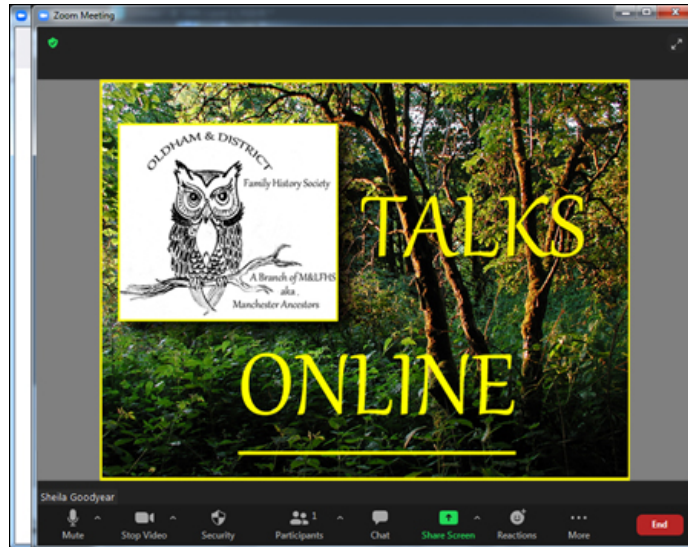


ZOOM Protocols for Oldham & District Branch Meetings



- When you register an interest in a meeting you will receive an email acknowledgement, an email reminder closer to the event and then an 'invitation' to attend a couple of days before the scheduled meeting.
- The 'invitation' will have a link to the meeting (along with a meeting ID and a passcode which are not needed if you have the zoom app installed on your computer).
- Click on the link a few minutes before the meeting is due to start and you will be taken to this screen :

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

Always allow us02web.zoom.us to open links of this type in the associated app

Open URL:Zoom Launcher Cancel

When system dialog prompts, click **Open Zoom Meetings.**

If you have Zoom Client installed, **launch meeting**. Otherwise, **download and run Zoom**.

If you cannot download or run the application, **join from your browser**.

- Click on either of the 'launch' links I've outlined in red. They will take you to the 'Waiting Room' where you will be asked to wait to be admitted.
- The Waiting Room will usually be opened approx.15 minutes before the meeting is scheduled to start.
- Please sign in by no more than 5 minutes after the meeting is scheduled to start, as the

'Waiting Room' may then be 'locked' once the meeting has started.

- **Please** mute your audio when you have signed in.
- You will be notified if the meeting is to be recorded.
If so, and if you wish, you can 'mute' your audio and 'stop video' but you can still hear and see the talk.
- Please do not try to speak if someone else is speaking and not unless invited to do so by the 'host'
- In any Q&A afterwards, please hold you hand up if you wish to ask a question or comment, and wait until the host invites you to 'unmute' yourself in order to speak.
- The above requirement may be subject to change, depending on circumstances. It may be requested that you type, in the 'chat', to the 'host only', ... "Question to ask" and then the host can see the order, clearly, in which people have asked to speak, and invite everyone in turn.
- Please do not attempt to 'screen share' at any time, unless specifically asked to do so by the host, and given the necessary permission.
- Please download the free 'Zoom Client' app [HERE](#) before attempting to join the meeting.
- Please ensure that there is nothing near your computer / tablet that can cause noisy feedback when your audio is unmuted, and that you are in an echo-free room without any extraneous interruptions.
- Your meeting link will normally be sent out 1 or 2 days in advance of the meeting.
Please do not share this link with anyone else. Only those who are registered will be admitted, for security reasons.
- If you leave the meeting you may not be able to re-join it.
However, if it is only a temporary absence, you can 'mute' your audio and 'stop video'. An icon will remain on screen and you can re-join by 'start video' again.
- Tablets and phones do not appear to have as many function buttons as a laptop or desktop computer.