

Install Zoom Software

In order to join a zoom meeting, you will need to download either the Zoom Application for your mobile device or the Zoom software for your Windows or Mac PC. If you go to the ChalfontsU3A website there are documents on the front page on how to do this.

Joining a Zoom Meeting

You will receive an email about the zoom meeting, this will include the time and date of the meeting, a link to the meeting, the meeting ID and the meeting password.

An example of the email is shown below. Do not use these details for the actual meeting, they are an example only.

From: ChalfontsU3A ChalfontsU3A@gmail.com

To: John Smith

Chalfonts U3A is inviting you to a scheduled Zoom meeting.

Topic: CU3A AGM – 1st July 2 pm

Time: Jul 1, 2020, 14:00 London

Join Zoom Meeting

<https://us02web.zoom.us/j/85293420927?pwd=S1RpUEQ2cUtxbEFiVGJuaFlhV1FpUT09>

Meeting ID: 852 9342 0927

Password: 087784

I will open the meeting thirty minutes earlier.

The above meeting is scheduled for 2pm, but the meeting will open thirty minutes earlier to allow everyone to join the meeting.

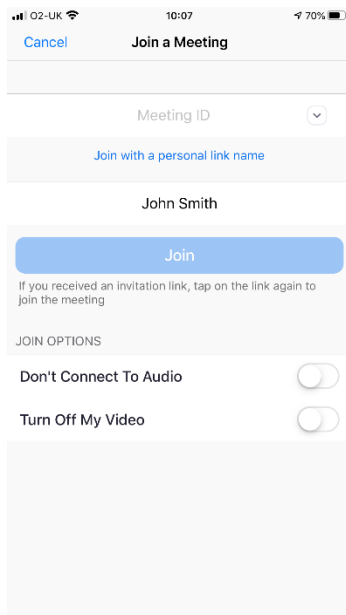
On a PC when you are ready to join the meeting either click the **URL** in the email or go to

<https://zoom.us/join>

You will then be asked to enter the Meeting ID

Join a Meeting

On a mobile device open the Zoom application and tap the **Join a Meeting** button. Then enter the **Meeting ID**. You should also change the **personal link name** so we can better identify you. In the example below the personal link name is the users name John Smith.

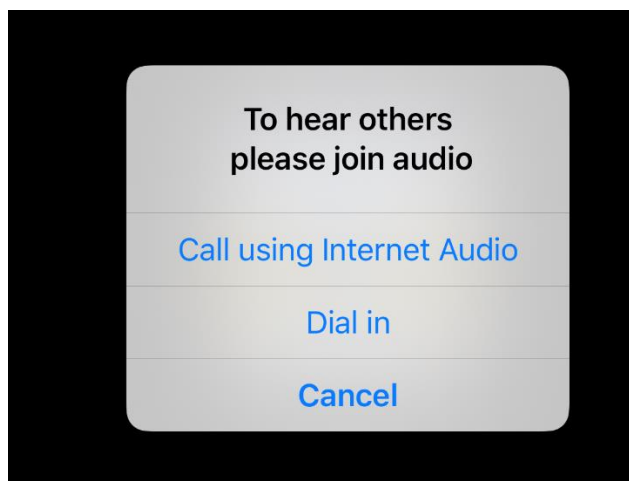


When prompted enter the Meeting Password supplied in the email.

You will then be asked if you wish to **Join with Video** or **Join without Video** this is up to you if you want to be seen on video in the Zoom meeting. If your device or computer does not have a camera you will see the message **Join with Computer Audio**

You will then be held in the waiting room for a few minutes until the administrator admits you.

On a mobile device you will see the message below



Select **Call using Internet Audio**

You will then be admitted to the meeting. Your audio will be muted, but your video will appear on other participants screen.

Chat

During the meeting you can ask questions using the Zoom chat feature.

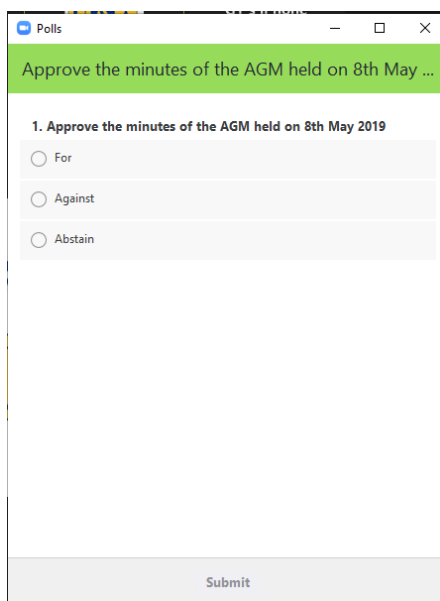
If you are using a PC click the Chat symbol at the bottom the Zoom Meeting window. You may have to click the zoom meeting window for it to appear. A new window will appear at the side. At the bottom of that chat windows you can type your message where it says **Type message here...** You should note that by default everyone in the meeting will see your message. You can send a chat to an individual by clicking the pull-down next to the **To:** label.

If you are using a mobile device tap the more icon at the bottom of the screen, then from the menu tap the Chat option. At the bottom of the screen you will see a message **Tap here to chat or tap a message to reply.** Tap the message and type your message and press send. Your message will then appear in everyone's chat screen. You can send a chat to an individual by clicking the pull-down next to the **Send To:** label.

Voting

During the meeting you will be asked to vote on certain motions. The vote will last approximately thirty seconds to allow everyone time to vote.

If you are using a PC a window will appear like the one below. You should select your voting choice and then click **submit**. The window will then disappear



The image shows a screenshot of a Zoom poll window. The window title is "Polls". The poll question is "Approve the minutes of the AGM held on 8th May ...". Below the question, there are three radio button options: "For", "Against", and "Abstain". At the bottom of the window, there is a "Submit" button.

If you are using a mobile device, you will see the message **Poll in Progress** at the top of the screen, you should tap that message. You should then see the vote, select your voting choice and then click **submit**. The window will then disappear. Note you will not see this message if you are in the chat window on a mobile device. So, when you hear a message from the chairman that you need to vote, close the chat window.

During the meeting we may unmute individuals so they can ask a question, this will be at the discretion of the chairman.

02-UK 10:27 66%

[Close](#) Approve the minutes of the AGM held o...

1. Approve the minutes of the AGM held on 8th May 2019

For

Against

Abstain

Submit

Re-Connecting

If you accidentally exit from the meeting you can re-join the meeting at any time by re-entering the meeting ID and password into the zoom application.