DFWI Online
Let's Zoom!
A Participants' Guide



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1. Welcome & Introduction

Welcome to Dorset Federation WI's participants guide which provides an introduction to the use of the ZOOM Video Conferencing Tool.

Dorset Federation Board of Trustees have been using Zoom over the last few months for meetings. As we currently see no definitive date when we will be able to return to meetings & events at County House, The Board of Trustees, Events and Membership & Support Committees are taking the opportunity to provide Dorset WI Members (and in some cases all WI Members and other guests) with a range of opportunities.

These notes are designed to provide a brief overview of starting to use Zoom covering the key points. Further detailed information and guides are available online provided by

- Zoom Video Tutorials on the Zoom website(www.zoom.us) at Zoom Resources :
- Video Tutorials provided by Buckinghamshire Federation

2. The Zoom Application

For participants, the Zoom application is supplied free by www.zoom.us. (see below).

To join a session, you can attend without downloading the app and watching through your browser e.g. Google, Safari etc. However, the options are more limited and therefore the experience is not as good. We would recommend that you download the app – to participate **you do not** need to set up an account.

Our Zoom participants are all at different skill levels and the actual use of Zoom often depends on the type of device you are using e.g Mac, Windows, Kindle and then PC, laptop, tablet, phone etc.

Below are links to help you download the app. If you are having problems, please email our Digital Team who are waiting to assist: DigitalTeam@dorsetwi.org

To download the application please go to: https://zoom.us/download

For full and further details please also see Video Tutorials provided by Buckinghamshire Federation and on YouTube

3. Dorset Federation Zoom Events including Courses, Workshops & Meetings

All organised events which are running and available for booking will be advertised through the following, with eligibility and closing date:

Media	*Readers / Reach*
Dorset WI News	For all Dorset WI Members. All WI's receive 3 free copies and thereafter individual members are subject to annual subscription.
Web Page	Accessible by all, but some events may be for Dorset WI Members only. Please check details
Facebook Page	Accessible by all, but some events may be for Dorset WI Members only. Please check details
E Mail Flier	For all Dorset WI Committees
SharePoint	For all Dorset WI Committees with access to Office 365

4. Signing up for a Zoom Event & Payment

If you are interested in attending one of our events, please email the address as detailed on the event details which is normally (and if you cannot find an email contact) FederationSecretary@Dorsetwi.org

The typical fee for joining most of our events (some are free of charge) is £5. Some events may cost more where materials are provided.

Payment can be made by BACS on line; by phoning the office and we can arrange transfers over the phone or by cheque. Please note that the office is not manned 5 days and current operating times are advertised on our web page and Facebook.

5. New to Zoom

If you are new to Zoom, we are keen to ensure that you get the most from the event(s) you are attending & we would recommend that you download the application (as detailed above) as soon as possible.

In addition, we would also recommend you ask to join meetings with friends or other WI members to become familiar with the screens and controls.

You can set up a call with our Digital Team who will be happy to have a quick chat. Email them on: DigitalTeam@dorsetwi.org

Here are also some links to organised Zoom events which you can join:

- WI Netball: Facebook users only and you need to become part of the group) https://www.facebook.com/groups/291740285441191
- WI Wanderers (Facebook users only and you need to become part of the group): https://www.facebook.com/groups/wiwanderers
- Other WI Groups in Dorset - ask your WI Advisers to recommend a meeting for you to attend

6. Terminology

Zoom is very easy. There is just some terminology which we want to explain for this guide.

- Event used to describe any meeting, course, workshop organised by Dorset Federation.
- Chairperson - will direct activities during the event.
- Host - Zoom support for the chairperson and participants, help with admin and control admittance to the meeting, any requirements etc.
- Speaker - One or more persons who have been invited to formally talk at the meeting. These individuals may talk to the group, present slides or videos or demonstrate an activity.

Depending upon the size/type of the event sometimes one person may be more than one of the above.

