

Meeting Etiquette

Welcome to the Club's first Zoom AGM! A few notes of etiquette:

- *Please remain **muted** (eliminates background noise from your mic)*
- *Turn off your video unless speaking (saves bandwidth)*
- *Questions **via chat** are preferred (helps others think of questions)*
- *Say your **name** before you speak (Bob here, my question is....)*
- *Use the **reaction buttons** to applaud or acknowledge a speaker*
- *If you get dropped from the session, simply **come back in** the same way*
- *If you are not familiar with Zoom, register for a **pre-AGM** walk through (asking how Zoom works during the meeting is very much frowned upon)*

Absolute Basic – Getting Started With Zoom

1. Get a Zoom Invite and click on the link.

The Club is inviting you to a scheduled Zoom meeting. Topic: Zoom for the Zoom-a-phobic Time: Feb 29, 2029 10:00.
Join Zoom Meeting: <https://zoom.us/12345>.

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

2. Launch the Meeting

3. Test your Speakers and Microphone; Join the Meeting

Testing speaker...

Testing microphone...

Do you hear a ringtone?

Yes

No

Speak and pause, do you hear a replay?

Yes

No

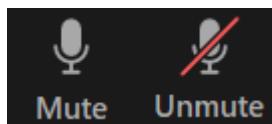
Join with Computer Audio

Test Speaker and Microphone

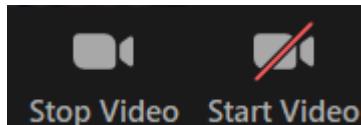
Speaker 1: Speakers (Realtek High Definition Au... ▾

Microphone 1: Microphone Array (Realtek High Defi... ▾

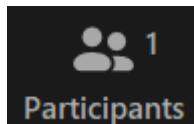
Zoom Buttons and What They Do



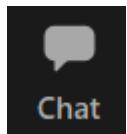
Mute/Unmute



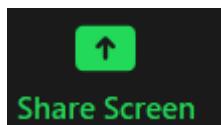
Video On/Off



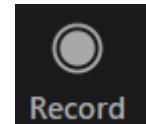
People on the Call



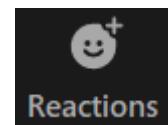
Text Everyone or 1 Person



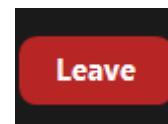
Share Your Monitor*



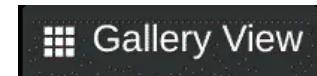
Record Meeting*



Show an Emoji



Leave the Meeting



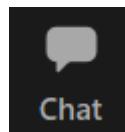
How Video is Presented

- How you join the meeting (smart phone, Apple/Windows computer, etc.) may change button look or placement.
- Practice at zoom.us/test.
- Zoom Help: support.zoom.us/hc.
- * The host may turn off some features.

6. President's Report

President, Bob SurUncle

Questions from the floor - Moderator

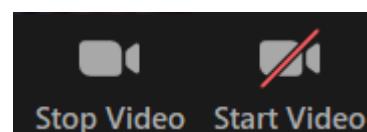


Chat



Mute

Unmute



Stop Video

Start Video

Ask

Mute/Unmute

Video On/Off