

BVCC General Meeting

May 11, 2020

"What is This Zoom Thing?"

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See <http://BVComputerClub.org>
for Bits & Bytes Newsletter, meeting information,
Help Sessions & class information

Zoom

- **Supports virtual meetings**
- **Available on computers, smartphones, pads**
- **Supports: interaction of up to 100 participants via live video and audio, chat, Screen & file sharing, polling**
- **Asymmetric: Host and optional co-hosts have more control over meeting content and participants; but each participant can disable their own camera or microphone**
- **Well suited to larger groups that are presentation-oriented with some audience participation**

Other Alternatives

- **FaceBook Live – can easily support large group presentations. Little control over who is watching. Participants can only interact via chat and reaction icons. Can be tied to a Zoom meeting to allow more than 100 to view, but not participate.**
- **MS Team – better suited to a small team of equal participants working on a project**
- **Conference telephone calls – can work for very small groups where any visual information that needs to be shared can be sent by other means.**

Initial Set up

- **Depends on Device and Operating System**
- **See Bits & Bytes May 2020 at <https://bvcomputerclub.org/PDF/B&B//2020-05.pdf> for installation procedures for Windows 10, iPhone, iPad, Linux**
- **To just participate in a meeting does not require setting up a Zoom account. Can participate in a meeting without a camera or mic.**

To Host a Zoom Meeting

- **Requires a Zoom account – can either start a meeting or schedule a meeting for later**
- **Must communicate URL or Meeting ID + password to those you want to participate**
- **Some settings can be controlled when the meeting is defined. Others must be set by login to the Zoom web site. Polls can only be defined on the web site**
- **Can control whether participants can share screen, use, mic, etc. For large groups, co-hosts are recommended to admit participants, monitor chats and raised hands.**
- **Hosting a meeting without a microphone would be very difficult. Live Camera is desirable, but would be easier to get along without one than without a microphone.**

Joining a Zoom Meeting

- **Requires either URL or Meeting ID plus Password**
- **Will ask if you want to join with video and/or computer sound. Can opt for sound via phone (but if plan to use smartphone, just use Zoom app rather than a dialed phone #)**
- **On first use, Zoom app may request "name" for your meeting presence. (Nicer to use actual first & last name for BVCC meetings)**

Joining a Zoom Meeting

- **If the host has not yet started the meeting, you will get "Please wait for the host to start this meeting".**
- **Once the meeting has started, you will get "Please wait, the meeting host will let you in soon" (you are in the "Waiting Room")**
- **Once you are in the meeting, you will get the main zoom window, showing the currently shared screen if any**

Zoom Meeting Controls

- **On the Bottom for Windows & Linux; Along the top for iPad**
- **Ability to Mute/Unmute your live audio; Start /Stop live video**
- **"Participants" toggles list of all in meeting**
- **"Chat" toggles list of chat messages and allows entering a chat message (chat messages logged)**
- **Hosts/Co-hosts have global controls not available to participants**

j Ewing W10VM



Gallery View



Participants (2)

- j Ewing W10VM (Me)
- Joel Ewing (Host)

Invite Unmute Me Raise Hand

Zoom Group Chat

To: Everyone



Type message here...

Joel Ewing



Leave