7. Joining an Event

You will receive an email acknowledging your place on an event, which will include within it, the following information, which shows you the Meeting title with the date and start time of the meeting. Please do not share this information as it is for you only: -

Dorset Federation WI is inviting you to a scheduled Zoom meeting.

Topic: Test Invitation Meeting
Time: Nov 9, 2020 01:00 PM London

Join Zoom Meeting
https://zoom.us/j/92172387671?pwd=RnhiaXFDM2dCYkhpQjQremlBbzhqUT09

Meeting ID: 921 7238 7671
Passcode: 895089

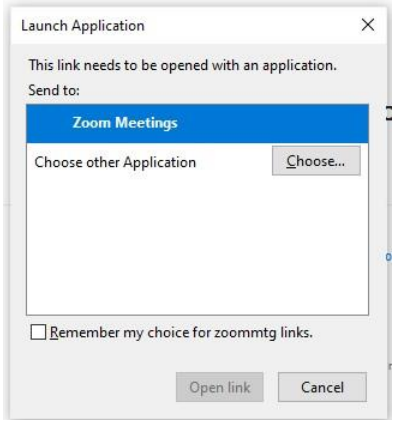
One tap mobile
+441314601196,,92172387671#,,,,,,0#,,895089# United Kingdom
+442034815237,,92172387671#,,,,,,0#,,895089# United Kingdom

Dial by your location
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom
Meeting ID: 921 7238 7671
Passcode: 895089

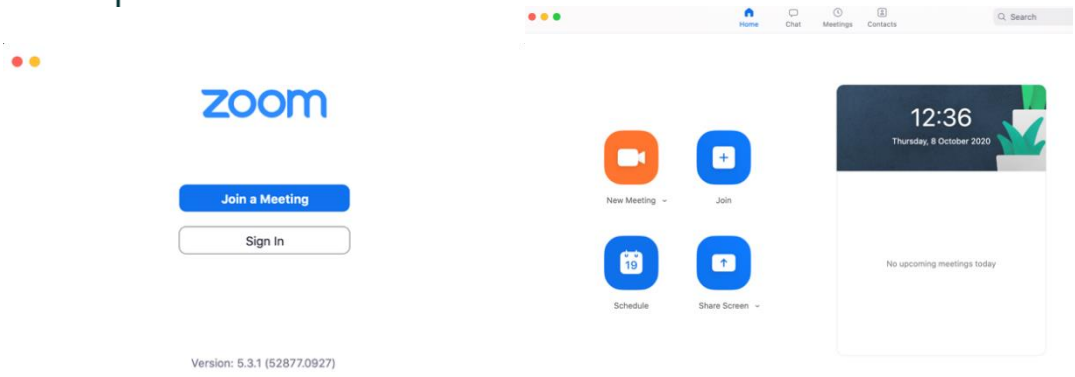
Note: the link (url starting https:// and boxed in pink above in the example) the Meeting ID and Passcode will be different for each event.
To join the Event, you can either

- click on the URL (boxed in pink) and Zoom will open automatically or
- copy all the URL (boxed in pink) into a browser - Google, Firefox, Chrome, Safari, Internet Explorer etc

  Note: For both of these you will not require the passcode as it is embedded in the link. Both will automatically take you to "launch Application Screen"
- Select the Zoom Meetings and click Open Link (if you are following this process go to 9 below

