

ZOOM-Instructions for Committee Meetings

Introduction to Zoom

Zoom is a leader in modern video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars.

When Committee of Management (CoM) members cannot attend meetings for any reason, but could attend from somewhere outside U3A Bendigo, CoM is happy for them to attend using ZOOM software, if they have arranged it beforehand. This is so that any setting up of technology or assistance with it afterwards, can be provided well in advance.

Downloading the Zoom Software

To download and install the Zoom Application:
Go to <https://zoom.us/download>.

1. From the Download Center, click on the Download button under “Zoom Client For Meetings”.
2. You will be prompted to save the Application program or App. Select the folder where you want to save the .exe file eg Downloads and click the Save button at the bottom of the page.

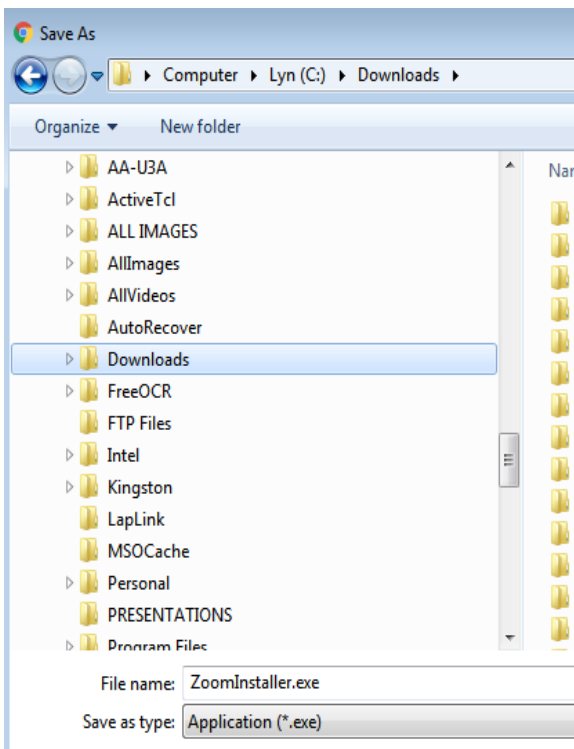
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Zoom Client for Meetings

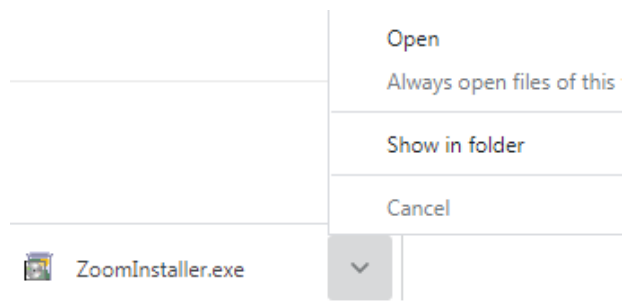
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

