BERKS BUCKS & OXON AREA OF NAFAS

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Zoom Guide for Participants – 12 October 2020

Zoom is an application which enables us to talk to and see a group of people all at the same time. It was originally developed for business use, but has been used widely for social and leisure purposes since the COVID crisis.

PLEASE NOTE – This guide provides basic information assembled by the BB&O Media Team. It should be taken as a starting point rather than precision details. More information can be found on the Zoom Help Centre at https://support.zoom.us/. Other links in the document may prove useful, but they cannot be guaranteed, and there may be other useful information on the internet.

Zoom is free to use for a limited period (usually 30-40 mins each session). Many flower clubs are using it for committee meetings, short demonstrations and tutorials. The BB&O Area and some clubs have paid for Pro subscriptions which takes away the limitations.

Zoom is easy to use and works on a variety of devices, although how it looks and operates varies slightly on each: Smart phone, Tablet, Laptop, PC, Mac - note though, that without a camera other people cannot see you.

The first 3 sections below provide basic information for beginners: downloading the app, joining and leaving a meeting.

Section 4 onwards give a few snippets you may find helpful once you have got going. For example: how to mute/unmute yourself; different ways of viewing participants (Gallery view versus Speaker View); how to ensure you have an appropriate name associated with your image; how to Chat etc.

1. Downloading the App

You can download Zoom from https://zoom.us/download or your Appstore. Or just wait to download it when you are invited to a meeting – it doesn't take long.

On your device the Zoom icon will show as a blue box with a movie camera in it. Once you have downloaded it you are ready to go!

2. Joining a Meeting

For every Zoom session, someone will act as the host and send an invitation (usually in an email), including something like:

> Join Zoom Meeting
> https://us02web.zoom.us/j/4097587494?pwd=dDdPTGZ3Rjk3Unp3OE5CbVF0U2VQQT09

Click on the link in the email to join the meeting. If you haven't already downloaded the App you will be prompted to do so. It usually downloads very quickly.

PLEASE NOTE: You should only attempt to join the meeting at, or just before the appointed date and time – not at the time you receive the email.

You may also be given a Meeting ID and password. If you wish you can join the meeting by opening the Zoom app and then clicking on 'Join a Meeting', where you can type in the Meeting ID. Otherwise you should not need the Meeting ID and password except in some circumstances if you have to rejoin a meeting.

Whichever way you try to join you should see a message along the lines ''Connecting…' or 'Waiting for host to let you in…'.

Once you have been admitted to the meeting you need to ensure you have audio and video switched on. On a laptop you may have joined with the option 'Join with audio' in which case you need to turn the camera on by clicking on the 'Video' icon (looks like a video camera). Uncheck it if it has a line through it.
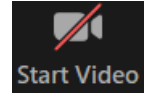
Check the Mute button on the bottom of the screen on a laptop (when mouse floated), or top of screen on an iPad (when tapped). If it has a line through it then click to unmute. You can then join in the conversation!
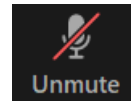
If you can't see everyone else, look for a small grid icon labelled 'Switch to gallery view' (top left on an ipad) and click on it. You should then see everyone in small boxes.

On a laptop this is in the top right-hand corner and looks like. When you click on it you get Speaker View or Gallery View options. See section 6 below for more information on speaker and gallery view.
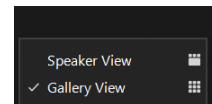
3. Leaving a Meeting

To leave the Zoom session click the red 'Leave' button (top left of screen on an iPad or bottom right when floating your mouse on a laptop).

Or the host might end the session for everyone. Or time might run out!

4. Mute/Unmute

The host may mute everyone so that you can only hear her/him. This is useful for classes and demonstrations. If you want to speak you can unmute yourself by clicking on the Mute/Unmute icon. If you have lots of noise going on in your own background (eg children playing, chainsaw going) you could mute yourself anyway.
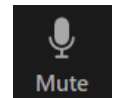
5. Changing your name

Depending on how your device has been set up you could end up joining a session with a weird name like 'ipad' or 'joint'. Ideally you should join a meeting with your full name (or sometimes with your club name as well). You can do this for every session or just the one meeting (if for example you are using your spouse/daughter's device).

- Changing name for every session: On a laptop/PC on the Zoom Home screen click the Settings icon in the top right-hand corner. When the Settings menu comes up click General, then Profile, then Edit My Profile
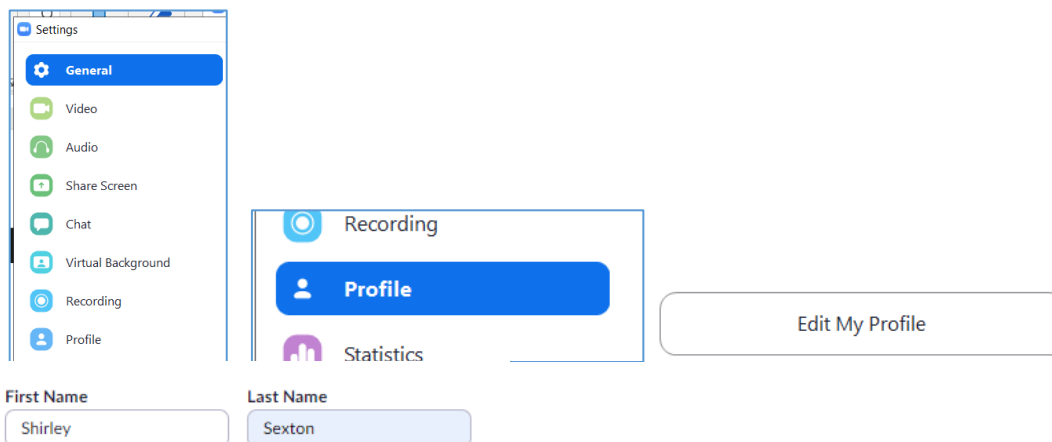
On an iPad, sign in then go to Settings. Click on your profile and update Display Name.