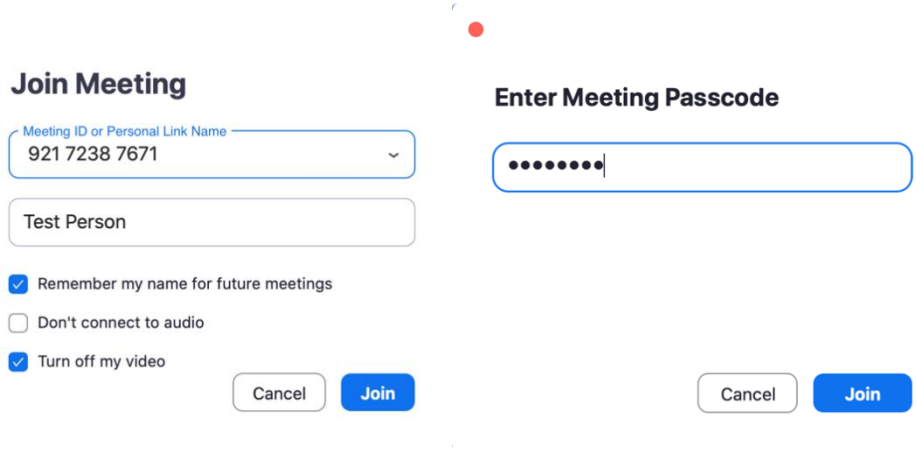


- If you are in or joining from your Zoom app, click to join a meeting and key in the Meeting ID and Passcode:



Note: If you have signed into Zoom (you have set up an account) the screen will be as shown in the picture on the right above (for PC, lap top or similar but not identical for tablets and phones).

From both these screens after clicking on join a meeting or Join the following screen will show and you key in the meeting ID and then press Join, the next screen will ask for a passcode, which you again key in and press Join.



See also: Video Tutorial - Buckinghamshire Federation Tutorial 2 for Joining. https://www.bucksfwi.org.uk/uploads/1/6/6/8/16682302/tutorial2-accessing-meetings-v3.pdf

Note: If your system requests you to download the app say "Yes". Alternatively you can access Zoom through a Browser (as noted above, you do not need to download the app, but the experience using a browser is not as good).

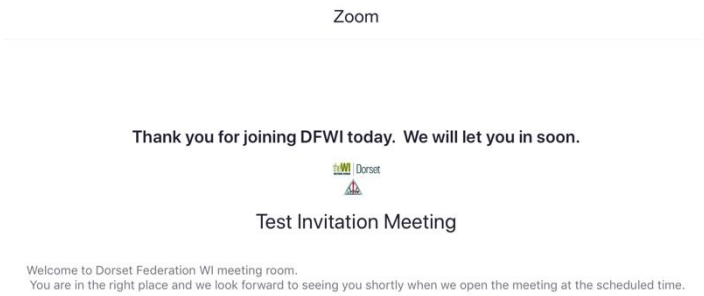
8. Join Zoom from a telephone landline & Mobile

The invitation, provides a list of UK numbers to dial in to a Zoom meeting from your landline. Dial the number and when answered you will be asked for the ID Number and passwords, which will be on the invitation and look like:
Zoom meeting ID numbers look like this: 865 3140 7171
Zoom passwords look like this: 565 346

- Charges: Calls to a Zoom meeting are charged at a local rate, and this is a cost for you. You may have free minutes on their telephone account that you can use. However, please bear in mind that this option can be potentially expensive. Local call rates vary, depending on telephone plans and providers. Please check before dialling in.
- The process to follow:
    - Ring one of the numbers
    - You will be welcomed to Zoom
    - You will be asked to enter the meeting number
    - Using your keypad, enter the meeting ID number and then #
    - You will be asked to enter your personal ID
    - Press #
    - You will be asked for the meeting password
    - Enter the password then #
    - You may be asked to record your name so that the host knows who you are.
    - You will then be in the meeting room, waiting for the host to let you in.
- Controls.
    - To mute/unmute yourself press *6
    - To 'raise your hand' to indicate you would like to speak press *9
- **Remember not to try to join in too early; it will make things much more expensive.**

9. Waiting Room

Whichever method you use, you will, for security and checking purposes, be entered into the Dorset Federation Event Waiting Room and will see the following message, with the relevant title for the Event:



All participants will be admitted into the Event, through the waiting room at the start time shown in the invitation. Once into the Event, the Zoom application may prompt you (this depends on your own settings & how the meetings has been set up)

If you wish to join with Video - if you choose not to, only your name will be displayed. However, subject to your internet speed, we would recommend that you join using video.

