



# A Primer on using ZOOM to Access Shellbacks Toronto ZOOM Sessions V04 2024-01-03

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## INTRODUCTION

The following instructions may seem a bit onerous, but once you have used ZOOM™, you will find you become a 'pro' in short order.

ZOOM™ is a video conferencing program for the computer that will allow you to connect with multiple people at a time. This guide is meant to help you get ZOOM™ set up and participate in a ZOOM™ meeting.

It is important that you **choose a quiet place** in your home **or use headphones**. Computer microphones tend to be overly sensitive and will pick up background noise, often making it difficult to hear you easily. It may be helpful to **have a light on that brightens your face**. You will be able to check that you need one as you will be able to see yourself once you join the meeting and the video is turned on (see below).

ZOOM™ provides support information by clicking on Support on the top bar at:

[www.zoom.us](http://www.zoom.us)

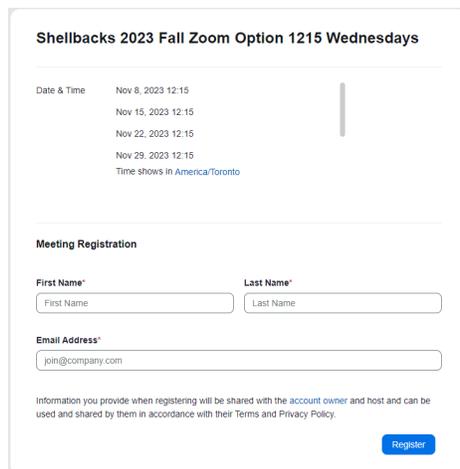
Scroll down on the Support web page to see all the topics or use the search feature.

For more information, see INFORMATION SOURCES on page 10.

## **REGISTERING TO ACCESS SHELLBACKS TORONTO MEETINGS VIA A ZOOM™ MEETING**

To access Shellbacks Toronto Meeting via Zoom, a separate registration is necessary for each year's fall and spring sessions. Only one registration is required for all meetings in that group, even if you want to attend just one.

The illustration below shows registering for Fall 2023. ZOOM™ only shows four dates, so you will need to scroll to see all the dates covered by this registration.



The screenshot shows a registration form titled "Shellbacks 2023 Fall Zoom Option 1215 Wednesdays". Under "Date & Time", there is a scrollable list of dates: Nov 8, 2023 12:15; Nov 15, 2023 12:15; Nov 22, 2023 12:15; and Nov 29, 2023 12:15. Below this is a "Meeting Registration" section with fields for "First Name\*", "Last Name\*", and "Email Address\*". The email field contains the placeholder "join@company.com". At the bottom, there is a "Register" button and a small disclaimer: "Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy."

**Figure 1 Zoom Registration Web Page**

After submitting your registration, you should receive an email that provides the details to join by Zoom any one of the Shellbacks Toronto Meetings covered by this registration. There is an option to add the details of every individual Shellbacks Toronto Meeting on Zoom to your own calendar. If you lose the information or the email, you can simply register again. The URLs to register are of the format of:

Spring <https://tinyurl.com/ShellbacksTO2024SpringSessions>

For more information, including a link to video on registering, see INFORMATION SOURCES on page 10.

## JOINING A MEETING

Below is a sample of the contents of the email you will receive after registering for a set of Shellbacks Toronto Meetings on ZOOM™. The same information will be saved for each date and time of the Shellbacks Toronto meeting if you click on “Add to ...” to have the information added to your calendar.

Hello Ed Dougal,

Thank you for registering for Shellbacks 2023 Fall Zoom Option 1215 Wednesdays. You can find information about this meeting below.

**Shellbacks 2023 Fall Zoom Option 1215 Wednesdays**

Date & Time	Nov 8, 2023 12:15 America/Toronto
	Nov 15, 2023 12:15 America/Toronto
	Nov 22, 2023 12:15 America/Toronto
	Nov 29, 2023 12:15 America/Toronto
	Dec 6, 2023 12:15 America/Toronto

Meeting ID: [REDACTED]

Passcode: [REDACTED]

[Add to Calendar \(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

To edit or cancel your registration details, [click here](#).

