

With the precautions being taken due to the pandemic, not only have many services been shut down, but we have also become isolated from one another in ways we are not accustomed. With social distancing become a way of life, face-to-face communication has gone virtual. In particular, video conferencing (video phone calls/meetings) has become an alternative to in person meeting.

There are many video conferencing applications; some that are more professional like Microsoft Teams, WebEx and GoToMeeting; some more for the consumer like, Skype WhatsApp, Facetime and Facebook Messenger.

But right now, Zoom is probably the most popular, especially for group meetings. Therefore, we're going to focus on Zoom Cloud Meeting for this edition of Tech Talk.

Learning how to make a video call can seem intimidating, but by following the instructions provided in the following pages, you will be set up and making your first video call in no time!



You can find us online at:
www.waynelibraries.org/tech-corner.html

Installing Zoom

If you are using a computer go to www.zoom.com to download and install the free version of Zoom Cloud Meetings.

If using a table or phone, open the Play Store (Android) or App Store (iPad & iPhone) and search, for Zoom. Download and install Zoom Cloud Meetings.

The first thing you need to do is create a new Zoom account. When you open the application for the first time, you will be prompted to log in. You can use your Google, Facebook or Apple ID login by clicking on one of these. Or you can create a new account with your email address.

Once logged in, there are two icons you need to be concerned with (shown to the right): “New Meeting” for creating meetings and “Join” for connecting to a meeting that has already been started. “Schedule” and “Share Screen” are more advanced features you can experiment with later.

Start by clicking on the “New Meeting” option. A new window may look for permission regarding camera and microphone. Go ahead and agree to the settings to continue, including internet audio if it prompts you. Take note of the new Personal Meeting ID (PMI). This can be found by clicking the information icon in the top left corner. You will then be able to invite participants. If someone is available to help you test, give them the PMI.

To have someone else join your meeting, they will click on their “Join” icon and get the screen shown at the right. They can then enter the PMI for your meeting. If you want to join a meeting, end any meeting you have currently started (by clicking “End”) and click the “Join” icon. Enter the Meeting ID for the meeting you wish to join.

What you'll need:

Internet Access.

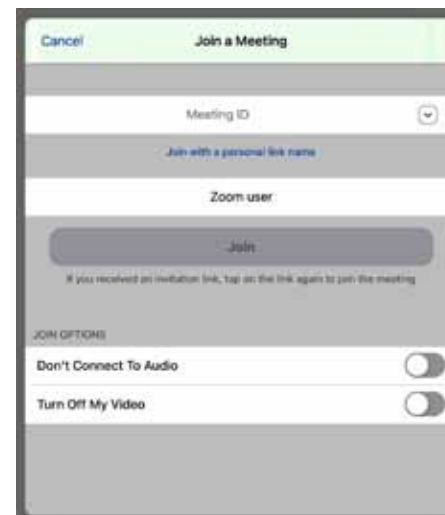
Email Address.

Computer, Tablet or Phone.

Webcam if using a computer.

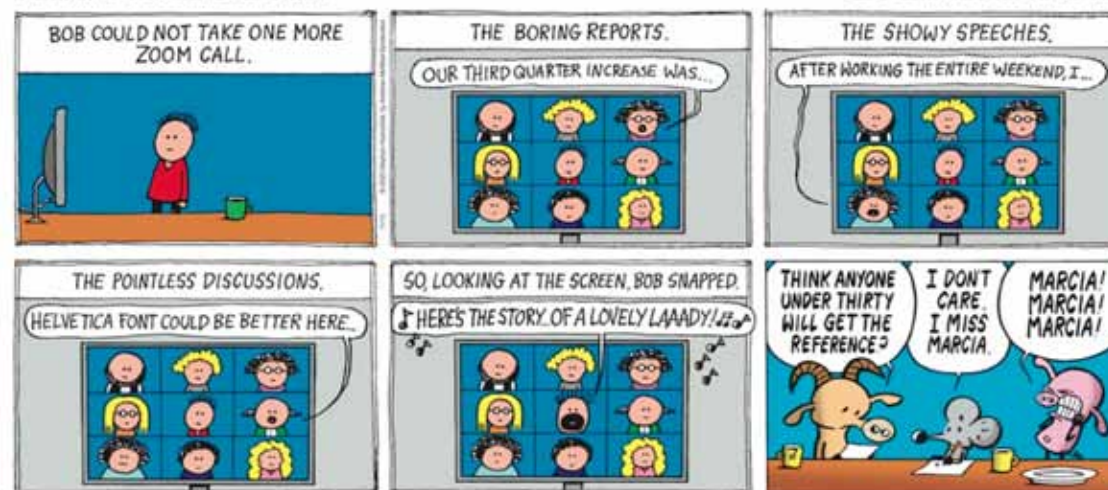


Zoom startup icons



Zoom Join Meeting Screen

PEARLS BEFORE SWINE



BY STEPHAN PASTIS



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Zoom Assistance

For more assistance with Zoom setup, go to:

support.zoom.us

which will bring up the Zoom Help Center

There you will find a video “Joining & Configuring Audio & Video”. Also, you can click on “Top 20 Resources” and then from the menu on the left, “Audio, Video, Sharing”. On that page there are links for instructions for “Testing computer or device audio” and “Testing your video”.

The Help Center is very useful and has answers to most questions.

Also, follow this link for a very good Zoom Frequently Asked Questions from the University of California:
www.ucop.edu/_common/documents/zoom-faq.pdf

Tips & Tricks

- Check your volume levels and connection before joining a meeting.
- Learn how to mute and unmute your line, especially if you have children or pets.
- Enable your video so that others can see you. Try to place your eye level at about 1/3rd of the way down the screen.
- Try to avoid holding your tablet or phone. Shaky cameras are hard to watch. Instead prop your camera, tablet or phone so it doesn't move. (a pillow works good for this!).
- Look at what displays in your background. Poke around in Zoom and you find that you can add a virtual background if you want.
- Be sure to have a good amount of light on yourself. The more light you have, the better your image will be.
- Turn off your video and mute audio if you need to step away or do anything you don't want to broadcast.
- As you participate in more video calls, you'll start to settle in and, hopefully, enjoy the experience of seeing others until you're able to meet in person again.

Thank you, Lynn Scramuzza from the Hamlin Library, for suggesting this edition's topic!