ZOOM Introduction (11/19)

The AMYA has a new online meeting service, replacing Go To Meeting. AMYA Meetings, webinars, and Regional Directors, as well as Class interactions will take place on a software product called **Zoom**.

Here's how to get started with using ZOOM:
- You should if at all possible- **use a computer** with an online connection. However, you CAN also **connect and participate using a smart-phone**, but will lose some of the visuals you will get using a computer. For telephone users- I'll discuss how to connect using a phone a little further down.

- Your computer can use its camera and microphone to take advantage of Zoom. But you do not HAVE to have your picture on screen- if you don't have or do not enable a camera no camera the system uses a letter designation (example- M for Mike) shown on the screen.

- **However- the FIRST TIME** you use ZOOM, you will have to **download a "client-side" product on your computer.** It's safe, contains no viruses, doesn't collect any information about you or your computer. It just allows Zoom to connect you to the main server so you can see and hear everyone on the call. **You get the client side product- the first time and only that first time-** First you must **go to Zoom.com** where you will see this page:
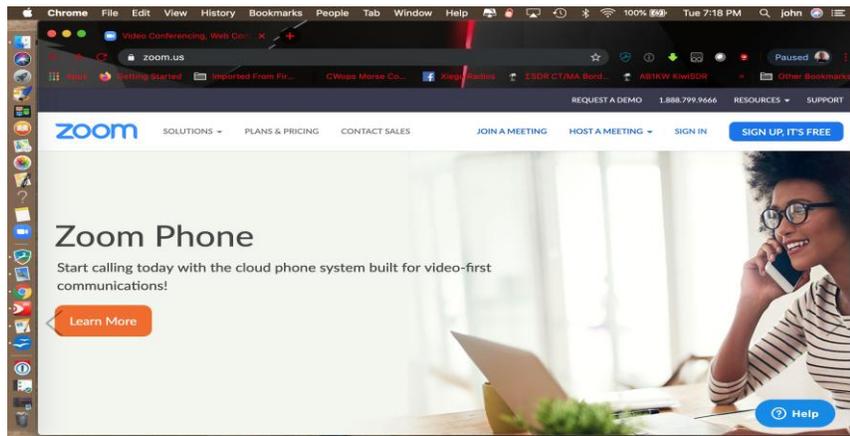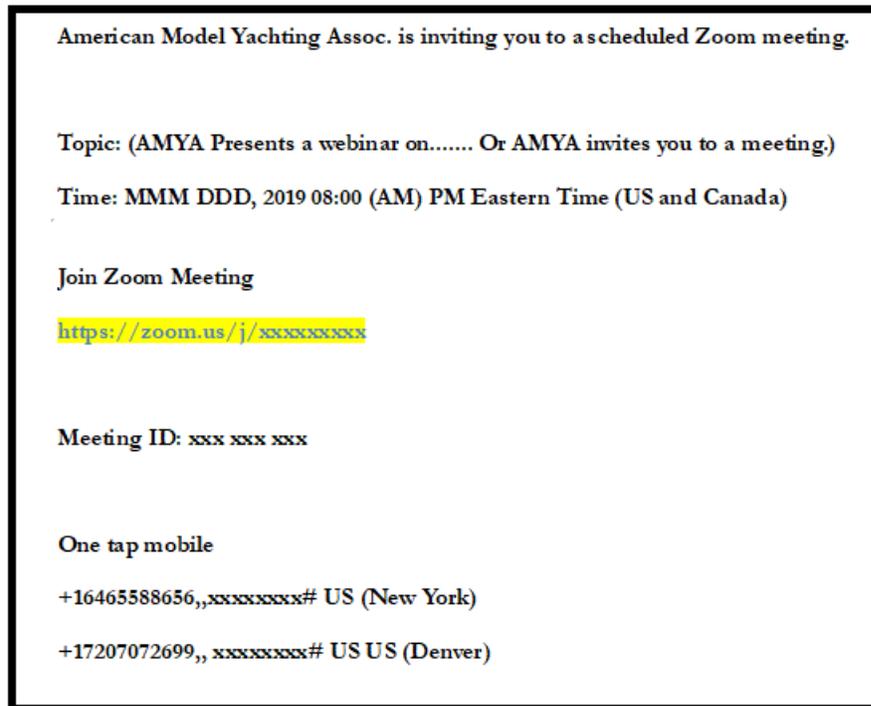

Above the banner, "**Sign up It's Free**" you will see **"Resources".** Click on Resources and a drop-down box appears with several choices. Click the **"DownLoad Zoom Client"** choice.

The **client** will load on your computer. You do NOT have to log into Zoom, After it is loaded into your computer. The client will act as the application whenever you are sent an invitation for a webinar or meeting.

Meetings, and Webinars will be announced in the AMYA Bulletins, on the website and also via e-mails to Members. Meetings will be sent to you in an email.