Please submit any questions to: [pod@securefall.com](mailto:pod@securefall.com).

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WAYS TO JOIN ZOOM

Join from PC, Mac, iPad, or Android

[Join Meeting](#)

If the button above does not work, paste this into your browser:

[REDACTED]

To keep this meeting secure, do not share this link publicly.

Join via audio

One tap mobile: Canada: +15475580588 83176316247#\_\*570322# or +17789072071 83176316247#\_\*570322#

Or dial: For higher quality, dial a number based on your current location.  
Canada: +1 647 558 0588 or +1 778 907 2071 or +1 780 566 0144 or +1 204 272 7920 or +1 438 809 7799 or +1 587 328 1099 or +1 647 374 4685

Meeting ID: 831 7631 6247

Passcode: 570322

[International numbers](#)

Thank you!

Clicking on JOIN in the email from ZOOM™ or in the entry for the meeting in your calendar, will either.

- Automatically start your connection to the meeting in Zoom™

or

- Present the following web page.

Click **Open link** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

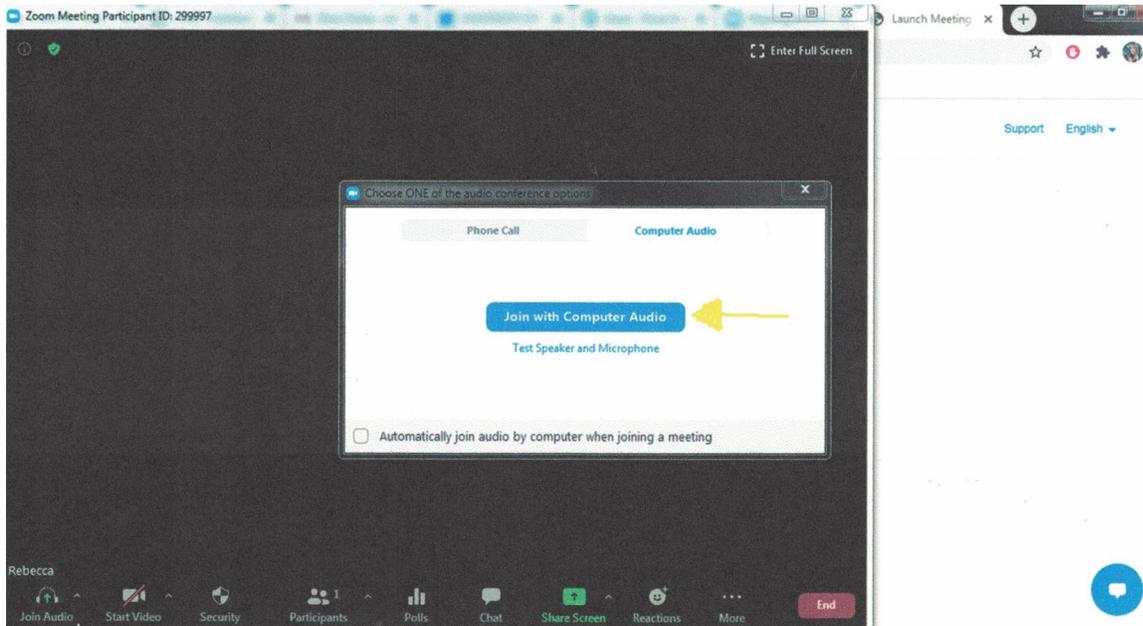
Having issues with Zoom Client? [Join from Your Browser](#)

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[Privacy & Legal Policies](#) | [Do Not Sell My Personal Information](#) | [Cookie Preferences](#)

For the second option. your action choices are:

1. Launch Meeting
2. Download the ZOOM™ Client as it appears it isn't installed on the computer you are using.
3. If you can't download the ZOOM™ Client, join using the ZOOM™ using your browser, with the potential of reduced functionality.

After you click the Open URL: Zoom Launcher button, a screen that looks like this will open. Click the blue **Join with Computer Audio** button.



