



ZOOM Video Conferencing

The Thousand Oaks Photo Group will be using ZOOM video conferencing during the Coronavirus social distancing mandate. The club may continue to use Zoom after the current situation to record meetings, programs other educational activities in the future.

This document is intended to be a short *how to* for people unfamiliar with Zoom. It also sets out some best practices for conducting club meetings in the Zoom environment. It describes how to conduct *webinars* (online seminars) where a presenter and participants share computer screens for the purpose of presenting information and materials.

TOPG Best Practices:

- Schedule ZOOM meetings using ***waiting rooms***. (ZOOM default for security)
- Assign a password for all meetings. (ZOOM default for security)
- Setup meeting settings where all participant's audio and video controls are deactivated as they join the meeting. Note, the Host can also mute participants audio and video settings during the meeting.
- Remind participants to mute their audio and video at start of meetings. Remind them again, if some participants continue to distract.
- If chat is enabled by the host, remind all participants to restrict comments to the topic at hand and to refrain from detracting from the presentation/webinar.
- Enable ***hand raising*** and ***polling*** as needed. (Optional, depending on presenter.)
- Enable the record function for participants. (Optional, depending on presenter.)

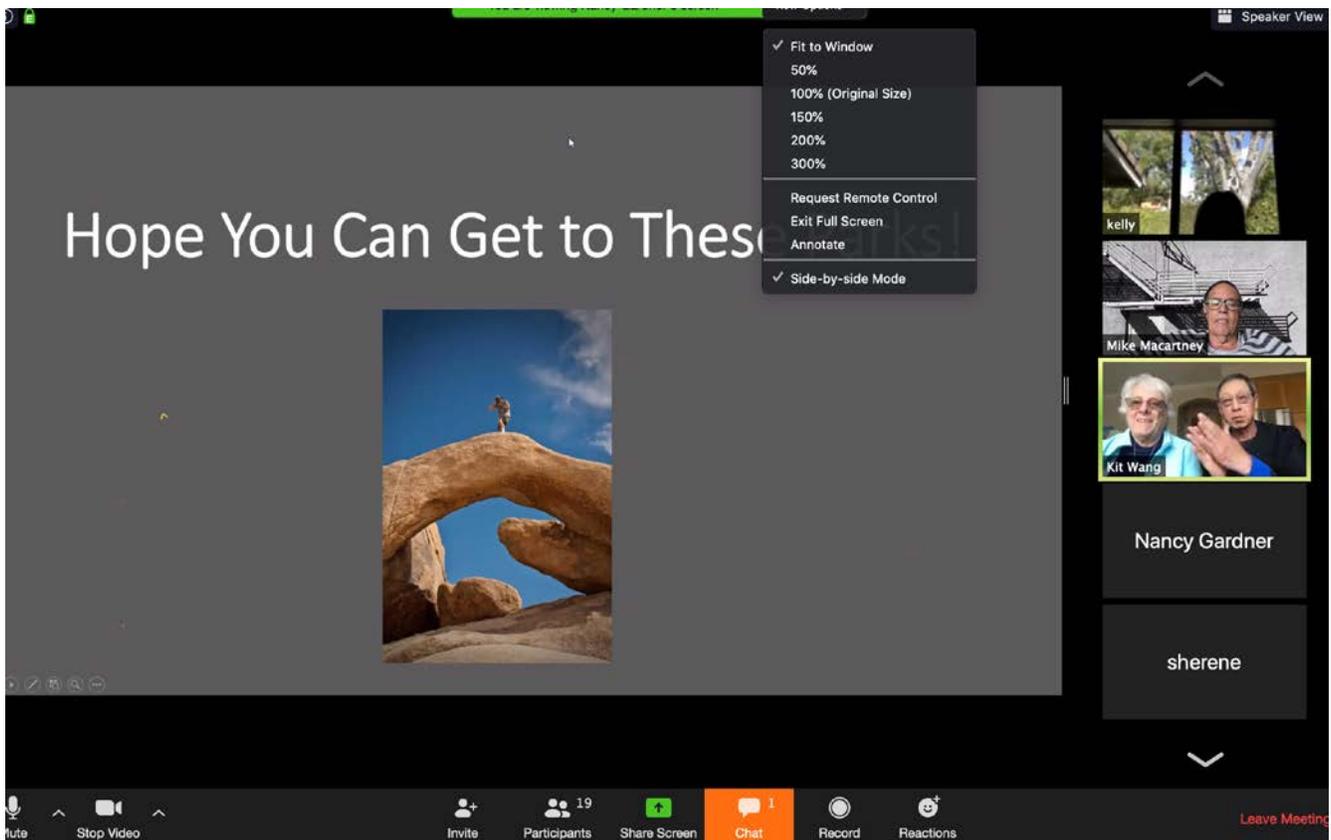
How to use ZOOM:

