# How to use Zoom for Branch Family History Meetings

Windows / Apple computer Version

## Step 1 – Download the App.

Download Zoom

We recommend that before the meeting, perhaps the day before, that you download the Zoom software. Look around and explore. To download the software use your browser to search for Zoom.us or type in https://zoom.us/support/download. If you do the latter you will get :-
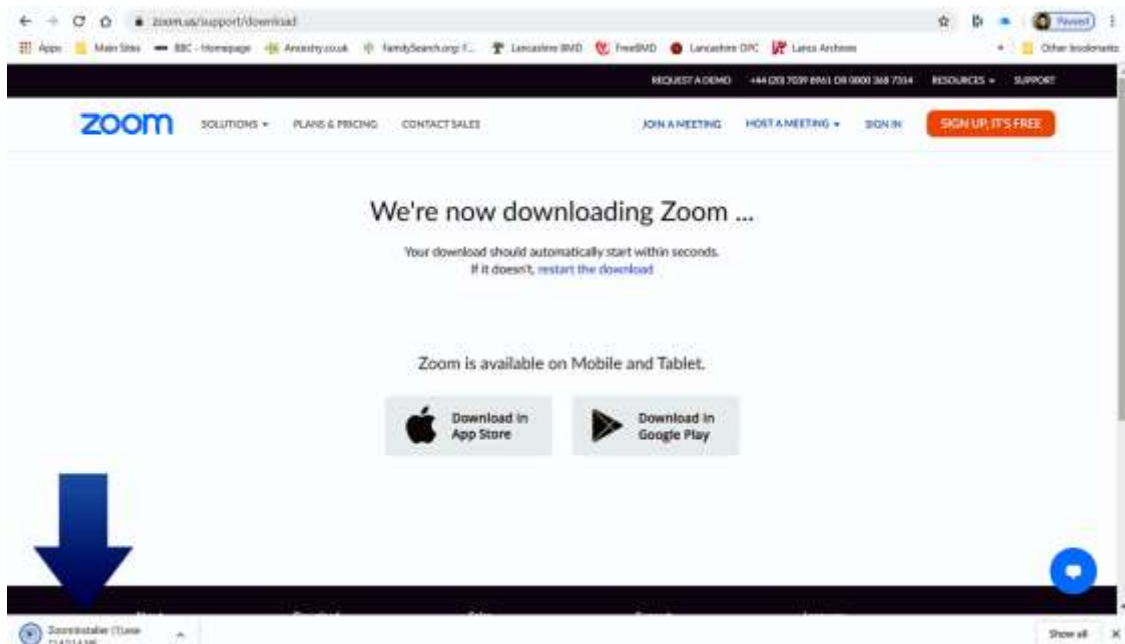

When the installer has finished downloading click on Zoominstaller. In this case it is shown under the big blue arrow but this depends upon your browser. Whatever it is you should find it in your Downloads folder.

