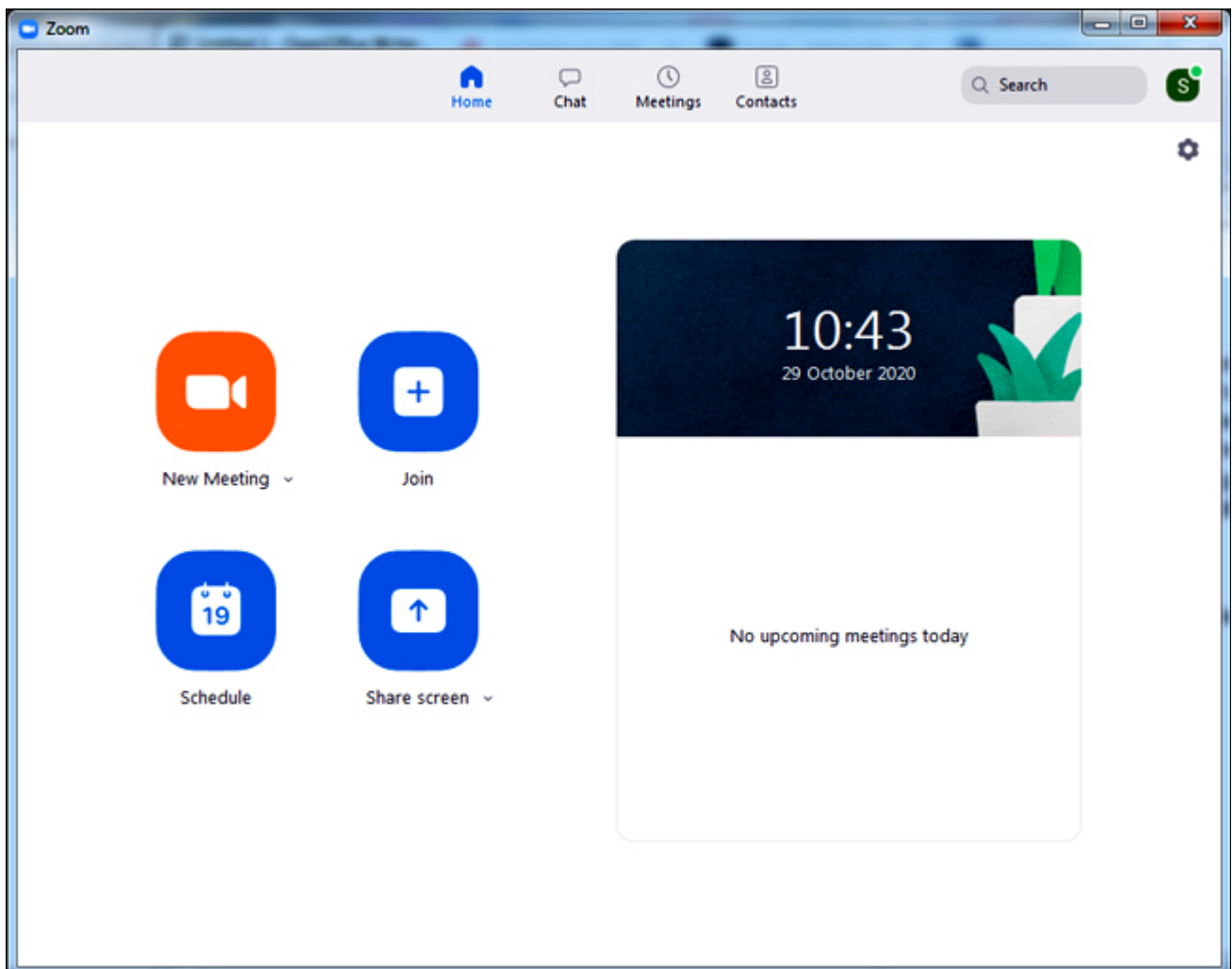
The free, 'Zoom Client' app, can be downloaded [HERE](#).

The person who calls the meeting is known as the 'host' and has control of the screen, throughout.

Before you join your first meeting, it helps to familiarise yourself with the zoom interface and the protocols, that are evolving, as more people use this means of communication.

