

# U3A LEEDS – ZOOM FOR A.G.M.

## DISCLAIMER

This document has been compiled by the Executive Committee and is their current best understanding of both Zoom works and how the AGM will work. Both the document and the AGM arrangements may be subject to change.

## Purpose

This document has been compiled to assist people with little or no Zoom experience to access the Annual General Meeting, and to explain the differences in Large Zoom meetings for more experienced users who are accustomed to small Zoom groups.

## Devices

Zoom can work on most devices. The main constraint encountered in U3A Leeds to date has been the age of the equipment: an elderly desktop or laptop may not have a camera or may have an older browser that cannot support Zoom.

The required equipment is any one of the following:



Computer (laptop or desktop) with camera, microphone and speaker

OR



Smart phone of any type

OR



Tablet – whether iPad or Android

PLUS



Internet connectivity – e.g. your home broadband, or your data allowance from your mobile provider

## Application



The Zoom application can be downloaded from <https://zoom.us>



If you use an iPhone or other Apple device it can be accessed through the App Store

# U3A LEEDS – ZOOM FOR A.G.M.



If you use a Smartphone using Android it can be accessed through Google Play Store

## Large Meeting Zoom

Small groups are accustomed to be able to all see each other and talk freely. This is problematic in a large meeting. Therefore, following the national Third Age Trust guidelines, for the U3A Leeds A.G.M. the Zoom Host will initially:

- Set all attendees to Video Off
- Set all attendees to Audio Off

At the start of the meeting you can expect to see a Powerpoint slide saying that the AGM will start shortly.

Video Off – is to reduce the demand on the broadband capacity at MASSC

Audio Off – too many people trying to speak results in incomprehensible cacophany

## Joining The Meeting

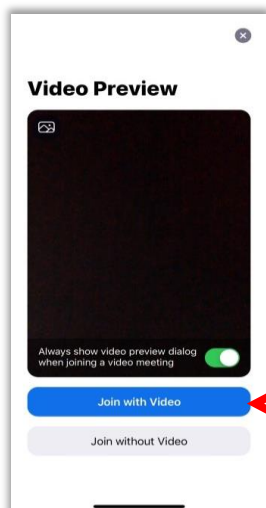
The email invitation you will receive will contain two options:

- A blue underlined message e.g. [Join Our Cloud HD Video Meeting](#)
- A meeting invitation that includes e.g. Meeting ID: 123 456 7890

The easy option is to tap on the blue link. However, Smartphone and Tablet users normally have to start their Zoom App then key in the meeting number.

You WILL be asked to key in the password that has been sent in the email.

You may get asked a few questions before you get into the meeting (this depends on both your device and your Zoom profile). For example:



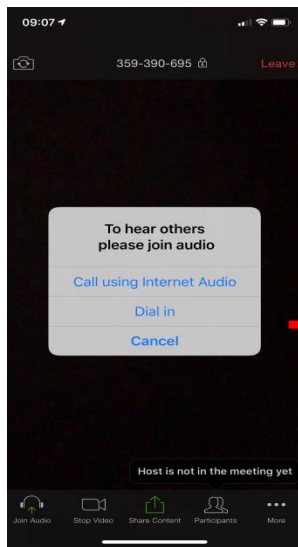
Join With Video

OR Join without Video

– please use the latter (as per notes above)

## U3A LEEDS – ZOOM FOR A.G.M.

Another possible question is



Call Over Internet

OR Dial In

Please use Call Over Internet.

**IMPORTANT:** AS SOON AS YOU HAVE JOINED please check what NAME you are displaying to everyone. If your name is e.g. “iPAD” then you need to change to your own name. The way to do this is as follows:

Look on the bottom line for an option named ‘Participants’. If you don’t see it

- On a Smartphone or Tablet – tap the bottom left corner, where there are little vertical bars, to display these options
- On a laptop or desktop – look in the bottom right corner for the word ‘More’ and/or a circle containing three dots and click on that

Tap / click on participants and look down the list for the line that has (me) in brackets: touch or position the cursor and you will see the word ‘MORE’ – tap or touch this and one option is ‘RENAME’. Choose this and type your name in.

### **Participating In The Meeting**

The bulk of the meeting will consist of slides displaying the relevant item on the agenda, interspersed with Polls asking you to vote on that specific item.

Smartphone users, and those with smaller Tablets, will find the slides and Polls easier to read if they hold their device to display in landscape mode.

There is an option called ‘Chat’ that can be used to ask questions, raise brief points, or ask to speak on a motion. For some devices, this will be visible on the bottom line of the screen. For others, it is accessed via the ‘MORE’ option, which is called ‘MORE’ on some devices, or is signalled by THREE DOTS or by VERTICAL BARS – usually in a corner of the screen.

Chat defaults ‘To Everyone’. Please use this to address the meeting. Type in your query or message and press Enter or Send. One of the Executive Committee will be monitoring the Chat box all meeting and will bring items to the attention of the Chair as and when appropriate. Queries that do not need to be answered during the meeting will be answered by general email later.

## **U3A LEEDS – ZOOM FOR A.G.M.**

If you ask to speak on a motion and are called on by the Chair, the Host will unmute you so you can be heard.

### **Smartphone usage**

An experiment using a Smartphone in a Zoom meeting for a half hour on the phone's own battery and data allowance used 16% of battery power and reduced the data allowance by 0.1 GB (provider account information).