- Changing name just for this session: On a laptop/PC, once you have joined a meeting right click the image of yourself. This should bring up a blue square box with 3 white dots. Right click to bring up several options, including one to Rename. On an iPad go to Participants and click on yourself. This should bring up an option to Rename

The following link has more information on changing your name on various devices: https://nerdschalk.com/how-to-change-your-name-on-zoom-on-pc-and-phone/

6. Speaker, Gallery and Spotlight views

These alternative views determine how you see other participants.

Gallery view displays all participants in the meeting. The number of participants visible will depend on the device, and how many participants there are. You can scroll along to see more participants if they don't all fit on the screen. This view is useful for small interactive committee meetings. The current speaker highlighted.

Speaker view displays the current speaker as the main image on the screen (unless another participant has been Spotlighted) – hence it displays different people at different times depending on who is speaking. Within speaker view there are 3 icons on a laptop/PC which offer different views.
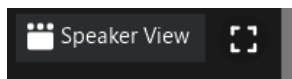

The smallest icon (single bar) shows just the name as here.
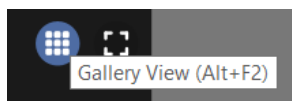The middle icon shows the speaker's image.
The right-hand icon shows all participants, with the speaker in focus as he/she speaks.
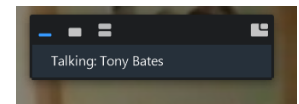
NOTE:

 When the icon shows 'Speaker View' it means you are in Gallery View. Clicking it would change to Speaker View.

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More information is available at:
https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout-Active-Speaker-View-and-Gallery-View

Spotlighting may be initiated by the host, for example for demonstrations. This puts the chosen participant as the main image on your display. To make the most of this you need to be in Speaker view, ideally showing only the name as described above.

7. Using Zoom Chat

This is useful if you want to raise a comment or question without interrupting the proceedings. To initiate text conversation on a laptop click on the Chat icon, or you may need to use the More button.
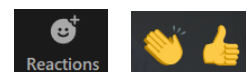
On an iPad get the option by clicking on More (3 dots).

Pressing return sends the text. The default is the chat goes to everyone, but you can select a single participant if you wish.

8. Using Zoom Reactions

If you want to speak without interrupting another speaker you can use the Reactions button to raise a hand, clap, give a thumbs up etc.

This displays a brief view of the reaction against your image highlighting your intention to the host.

9. Screen Sharing

Screen sharing is particularly useful when someone in the meeting is assigned to share information, for example in workshop reviews. As a participant you will get a message to say a screen is being shared. You would benefit most from this by adjusting your settings to get a full view of the shared screen. For example, on a Laptop/PC floating the mouse over top RHC of screen on laptop may give these options.
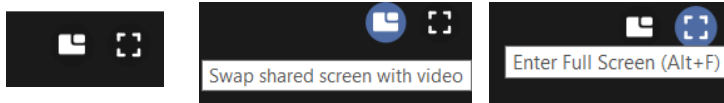
Ensure your Zoom window is maximized. If you have minimized the Zoom window you may need to:
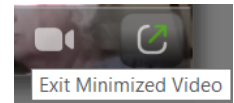
10. Zoom Workshops

If you wish to participate in a Zoom workshop you will find it a little different to a standard workshop where everything happens on the same day. Zoom workshops normally consist of several phases – which many people have found to be better!

a) In the first Zoom session the tutor will demonstrate the design(s). This will be recorded so you can watch it again, or if you have been unable to make live Zoom session you could watch the recording later.

b) You will be supplied with a worksheet (usually beforehand). After the demonstration you will be given about a week to prepare your own version(s) of the design(s). This has the advantage of being able to collect your material after you have seen the demonstration, rather than taking everything but the kitchen sink to a real workshop.

c) You should take 1-4 photographs of your designs, for example: from different angles; at different stages; or maybe with different flowers. Then email the photographs to photos@bbandoflowers.org.uk. Please ensure you include your name and an appropriate subject, such as 'BB&O Long and Low Workshop'.

d) The media team will upload the photos to the Flickr album on the area website, and possibly onto the area Facebook.

e) The Zoom review session will take place 7-10 days after the demonstration. You will get an email about this, including a new link. The tutor will share a screen displaying the photos, provide appropriate feedback and lead the discussion.

If you have any comments on this document, or wish to suggest improvements please email media@bbandoflowers.org.uk

BB&O Media Team
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