After it has finished, you will be asked for your email address. They then send you an email like this. Click on 'Activate Account'.
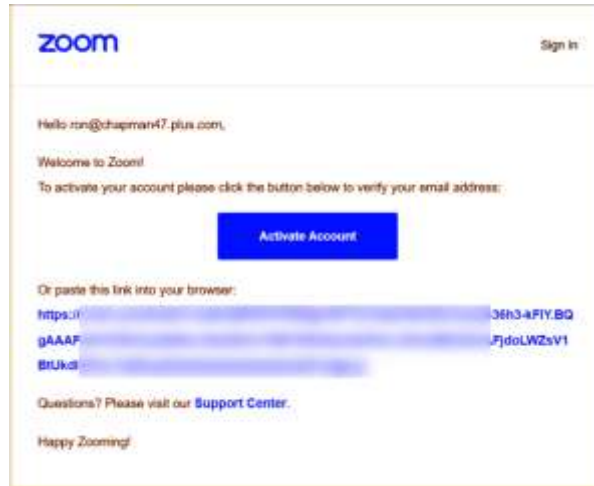
Next you will be asked for further details and you have to enter a password. A Short while later you will see – Join a Meeting.
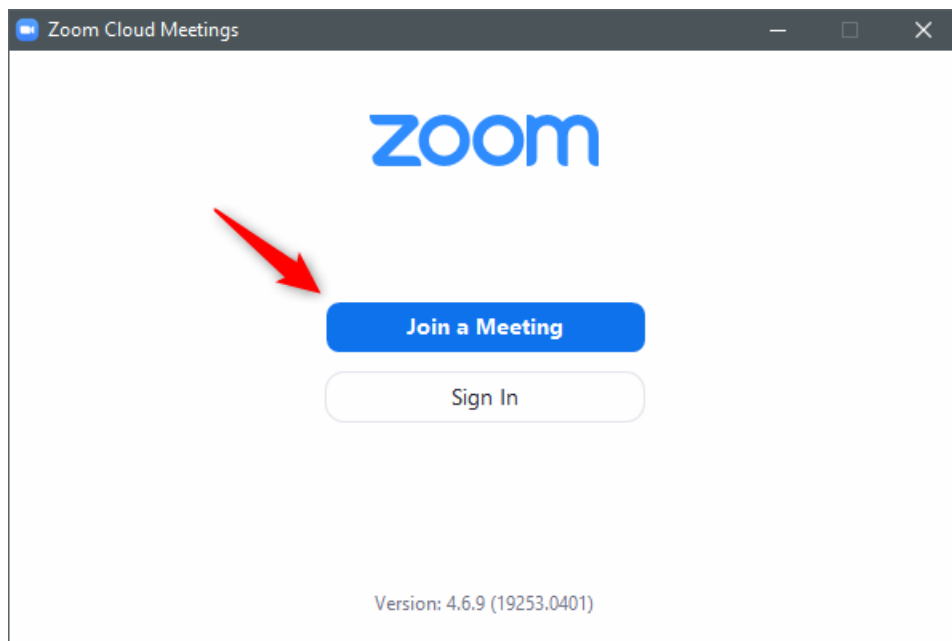
At this stage you cannot join a meeting as the Host (Steve) might not have set one up, but you can sign up. If you select the free version you can try it out for 40 mins.

Step 2 – How to Join the Meeting

Steve will invite you to a meeting with an email like this.

Steve Williams is inviting you to a scheduled Zoom meeting.

Topic: Proof of Concept Branch Virtual meeting
Time: May 27, 2020 19:30 London

Join Zoom Meeting
https://us02web.zoom.us/j/853-   aXgycEdTUT09

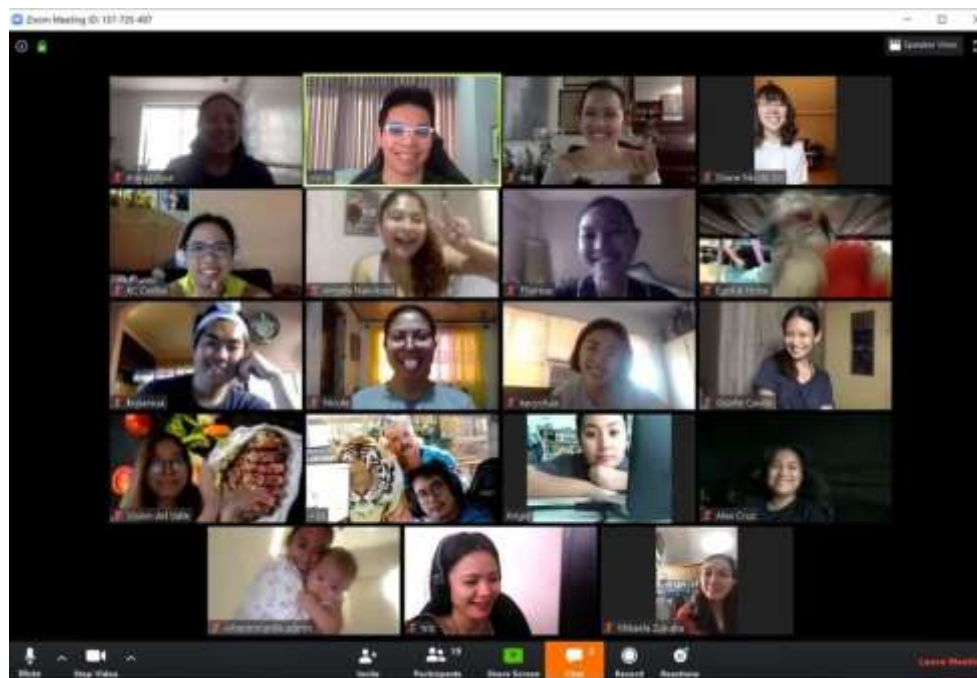Meeting ID: 853 ◄   1559
Password: 01   42