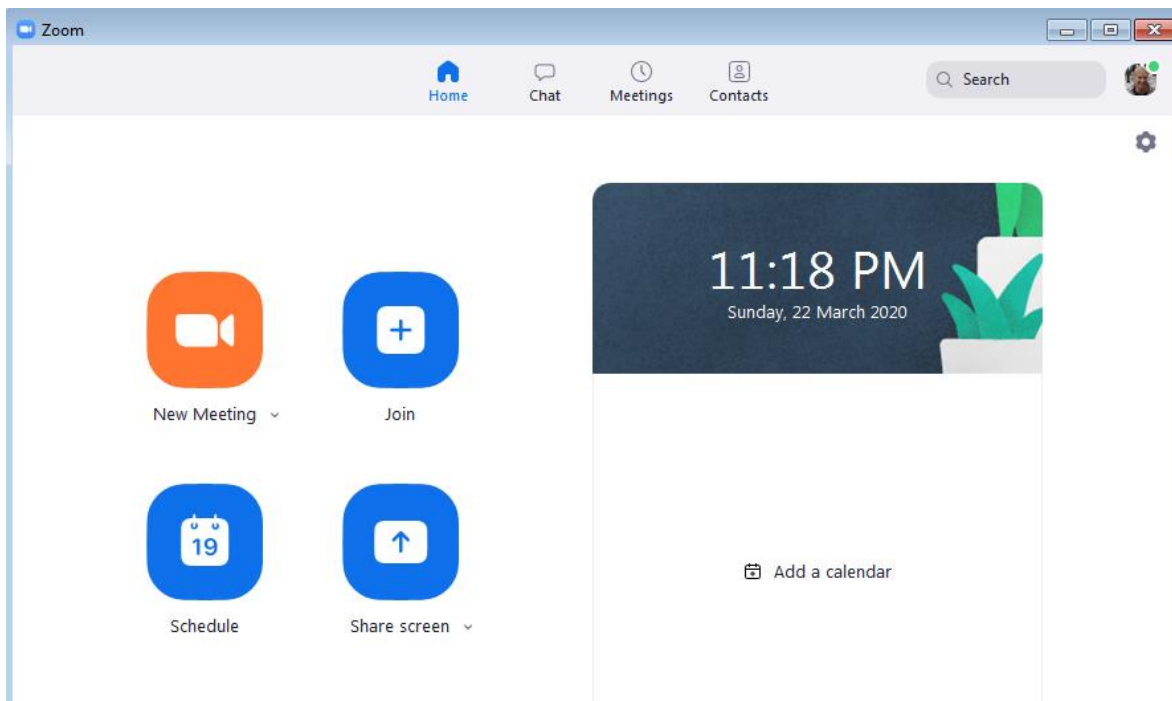
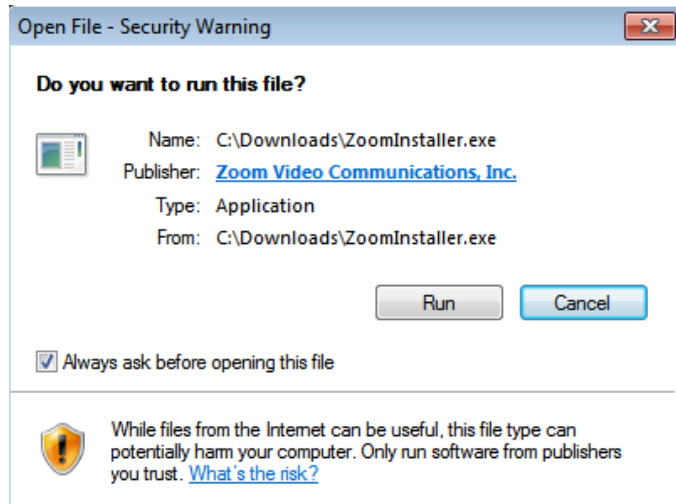
Version 4.6.7 (18176.0301)



3. When you have downloaded the Zoom Installer.exe file click Open.



4. A dialogue box will open asking if you want to run the file?
5. Click Run
6. The files will unload and the Installer will install the Zoom program into your chosen folder
7. A Zoom window will open. On the bottom right you will notice a link to Add a Calendar. If you use these Calendars, you will be asked each time you have been invited to be part of a Zoom meeting, if you would like to make it a Zoom meeting? Click yes and you will receive Notifications as you configure them.



8. The Zoom Coordinator sets up the Name of the meeting, Date and Time and other details as shown in the image below and as appropriate. Then they also decide on things like are they the only person to be able to Share their Screen (bottom right icon in image above).
9. Sharing the Screen will depend on the nature of the meeting, as for some meetings it would be disruptive to have more than one person showing their screen. eg the 'speaker' may want to show everyone his/her screen, to manage the meeting and draw attention back to the Agenda.

Note: Zoom creates a **Meeting ID** for the meeting.

10. The CoM Meeting Organiser (could be the Convenor or a designated group member), sends out an invitation email to all participants. The invitation has a Link to the Meeting that will look like the email invitation below

Dear Participant

Further to our previous advice, the Underwater Basket Weaving Group meeting will be held via Zoom at 10:30am Tuesday 31 March 2020. The agenda is attached.

Here is the link to the Zoom meeting – click this link approx 10 minutes before the meeting is due to start on Tuesday:

<https://u3abendigo.com.zoom.us/j/308984357?pwd=QVd2UzQ4L3JL1F4NUxwK1doZ08y>

Some notes about how the meeting will be conducted: Blah Blah

11. The CoM Meeting Organiser can configure the words in the email to suit their needs.
12. On the scheduled date and 5-10 minutes before the meeting open up Zoom. The Zoom window will open. Click the Join button. You may find yourself in the Waiting Room, or you may have gone straight into the meeting, depending on how it's been set up.
13. CoM Members are encouraged to arrive early to the meeting to check on video and audio options. Once set up as you want them, you may find you don't have to change them again, when you use Zoom yourself.

These are extraordinary circumstances. We appreciate your understanding during this challenging time and hope to welcome you back again to all our activities soon.

Authorisation :

This policy was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 7th September 2020.