

## A BRIEF GUIDE TO USING ZOOM AS A PARTICIPANT OF A MEETING MAC based systems

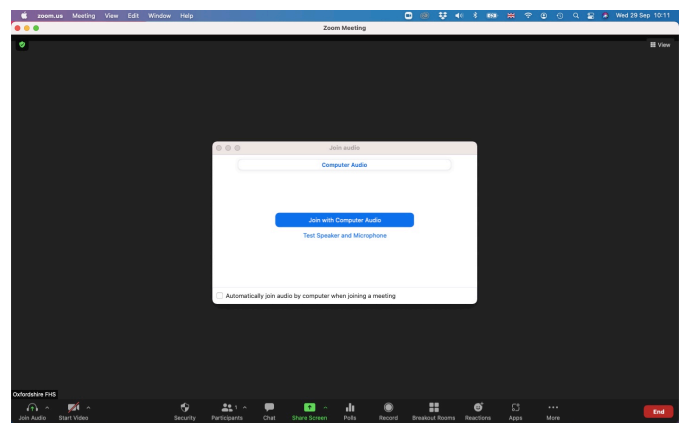
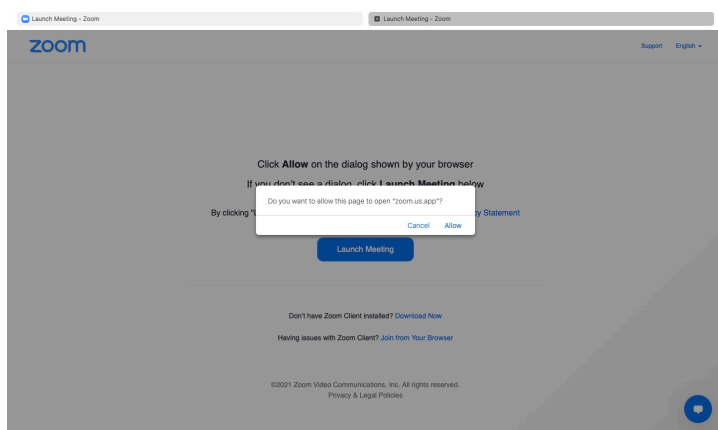
**Note:** Screen shots taken from a MacBook Air running MacOS Big Sur V11.6 and using Safari as web browser

For the best experience download and install ZOOM and keep it updated. For Mac devices the application can be found in the App Store.

### JOINING AND PARTICIPATING IN A MEETING

1. Use the link sent with the confirmation email to join the ZOOM meeting.
2. If this fails start ZOOM from the dock - called zoom.us. When prompted enter the meeting ID (11 numbers in the format 123 4567 891) click “join” and then enter the passcode (6 numbers) and click “ok”

You will see a couple of screens as follows:



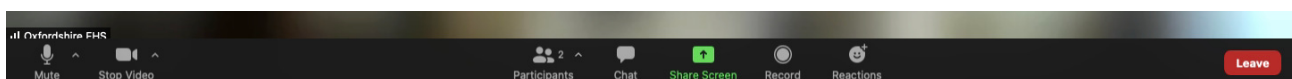
Click “Allow” and “Join with Computer Audio”

