

## ROMSEY LOCAL HISTORY SOCIETY INSTRUCTIONS FOR ZOOM ONLINE TALKS AND MEETINGS - 2021

We are pleased to announce that we are able to continue with a programme of **Online “Talks and Meetings”**, whilst Covid-19 restrictions remain in force during 2021, using the internet Video application called **‘Zoom’**

**All talks / meetings will be run by Romsey Local History Society** and there is no charge for members to attend, but donations from Non-Members would be much appreciated.

All you need to attend an online talk/meeting is a suitable computer, laptop, tablet or smart phone device and an internet connection. Most newer computers and other devices will have an inbuilt front facing camera (not essential) and a microphone and a speaker (both essential) - or you may have installed external cameras/microphone/speakers on older devices.

**To join the meeting :-** If you have registered your email address with the Society then we will **“Email”** you with a special Zoom **invitation** a few days before each ‘Talk’ or Meeting and a further copy may also be sent on the day of each ‘Talk’. The email will contain a ‘Join Zoom Meeting’ **‘Link’** and a **Passcode** ...both of which must only be used as and when indicated below>

**Before** you try to join any meeting check that your computer **‘Settings’** show :-

1. The audio speaker on your computer is active and the volume is turned up to suit your hearing.
2. The camera option (if you have one) on your computer is switched **‘on’**
3. The microphone option on your computer is switched **‘on’**

**Next :- on the day of the Talk or Meeting**

4. Reopen the **email** invitation **15 minutes** before the start of the talk/meeting.
5. Click the Join Zoom Meeting **‘Link’** contained within the **“Email”** invitation.
6. Follow any on-screen instructions - (you may be asked for your name, your email address and the **‘passcode’** that is contained within the **“Email”** invitation).
7. Wait for the meeting’s host to connect you into the meeting. **(This may take some minutes)**
8. Your computer screen will then show a “Zoom” Meeting page with images of others attending the meeting plus a number of **icons/symbols** around the edges of the screen - the positions of which may vary from device to device. If necessary click on **“Change View”** (or Speaker View) icon to display a large single image of current speaker (or his presentation) in the centre of your screen, surrounded by smaller thumbnail images of other attendees.

**!!!!Caution - Be careful what you do and say!!!!**

Two of the icons (usually bottom left or top left) on the screen represent a microphone and a video camera. You may see a **diagonal line** through them which means they are ‘muted’ or switched ‘off’ (for the “Zoom” meeting) but you can **click each icon to switch them ‘on’ or ‘off’ if you so wish.**

If your Zoom ‘Video Camera’ icon is **‘on’** then you, and your surroundings, can be seen by everyone else attending the meeting - that is until you leave the session at the end of the talk. However once you have successfully joined the meeting you can, if you so wish, click on the Zoom **‘Stop Camera’** icon to switch yourself **‘off’** - then just sit back, relax and watch.

If your Zoom ‘Microphone’ icon is switched **‘on’** then during the 15 minutes before the talk starts you, and any background sounds (i.e. TV, Radio, Phone, Pets), may be heard by others and this

could disrupt the meeting - so once you have successfully joined the meeting please **refrain** from engaging unnecessarily with others especially if the host is greeting other attendees - **better still** just click on the Zoom **'Microphone'** icon to **'mute'** yourself - then just sit back, relax and listen.

**Please Note - that once the 'Talk' starts then your microphone will be switched off remotely, by the person 'Hosting' the meeting, for some or the whole duration of the 'Talk'.** However you may **"text" questions** to the speaker at any time without interrupting them, by clicking on the **'Chat' icon** and then typing in your question and pressing the <Enter> key - the host or speaker will collate all questions and then answer a "selection" of them at an appropriate time later.

You can also use the text **"Chat"** facility if you encounter **'connectivity'** problems during the talk.

**You are now setup for the talk/meeting - so just sit back, relax, watch and listen.**

#### **Troubleshooting :-**

If you do not "see" an image (or if the image is obscure) then please speak to the host before the talk starts (or 'text' using the **"Chat"** icon facility) to receive advice on how you might rectify this.

If you cannot "hear" the host or the speaker then use the **'Chat'** icon facility to 'text' the host to receive advice (The reply may take a while - so please be patient) - A.G.M.