The following instructions are provided to help TOPG users learn how to download, use and function in the Zoom environment. We suggest that you perform these steps well before your first webinar, so you will be ready to go. It's not hard to install Zoom, but it will take you some



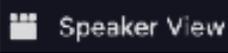
time. For further information and clarification, please refer to the Zoom website for details: <https://zoom.us/>.

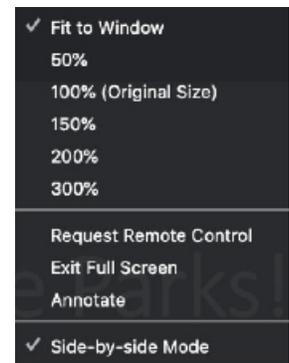
1. In your browser, go the zoom website (<https://zoom.us/>) set up a free user account. You may want to watch some instructional videos and read up on ZOOM at this time.
2. While Zoom can be installed while you are joining you first meeting, we suggest you download and install the Zoom client before your first meeting. For PCs of any brand and variety, download the app at https://zoom.us/download#client_4meeting. For installation on smartphones and/or tablets, see either the **Apple App Store** or **Google Play** to download the app for your particular platform
3. The picture below is a screenshot of a typical meeting that a “Participant” to the meeting sees:



There are several screen features and controls that we want you to be familiar with. They are described in this section.



- **Quiet your device:** Look at the banner on the bottom of the Zoom screen. Notice the microphone  and camera symbols  at the very left-hand edge of the screen. Please **mute** the microphone and **stop the video** by clicking on each icon and selecting the appropriate option to do so. This action *silences* distracting noises and sets your video to a blank screen. (Note, this action *does not stop* the presenter’s video and sound, and you will be able to watch and listen.)
- **Viewer Interaction:** You may interact with the presenter and other webinar participants in several ways. You may activate your microphone to pose a question or provide a comment. If you do so, remember to deactivate your mic once you are done providing comment. You may “chat” to the presenter, all other participants or a single participant via the chat function. To do so, select the chat icon . Again, please keep your chats on topic. You may also share your computer screen via the “share screen” icon  if needed.
- **Screen presentation.** At the very top of the Zoom screen, there is a green bar that enables you to set how your zoom screen will look. Clicking on the green bar will enable a drop-down where you can your presentation mode. In this picture you see the menu and that “Side-by-Side” is enabled. That option shows the video feeds from all the participants like you see on the right. You can turn off the video feeds (uncheck side-by-side) to get a full screen of the webinar. (In this example the chart and photograph on the left of the video feeds is the webinar. It is a “shared screen” from the participant doing the presentation.)
- **Setting Speaker View.** At the very top in the far right you see small “Speaker View” icon and text . That icon allows you to format how you want to see the video feeds from the other participants. In the example screen provided, you are seeing all participants in a columnar presentation down the right side of the screen. You can change to a square layout or single image—however you want the video feed of the current “speaker” to be displayed. (ZOOM draws a border around the current speaker and switches between them as is picks up any sound from their mics.)





- **Recording a Webinar.** If recording by participants is enabled by the meeting scheduler, the record icon  along the bottom banner will allow you to record the presentation to your computer.
- **Hand Raising and Polling.** If hand raising and polling is enabled by the meeting scheduler those functions will also appear in the bottom banner as well.
- **Leaving a Meeting.** You can leave the meeting at any time by clicking on the **“Leave Meeting”** button at the far right of the bottom banner.

We hope you enjoy our webinars and presentations via Zoom. Hopefully they will brighten your day and help you feel more connected to the Thousand Oaks Photo Group.