

# **ROTARY CLUB OF CLEVELAND ON-LINE MEETINGS**

## **Meeting Software**

For the foreseeable future our club will be meeting on-line using free software called ZOOM. You can use any Windows/Apple desktop or laptop computer as long as it has a microphone and speaker. You can also use Android and Apple tablets and smartphones.

## **Installing the Software**

### COMPUTERS

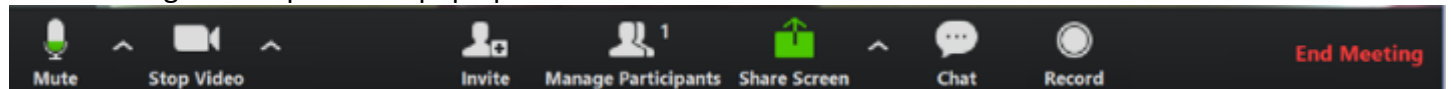
- To install the software, click on this link prior to the meeting: <https://zoom.us/j/911236695>
- As soon as you click on it, the software will download and install. You will have to give the program permission when it asks during the installation.
- If you get asked whether you want to use “computer audio” click “Yes”.
- Once installed, it will take you into a meeting but because you are doing the installation prior to our usual meeting time, you will be the only one in the meeting.

### TABLETS/SMARTPHONES

- Go to the *App Store* (Apple) or the *Play Store* (Android) and search for *Zoom Cloud Meetings*. Install the app.
- Open the app and where it says join, type in the meeting ID 911236695
- The app will open and take you into the meeting.

## **Using Zoom**

When you get into the meeting, move your mouse around (computers) or finger (tablets) and something like the following control panel will pop up.



- **MUTE** – Click on this and it will mute/unmute your microphone. When you are in a meeting, you usually keep your microphone muted when you are not speaking. Otherwise, we can hear all the background noises.
- **VIDEO** – usually you can leave your video going so that members can see you face/s. We have found that you get the best illumination if you have a light in front of you rather than behind. If you are online and your sound is breaking up, it often means that you do not have good Internet – when this happens it is advisable to turn off your video by pressing that button. When you turn off the video, we can still hear you and you can see everyone else – it’s just that they can’t see you.
- **CHAT** – here you can send messages to all members or individuals.
- **PARTICIPANTS** – If you have this control on your device, it will allow you to see a list of who is online.
- The other controls we can leave for now.

## **Our Meetings**

As mentioned above, our meetings will start at 6 for 6.30pm (Qld Time) so if you logon

<https://zoom.us/j/911236695> to the meeting at about 6:00pm on your first night, that would allow you to see if everything is working.

Prior to the meeting start time, members can just chat until the chairperson starts the meeting at 6.30pm.

After you install the software, if you think you need a practice run, give me a call (Elwyn on 0419806302) so we can organise a time to try it out.

By the way, if you happen to have two devices (a laptop and a smartphone or 2 laptops, etc.), you can install ZOOM on both of them and do a practice meeting yourself!

Rotary Club of Cleveland