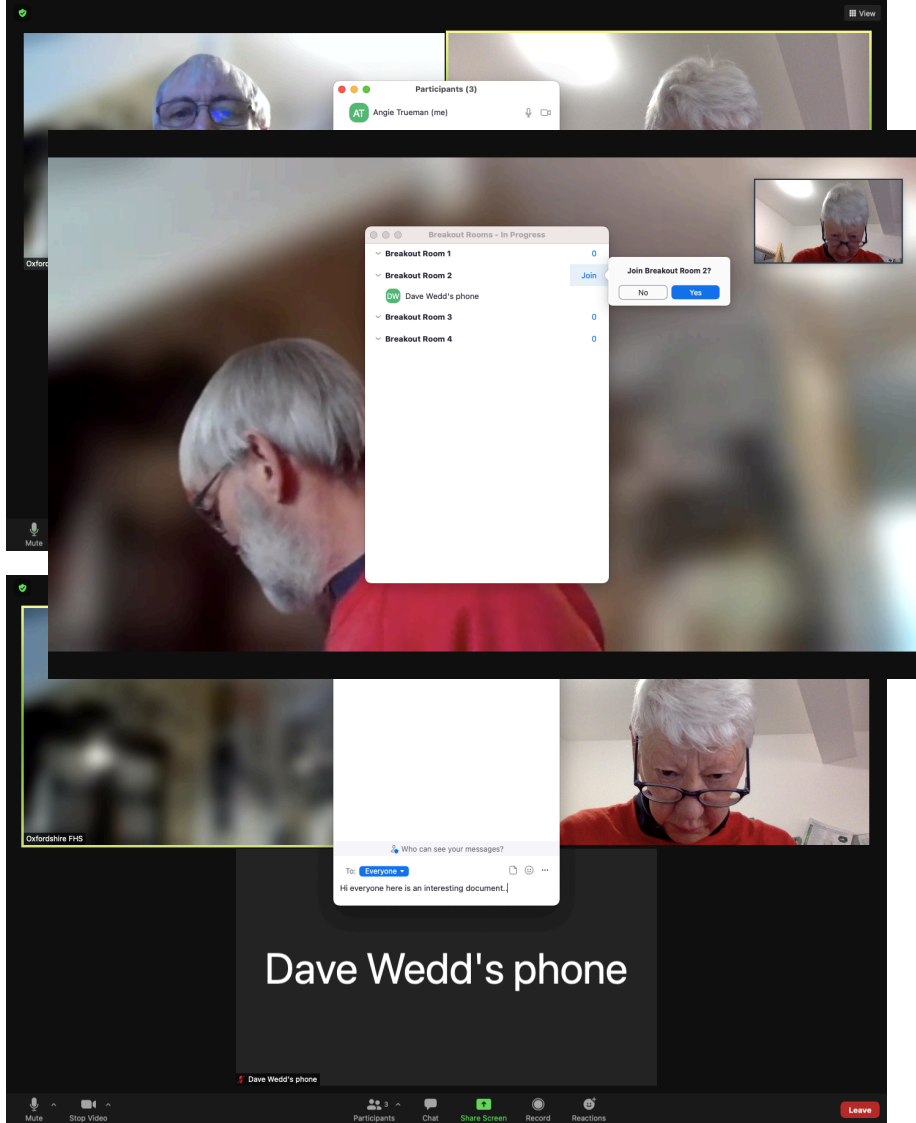
You will now be placed in the meeting’s waiting room and see the Oxfordshire Family History Society’s logo. Once admitted you will see the host of the meeting or their screen. You can now unmute yourself by clicking the join audio icon (like a set of headphones) bottom left hand corner of the screen.

You may also hear a warning if the meeting is being recorded to give you an option to leave at that stage.

You can leave the meeting anytime by clicking the Leave button in red ,bottom right.

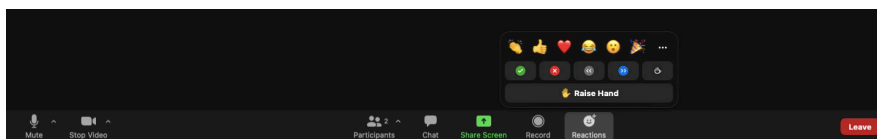
Most actions can be executed from the bottom bar of icons - just hover your mouse and it will appear.





So to see who else is in the meeting click the uparrow next to **participants**. You can **chat** via messaging to individuals or the whole group, and if someone else is **chatting** using the messaging a number will pop up next to the chat icon in red.

ZOOM etiquette is that if you wish to join in with the audio conversation or ask a question you raise your hand. This can be found in the **reactions** icon :



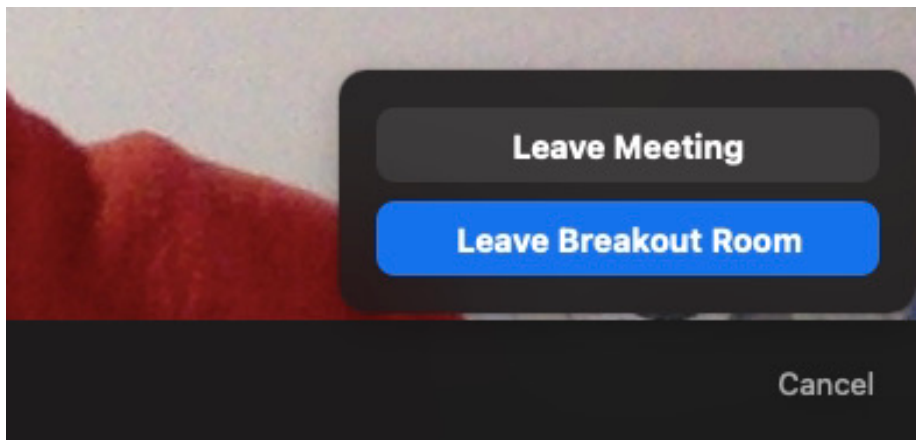
Or if you have your video running of course you can physically raise your hand!

Other reactions can also be found in here.

## MOVING TO A BREAKOUT ROOM

You can see which break out rooms are available by clicking the **Breakout Rooms** icon. This will then display all the rooms available. Simply pick your room and click Join.

When ready to leave the breakout room you can either leave the room and return to the main meeting, or leave the meeting all together.



If you have any trouble contact a co-host via chat and they should be able to help you.

### APPEARANCE OF THE MEETING SCREEN

The other icons of note are at the top righthand side of the screen and dictate who you seeing and in what format. For example you may choose a **gallery view** of all participants in your meeting or breakout room bearing in mind that there may be many more than you see in one go on your screen. Other screens will be indicated with a page 1/2 for example.

