

## FMC Virtual Meetings on Zoom: How to Participate.

The 7:00 PM meeting on May 14, will be a virtual meeting presented over **Zoom**. Try to join by 6:55 PM using a URL link to be emailed to you before the meeting. Seasoned Zoom veterans will know what to do.

*If you are a Zoom novice*, this summary with video links gets you started. Zoom allows a Host presenter who controls the roles of other **Participants**. As a novice, allow yourself a *minimum* of 15 minutes to set up before the time of the presentation. (It could take less, but be pessimistic.) These short videos describe what you will do - the same basic information presented three different ways. *Watch them well before the meeting*:

<https://support.zoom.us/hc/en-us/articles/201362193> 'Joining a Zoom meeting.' 1.09 min.

<https://www.youtube.com/watch?v=6fiYWnfTc5o> 'Joining a Zoom meeting for the first time – A cozy step-by-step guide.' 6.08 min.

<https://www.youtube.com/watch?v=NIYudDeULLw> 'How to join a Zoom meeting for the first time.' 2.26 min.

These videos are for laptops versions (Windows or Mac) and explain a Zoom download and install if required. The link you will receive also works for your iPad or Smartphone, but with some screen variations. Download & install the Zoom App ahead of time

The many on-line guides and videos mainly address the Host function rather than the Participant function. Participants can reset various options including their background image, but this is beyond the scope of this introduction.

Controls/options may be frustratingly hidden by default until you hover the mouse over the bottom edge of the screen. At top right of the default screen, as a participant you can toggle between **Speaker** and a **Gallery** of the participants - see this link: <https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->

Enjoy, and smile for the camera!