

Zooming in ... or out?

Paul Clayton, community IT trainer.

Zoom is everywhere at the moment, its 'the thing' that many people are using to go to church, attend a meeting or even get together with friends while in quarantine. Its not the only video chat in town - Skype, What's app and Microsoft Teams have their places too, it depends on friends, family and work. Whatever your thoughts, being able to chat with people via video can be useful and alleviate loneliness too. It is going to be around for some time yet, and good to stay calm with something new.



Getting stressed will make learning harder.
Don't panic!

Lets start with essentials:

Have you got a suitable device, is the software installed? It does mean a trip to your App or Play store if you've got a smart phone or tablet device. Good news is that its a few button presses away. Laptop users need to download the app via the Zoom website (<https://zoom.us>). If you don't have any device to get online, then ask for the phone number and code to join in at the appropriate time.



the 'cog' or 'cog wheel' of settings

After its installed:

Take some time to start investigating a few things, pressing on the screen (while the app is working) of your portable device will bring up audio/video options. Computers have an options button like a cog. Audio on/off looks like an old microphone, the video button looks like an old style projector - some meetings will put you in a 'waiting room' before the meeting starts, this is an opportunity to check your audio. There are YouTube videos on these topics, make sure that you're searching for your specific device.



You can be seen and heard



uh-oh, nobody hears or sees you

Joining in:

Zoom's popular usage can be found in the ease of joining a meeting; the host of the chat sends you an email with the details of when the meeting is, including a clickable 'link' (generally blue in colour) to start

up the app. If there is a mention of a password, make a note. Otherwise, there is a meeting number you can use.

Finishing a meeting:

The host can finish the chat for you, so don't worry about this either.

Top tips:

- Don't put yourself in front of a bright window (making a shadow), it looks like you're on the run from the police! Use a light from the side.
- If your internet speed is letting you down and making communication hard, sometimes it can help by turning your video off.
- Sometimes conversations overlap as we don't see the cues to talk, so pace yourself - you can raise a real or virtual hand. There is also the option to send messages!

If you want to know more, or have any tech questions in these 21st century times, get in touch with Deborah Fitzpatrick at Mycenae House for a chance to chat with Paul at a Wednesday afternoon Techy Time meet up.

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