Steve

You do not need Zoom to be running. Just click on the long web address and you will be in. You will be invited to join with or without Video or Audio.
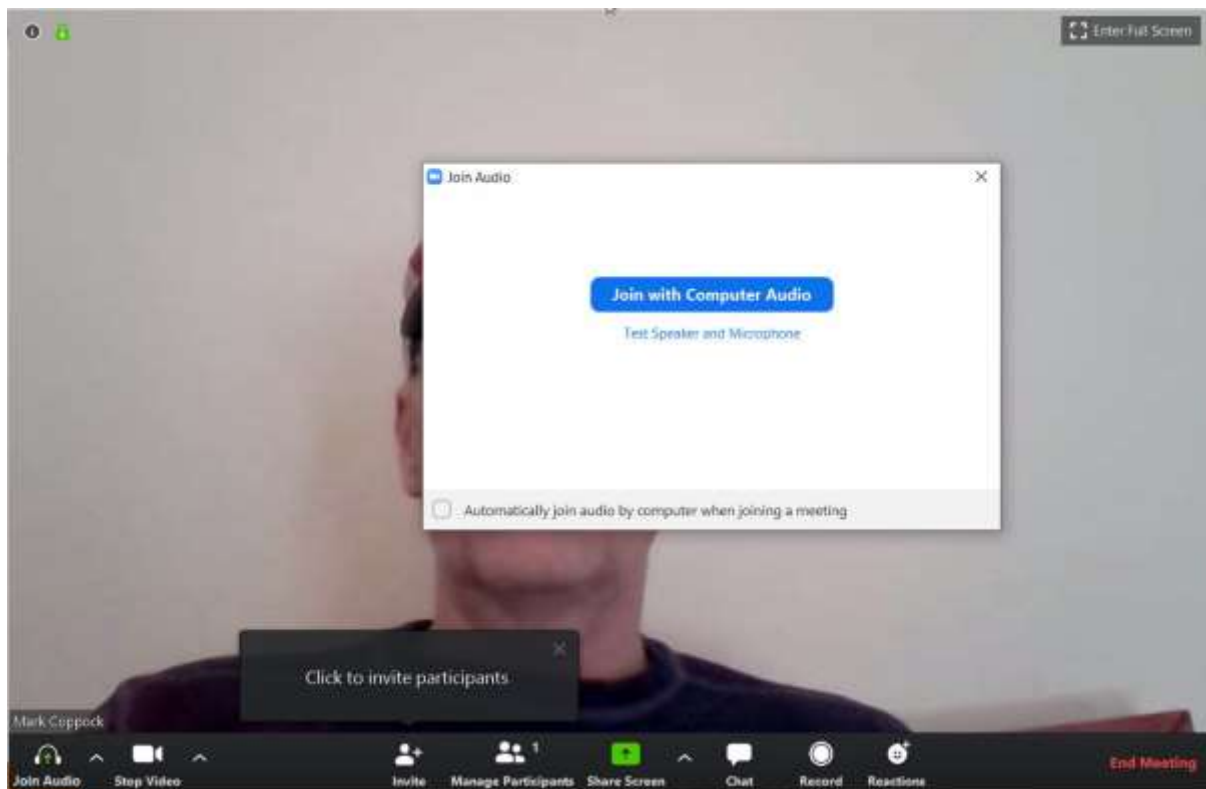

For our needs I suggest joining with both. You can easily turn them on and off. This is what you get.

Step 3 – How to use Zoom

This is what the meeting screen will look like.

