



Zoom Information for Virtual Branch Meetings

If you've never or rarely used ZOOM, here are a few easy steps to get you started.

WHAT IS ZOOM?

Zoom is an on-line, internet-based, videoconferencing software.

WHAT DO I NEED TO JOIN A ZOOM MEETING?

- Laptop, tablet, desktop or smartphone, preferably with a web camera or a cell or land line phone. (See information below regarding "I Don't Have a Computer -How to Join By Phone".)
- Internet connection (Wi-Fi or wired)
- An email from aauw.wsm@gmail.com which will contain the Zoom link
- If you're accessing Zoom from an iPad/Tablet or smart cell phone, you'll first need to download the ZOOM App onto your device from the App Store.
- If you are using a laptop or desktop computer, the Zoom program should automatically download.
- You DO NOT need to create an account to join a ZOOM meeting. There is no charge for this service.

HOW TO USE THE HYPERLINK IN YOUR EMAIL INVITATION:

- After you click on the hyperlink in the email, your web browser will open and take you directly into the Zoom meeting. [Hyperlinks are underlined and begin with the letters 'https' and are colored blue].
- You may need to click on [open.zoom.us], especially the first time you use Zoom.
- You will be asked to click on "Join with Computer Audio".

TIPS ON ATTENDING A ZOOM MEETING

- If you see: "Waiting for Host to Start this Meeting," just wait for the host to start.
- Adjust your camera to center your face on the screen so people can see you properly.
- Your microphone and camera ON/OFF icons are in a corner of the screen.
- Click on "Participants" at the bottom center of the screen to see others in the meeting.
- The "Chat" button on the screen allows you to type a message to other participants and the speaker.
- You may want to consider using a headset to enhance listening.

- Sit in a way so that you are not backlit. If you have a lamp or window behind you, the others will only see a silhouette of you.
- Remember that unless you turn off your video, others can always see you.
- Take note of the multiple ways you can switch screen views by hovering near the “Speaker View” or “Gallery View” icons on your screen. You can choose between a “Brady Bunch” view of many people on your screen or a “presenter” view of the active speaker filling your screen.
- To leave the meeting at any time, simply look at the lower right hand corner and click “LEAVE MEETING” or close the window.

PRACTICE SESSION

If you are new to Zoom and want to do a “practice” session prior to the meeting, we have scheduled sessions on September 3 at 6:30 PM and September 4 at 4:00 PM. You can join the meeting using a link that will be emailed to you from aauw.wsm@gmail.com. Or if you are using a land line, you can call 312-626-6799 and when prompted enter a 11-digit meeting ID number that will also be included in the email.

HOW WILL I RECEIVE THE INFORMATION FOR EACH MONTHLY BRANCH MEETING?

Each month you will receive an eblast a few days prior to the meeting with the link (log in information) and an identification number. You can also find the link on the calendar on our branch website (westsuburbanmilwaukee-wi.aauw.net). The link and identification number will also be in the Post Graduate.

I DON'T HAVE A COMPUTER - HOW DO I JOIN BY PHONE?

If you do not have a computer, you can still join us for the audio portion of the meeting over the phone. The number to call is 1-312-626-6799. You will be asked to enter a 11-digit meeting identification number. The 11-digit meeting ID number will be in the email, on our website and in the Post Graduate. Please contact Mary Messerlie at 317-966-7589 if you have any questions or cannot locate the identification number.

HOW THE MEETING WILL BE CONDUCTED

The format will be similar to our “normal” branch meetings. There will be a social period starting at 6:30. This will give you a chance to visit with 4 or 5 other members for a while in a breakout room. Five minutes before the meeting we will move everyone back to the branch meeting. Everyone will be muted when they join the meeting to prevent distracting background noise. We will also have breakout rooms following the meeting if you wish to stay around to talk with other members about the program.

HOW TO GET ADDITIONAL HELP AND INFORMATION

If you need individual help or have questions, contact Mary Messerlie at 317-966-7589.

WE WILL APPRECIATE FEEDBACK FROM YOU

Because this is new to all of us and we want it to be a good experience for our members, after the meeting we will be asking for feedback on what went well and what needs to be improved.

IF YOU CANNOT ATTEND BUT WANT TO VIEW THE MEETING LATER

The meeting will be recorded and you will be able to access it on our website within a week.