

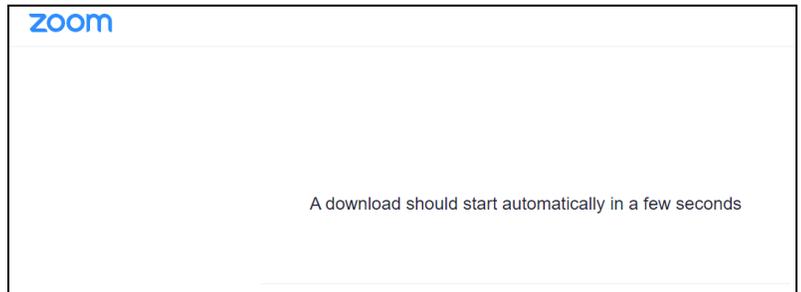
# Using Zoom

## for the Clan Hunter AGM

If you already have zoom downloaded on your computer, please skip to step 3.

### Step 1:

When we send you the invitation to the AGM, there will be a link to the meeting. Click on that link, and zoom will start the downloading process. You will see this screen. Just wait while it begins its setup.



### Step 2:

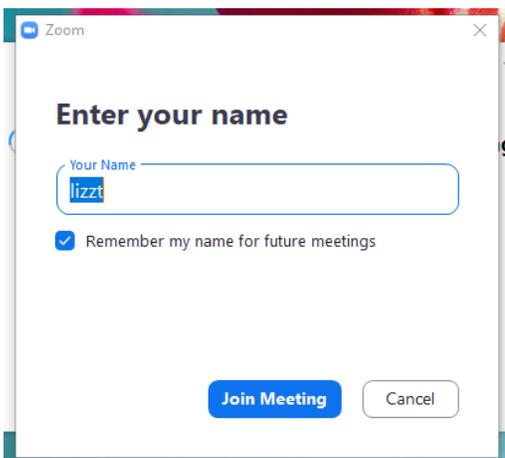
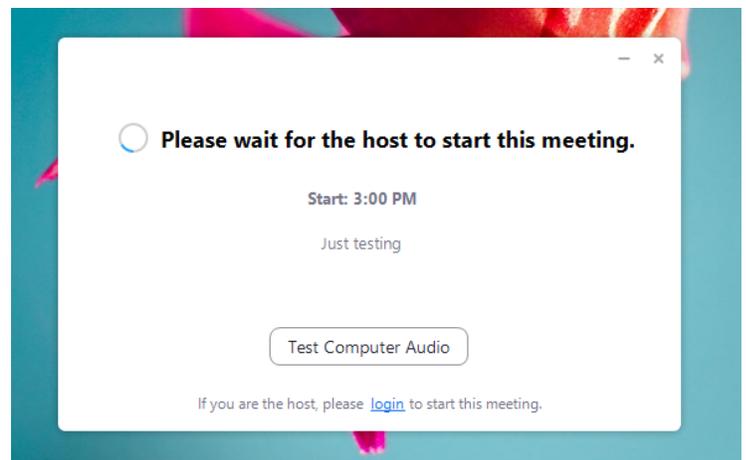
After a few moments, you will see a downloading box appear in the bottom, left-hand corner of your screen.



The name will start with Zoom and end with .exe—click on this box. That will download Zoom onto your computer and then you're ready to join the meeting.

### Step 3:

When you have finished downloading Zoom, or when you click on the link in the email (if your computer already has Zoom), you will see this screen asking you to wait for the host to start the meeting. The meeting is scheduled for 2pm but I will try to be online 15 minutes ahead of time to let people in.



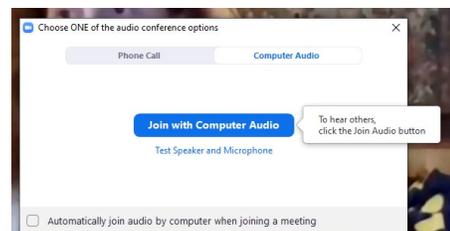
### Step 4:

If you haven't signed in to Zoom before, it will ask you for your name. This will be displayed for everyone, so please make it something that identifies you. If two people are using your device, you can set your name to "Tom & Christine Hunter" if you like. (You can change this at anytime in the future)

Once you have set your name, click on the blue "Join Meeting" button at the bottom.

### Step 5:

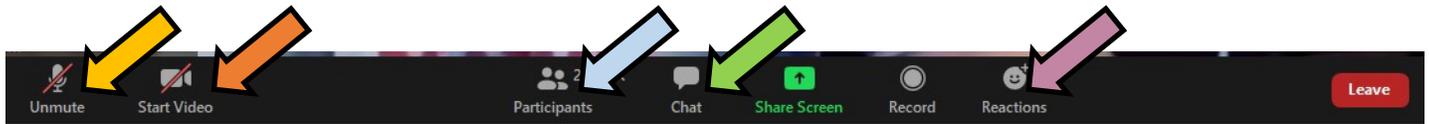
Click on the blue "Join with Computer Audio" button.



## Step 6:

**VERY IMPORTANT:** Please keep your device on MUTE except when you want to speak. This avoids background noise and other disruptions. The **mute button** is at the bottom left-hand side of your screen. If there are no buttons visible, wiggle your mouse to wake them up (They will disappear when not needed).

Next to the mute button is your **camera button**. This allows you to turn your camera off if you need to at any time. When there is a red line through your microphone or camera, they are turned off.



In the middle of the bar are some other helpful buttons. The first allows you to see a list of other **participants**. If you click this, the list will appear at the right-hand side of your screen. Next is **chat**, which gives you the option to type messages to the whole group or to individuals. It is useful to click on this so that you have the chat open and can see any messages that come in. You should not need the next two buttons.

The last button in the middle is fun. It's called **Reactions**. On a Zoom call, it is not possible for everyone to respond to everyone's remarks, so if someone says something that you want to respond to but don't need to actually say something, you can use one of the reactions. You can clap, give a thumbs up, share some love, cry with laughter, show surprise, or celebrate.



**Views:** There are different ways to look at Zoom.

The most popular is **Gallery View**. This shows you each participant in their own box. If there are more than 25 participants, you will have multiple pages of boxes, which you can see by clicking on a little arrow that will appear at the left & right-hand sides of the screen. You don't need to worry about switching between screens to see who is talking—when someone talks, their box is automatically bumped to the first screen.

The other option is **Speaker View**. This view fills most of the screen with whoever is speaking and puts the other images in a strip along the top.

To move between the two views, click on the button at the top of the screen which says either Speaker View or Gallery View.

**Finally**, if you wish to leave the meeting at any time, or at the end when you are ready to leave, simply click on the red button at the bottom right-hand side of your screen.

