HGN Video Conference Zoom

Instructions

1. Install Zoom:
Either go to https://zoom.us and click on 'Sign up', enter your details, and download the app to your computer

Or

Click on the meeting invitation link, then click on the link in the window that opens to 'download and run Zoom'.

Your computer will take you through the installation. This should take around 1 - 2 minutes.

2. Join the meeting whenever you are ready:

Go to your meeting invite and click on it.

When the application launches it will bring you into the meeting. The first time you join a Zoom meeting you will be prompted to select how you want to set up the Audio. On the pop-up box, just click on 'Join Audio by Computer' to use your computer speakers.

Once in the meeting you can click in a box at the top righthand of the screen to change the view so that you will see all of the attendees side by side in boxes on your screen.

If your video isn't working make sure that the little video icon in the bottom left hand of your screen isn't crossed through - just click on it to change this if you need to.

During the meeting if you are just listening and not speaking please mute yourself (the little microphone icon at the bottom left hand of your scream needs to be crossed through) - and signal to let the chairperson know when you would like to speak - and unmute to speak. This just cuts down the background noise if there are a lot of us there.

Sometimes internet bandwidth makes Zoom conversations glitchy, and occasionally turning off the video function is helpful if the internet connection is too troublesome. But on the whole, this is a really successful way to keep in touch from our homes.

To see it all in action, watch this little video: https://www.youtube.com/watch?v=vFhAEoCF7jg