At the start and end of the meeting you will be free to see and greet each other. However, only one person can be heard at a time. The person who is speaking has their picture highlighted with a green box. (See Vince above.) This view of the talk participants is called '**Gallery View'**. Alternatively you can select 'Speaker View' selected at the top right of the screen.
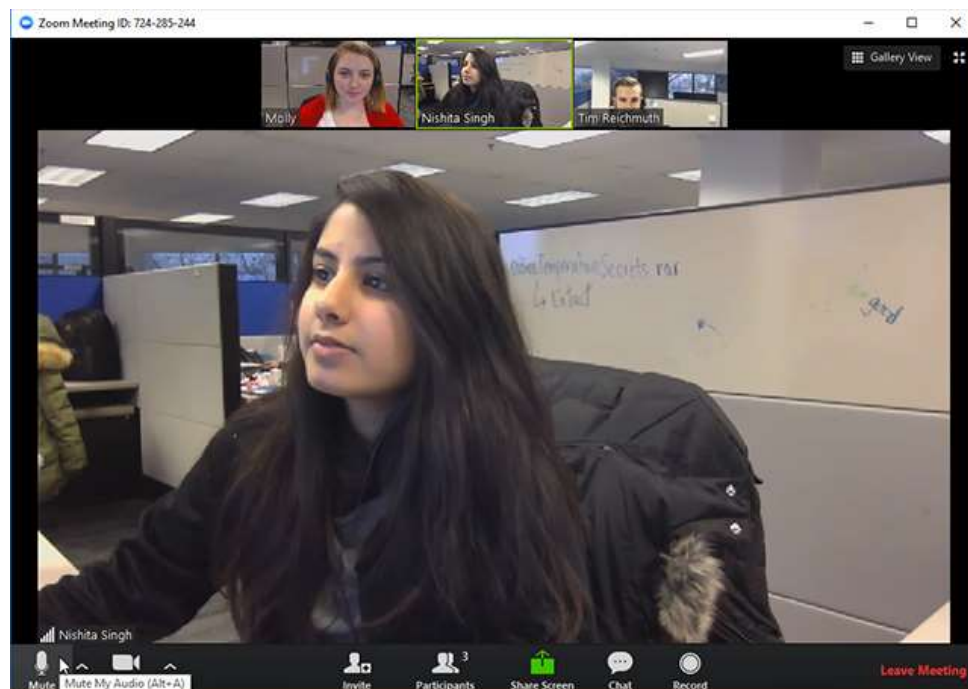
In this case the person who is speaking fills the bottom part of the screen and at the top is a selection of the other attendees. Again go to 'Gallery View' click top right

These are the controls that you might use in the meeting.

The control bar shown at the bottom of the screen in image above is often hidden. You have to move your mouse to the bottom of the screen to get it to show.

To turn the microphone on and off then click on the microphone symbol. (You will be muted by the Host whilst the main speakers are speaking.)

To turn the camera off and on then click on the video camera symbol.

The 'Chat' button allows you to **type** in questions to the speaker. He / She will answer them at the end of the meeting. The text will appear in a box at the side of the screen.
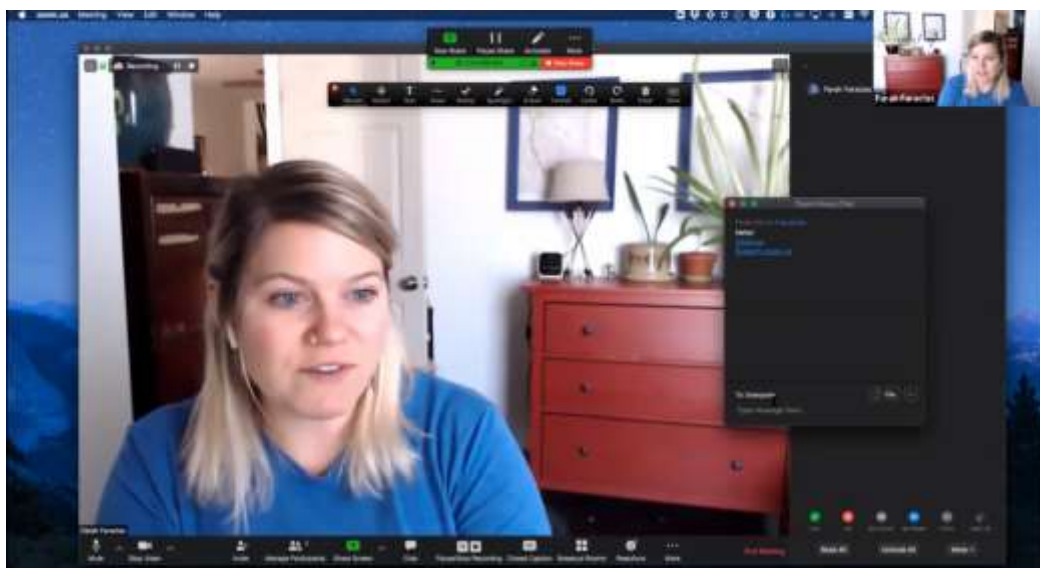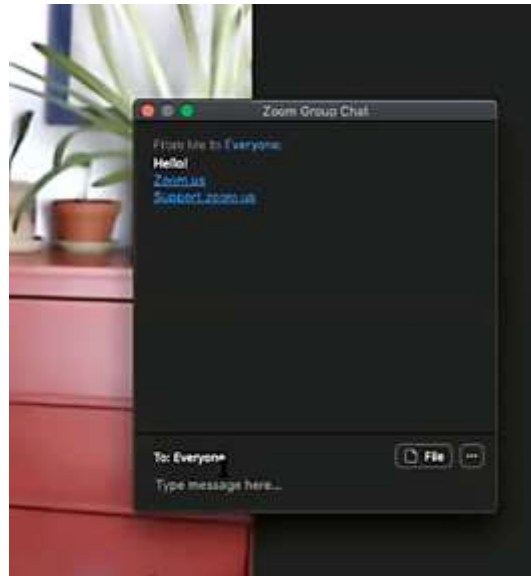
The speaker will not know of the questions until that time.