The invitation by e-mail invitation will look something like this:

> **American Model Yachting Assoc. is inviting you to a scheduled Zoom meeting.**
>
> **Topic:** (AMYA Presents a webinar on....... Or AMYA invites you to a meeting.)
>
> **Time:** MMM DDD, 2019 08:00 (AM) PM Eastern Time (US and Canada)
>
> **Join Zoom Meeting**
>
> https://zoom.us/j/xxxxxxxxx
>
> **Meeting ID:** xxx xxx xxx
>
> **One tap mobile**
>
> +16465588656,,xxxxxxxx# US (New York)
>
> +17207072699,, xxxxxxxx# US US (Denver)

AFTER you have downloaded the "Client" as above: Then at about 5 minutes before the <u>scheduled time</u> click on the URL. In the example in the invitation as above: https//zoomus/j/xxxxxxxxx

If you try to join a meeting any/much earlier than the appointed time and you will get a message that the Host has not opened the meeting. **So, at the time of the meeting** (or usually a few minutes ahead of the announced time), the Host or coordinator will open the meeting and be there. **Just click on "Join Zoom Meeting".** You will automatically join the meeting.

The highlighted text is the URL (web address) for the meeting. BUT do NOT open the Zoom client <u>and try</u> to log in, you have no account so you cannot open a meeting that you have not scheduled.

Using your smart phone:
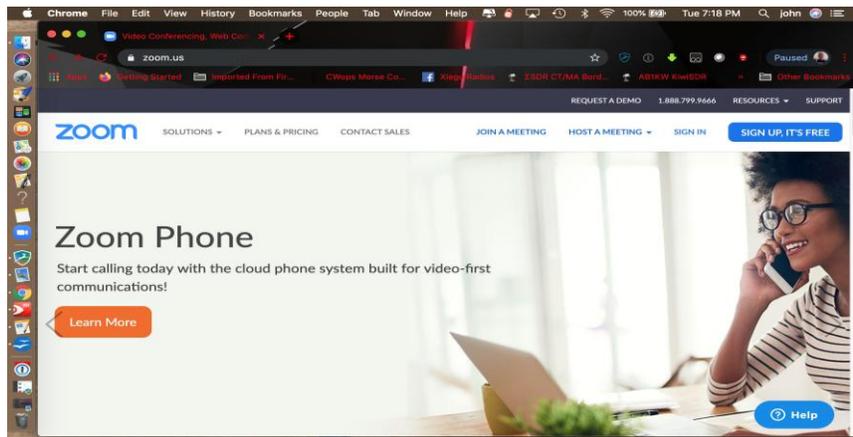
If you don't have a computer with a camera and a mic, you can still join the meeting by taking advantage of your smartphone. Just click the URL or copy the address into your phone's browser and you will connect.

If you <u>only</u> have a phone, you can still participate by dialing **one of the numbers in the invitation** and when asked to **enter the Meeting ID**. Using a phone to connect limits your participation to sund only; without seeing the other participants, instructions or demonstrations shared via computer screens. ~~I strongly urge you to make use of the video link either by smartphone or laptop with a camera.~~

Once you have joined the webinar there are some **etiquette items to be aware of**.
1. First is that it is technically possible for everyone to speak at once. But that is not the way to run a meeting with 20, maybe someday 200 people. All talking at once. All with wives in the background, dogs, grandkids, TV's and music making a huge "din" of background noise.

    So- the Host (or coordinator) will mute everyone. This is NOT to control or limit anyone. The host and the presenter will be the only two <u>not</u> muted to start.

2. Speaking #1: To manage the background noise, the host – usually me (Coordinator), will place <u>everyone on mute</u>. The presenter will deliver his opening presentation and then there will be a question and answer period.

To Speak:
A. To ask a question there is a "Raise Hand" function on your screen. You click the raise your hand icon (   ) at the bottom of your screen, and wait to be called upon at which time you will be unmated by the Host or Coordinator
B. …or you can unmute yourself by:
> 1. clicking on the Red line through microphone icon (   )in the lower left of your display or
> 2. by holding down the space bar during talking. (as if it was a mic button on a walkie talkie.)

However, as the meetings get larger- unmuting yourself (uncontrolled unmuting?) will be a problem- so raise your hand (like back to school) is way better.

To turn your camera on and off, click on the Red line through the camera icon in the lower left of the display. In the upper right of the display, you can choose "Gallery View" or "Speaker View". Choose which option you like.

The chat function is another way you can ask questions. Click on chat and then choose who you wish to chat with. The host or presenter may use the "Share" button to share their screen or a video with everyone on the webinar.

AND- for the first few webinars - the Coordinator or Host will come on to the meeting 15 minutes early- to offer coaching to new ZOOMERS.

And: If you have an idea for a webinar that you think others might enjoy seeing or knowing, please share it with me at "amya_webinar_coordinator@yahoo.com".

John McClun