You should choose to use Computer Audio so you can hear and potentially use your

microphone.

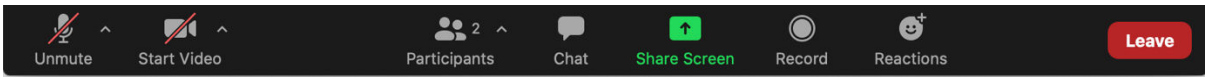
Once admitted to the Event, the Chairperson will introduce themselves and explain the process for the event including if the event is being recorded, how any Q&A will be controlled etc.
This then takes onto your own Zoom controls.

10. Controls within a Zoom Call

These controls refer to a PC, laptop or Mac – however the terminology is the same across all devices, although the layout is difference on phones and tablets.

For full details please also refer to Buckinghamshire notes and videos
https://www.bucksfwi.org.uk/uploads/1/6/6/8/16682302/tutorial3-tour-v3.pdf
For Tablets and phones please refer to

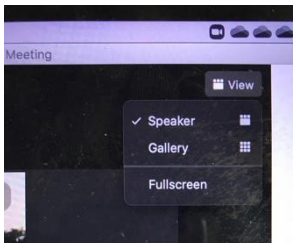
Once in the meeting there are a number of options available to control what and how you interact with the other attendees. On a PC/Laptop scroll down to the bottom of the screen to see the menu:



a. b. c. d. e. f. g. h.

a. Microphone - The microphone is muted – if there is a red line through the icon you will be muted and therefore not be heard. On entry to DFWI events you will be muted.
b. Video - The Video is off, a red line through the icon means you cannot be seen – but your name or picture (if you have one) will be shown. Ideally you should have your Video playing so click to start video and the red line will be removed.
    - Remember you can check your sound and microphone&/or speakers if you have them whilst in the waiting room
    - *Note: if you can't see anything/hear anything, we will try and resolve the issue with you, but we will need to continue the event.*
c. Participants – From this icon, you will be able to see how many participants are in the Event and if you click on this it will open a window so you can see who they are.
d. Chat – if you click a window will open which allows you to type in a message either to everyone or to named individuals.
e. Share screen – Please do not share your screen unless asked to do so by the Chairperson.
f. On DFWI Zoom meetings you will not be able to record.
g. Reactions – Click and you will be given a choice of reactions and if you click one of the reactions, e.g. clapping it will appear on your video for others to see.

h. Leave Meeting – allows you to leave the meeting. You can do this at any time and if the event is continuing you can re-join using the same joining instructions.



If you go to the top right of your video screen you will see View, click and you will either have "Speaker View" or "gallery view" choose "Gallery View" to see everyone & "Speaker View" will show you only the person speaking plus small icons of other attendees with arrows to allow you to view all attendees .

Note: Where there is a speaker you will be asked to go to speaker view to get the best from the event.

This is the speaker view



11. Zoom Etiquette

Zoom Etiquette is the same as a normal event. This includes please:

- Do not take photos/screen shots without approval
- Do not record events
- Do not interrupt speakers, unless the speaker has already asked you to do so
- The Chairperson will guide all participants on when and how to ask or answer questions (raise hands, ask in chat) and when to mute and unmute.

12. DFWI Recording Speakers

Some Events and speakers may be recorded, including for training purposes. In such circumstances all attendees will be informed that the event is being recorded and their permission will be requested. If an event is to be recorded, you will be informed before the event, explaining why and how the recording will be used.

For GDPR, as noted in Etiquette above, please do not record the event or take

photos/screenshots and put these onto social media without requesting permission.

13. Creating a Zoom Account

Remember, to join these events you do not need to create an account. However, if you wish to host (arrange) your own meetings or call family and friends you will need to create a Zoom account to act as the host and invite others to join a meeting. Creating an account is free.

14. Thanks & Credits

Thanks to Buckinghamshire Federation of WI's for allowing us to reference their materials in this guide.