The '**Share Screen'** button will be mainly used by the speaker. It enables them to show Power Point slides, web pages, documents etc. This button may well be disabled. But the host may allow you to put up a picture/web page etc. during questions. If you click on it and it is working then you will be shown the pages that you can call on.

In this case we have selected bottom row third from the left. It is YouTube where we can select a Video.
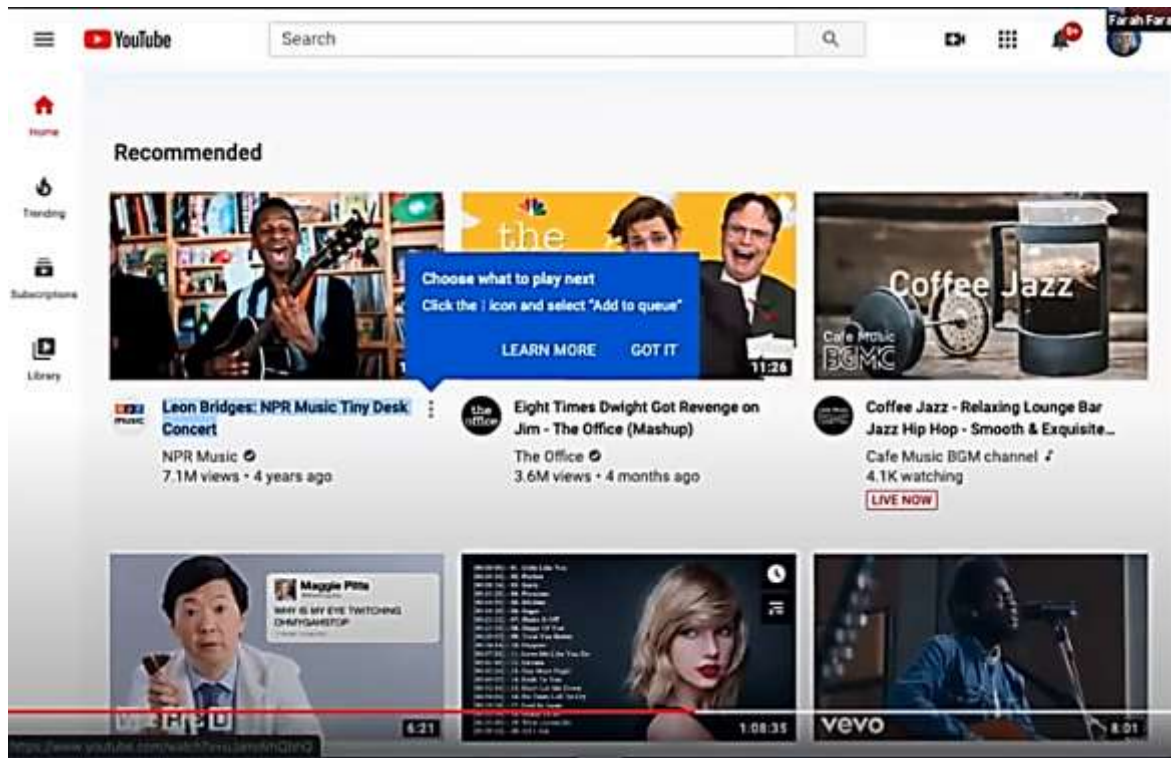
Lastly to end the meeting, click on the button 'Leave Meeting', which is at the bottom right of the screen.