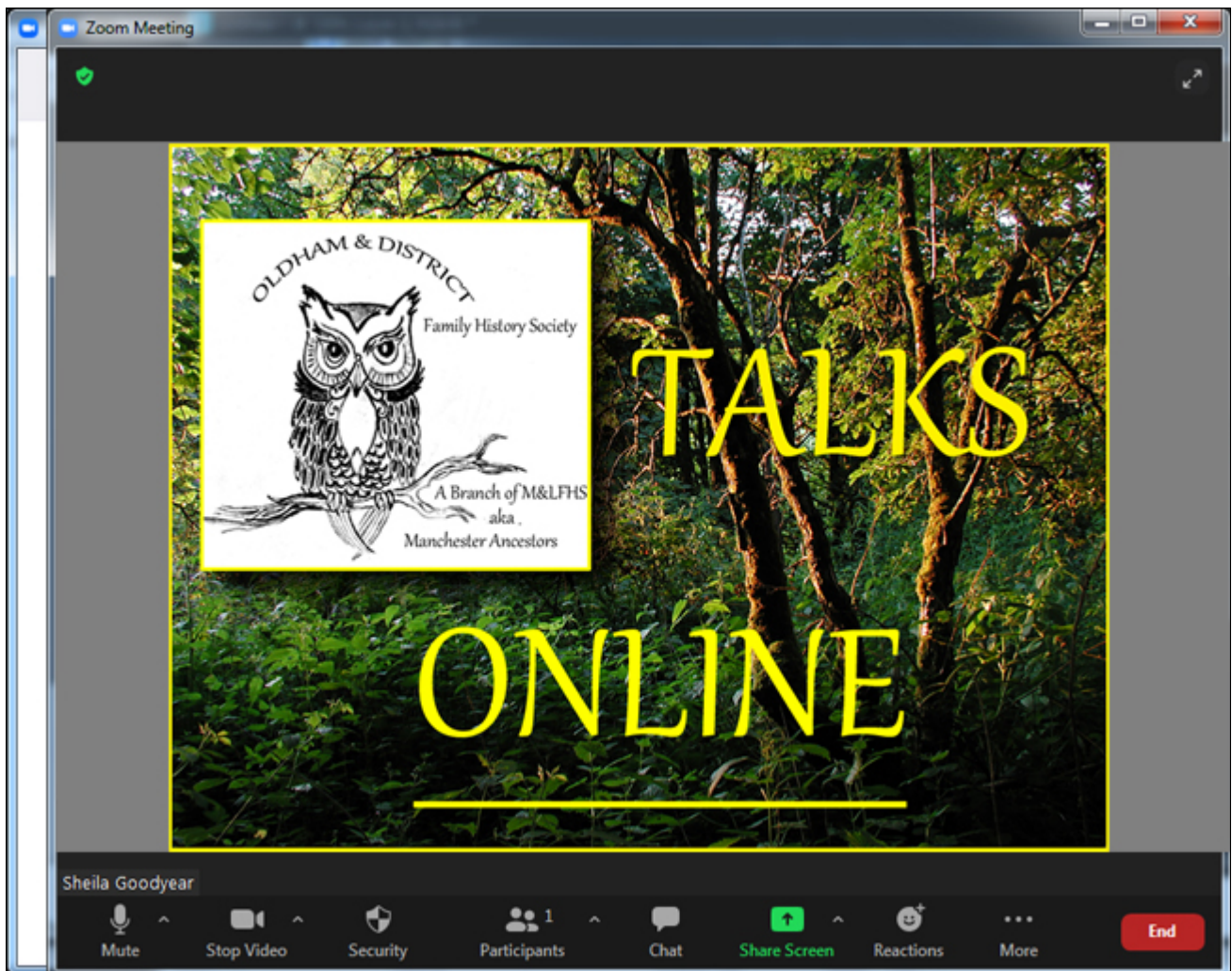
#### Firstly, the interface ...

Click on the zoom icon which opens the interface ...



This interface, even with the free app, allows you to call your own meetings, At the moment, we can ignore the other three icons.

So, to take a look at what you will see when you join a meeting, click on the 'new meeting' icon and (providing your laptop/computer camera is activated) you will see this next screen (you will see yourself through the camera, as in a mirror, on screen, instead of my graphic!). Try all the icons to see what options you may have ... then, when you've finished, just end your 'meeting' with yourself!



- Your name identifies you in your box
- As more people join a meeting, your box becomes smaller until there is a gallery ... too many for the screen, and to see more attendees, you would need to scroll through them.
- The host has more options in the icons than are available to an attendee.
- As an attendee,
  - \* you need to be able to mute and unmute yourself, with the 'mute' icon.
  - \* you can leave a meeting at any time with the 'end/leave' icon.
- If you need to leave for a short time, for any reason, 'mute' and 'stop video', which leaves your name and a small icon in your box.  
You can return by clicking on 'start video' which activates the camera again.
- At the end of the meeting, after the goodbyes, leave by clicking on the end/leave icon.
- The host may end the meeting, before you click it yourself, in which case you will find yourself on the 'post attendees' page!
- as a ps., on a tablet or phone, options are, apparently, more limited.

Hope this helps in some small way to make you feel more comfortable with your first zoom meeting.

Then!! You can start inviting your own friends to meet you on zoom, or scheduling your own meetings! There is no limit to the number of meetings you can call, even with the free app..

With the free app (at the time of writing October 2020) you can :

- 'meet' with one person for as long as you wish.
- If there are 3 or more (up to 100) meeting, then the limit is 40 minutes.  
However, you can arrange another meeting immediately ... just time to grab a coffee, perhaps!