## PARTICIPATING IN A MEETING

Once you've joined the meeting, you can see and hear other participants. Each participant is represented by a square that displays his or her face (if they've chosen to join with video) or just their name or their name and picture. If you have chosen to join with video, **you may wish to adjust your lighting** once you see yourself on screen.



### Video

If your device has a video camera and your video is not displaying, go to the tool bar at the bottom of your screen. If there is a red line through the video camera icon, your video is off.



Click the video camera to turn your camera on and off. If the video camera has no red line through it, your video can be seen in the meeting.



If the video camera has a red line through it, your camera is off, and no one in the meeting can see you.



## Audio

Your computer microphone is pretty sensitive, and if you're unmuted, it can pick up a lot of background noise. The mute button, which looks like a microphone, is in the bottom left corner of the Zoom screen. **Please remember to broadcast from a quiet place in your house or use headphones.**



Click the microphone to mute. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you.



Click the button again to unmute yourself if you want to talk in the meeting.



If the microphone has no red line through it, you can be heard in the meeting.

If you are on a mobile phone or tablet, the mute and video buttons can be found at the bottom of your screen. Tap them to mute and unmute or to turn your camera on and off.



If you have dialed into the ZOOM™ meeting using a telephone number, use \*6 to mute/unmute.



**NOTE: Your host will mute the audio (your ability to speak at the meeting) while the speaker is presenting.**

**During Q&A, please raise your virtual ZOOM™ hand when you wish to comment or have a question, just as you would in a face-to-face session. Your action will put you at the top of the participation list, in order, allowing the host to unmute you so that you may speak.**

## View / Display

On a computer, you can change the screen display so that you can either see only the person who is speaking, or you can see most of the people on the call. You can do this by switching the screen view. There is a button at top of your screen at the right-hand side that will either say:

Speaker View

or Gallery View.



Click the button to change the display.

## Chat

You may wish to share responses or questions without unmuting. You can do this through typing messages with the chat function. The chat function can be found at the bottom of your screen. On a computer it can be found here:



On a mobile device, click on the three dots over the word More in the bottom right corner. That will bring up this menu. Tap on chat.

# ZOOM™ VIRTUAL RAISE HAND

During the actual presentation, everyone other than the speaker will be muted. Questions and comments will be taken at the end of the presentation. To facilitate this, participants will be recognized in order that they raised their ZOOM™ virtual hand, as shown below. We would appreciate it if everyone followed this process to ensure an orderly opportunity, so everyone has a chance to comment or ask a question.

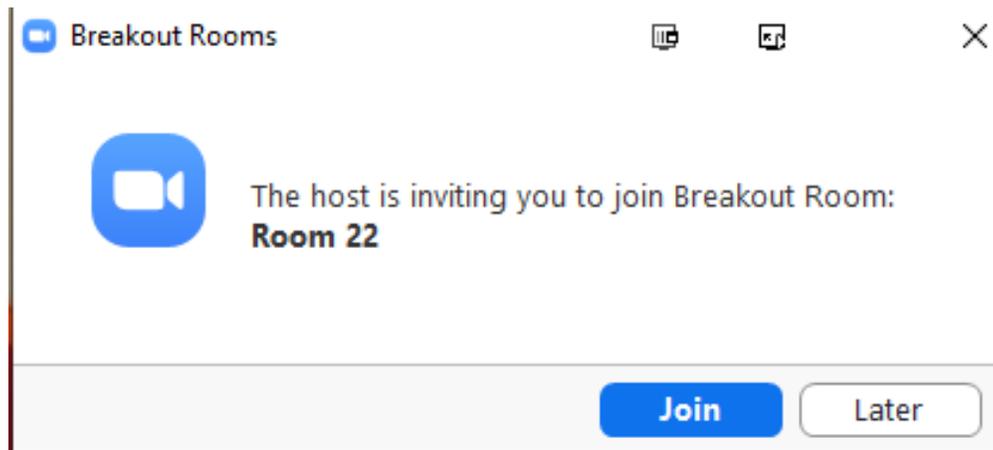
**The Zoom Toolbar -** Your layout maybe different  
Smart phones & tablets are different

- 1 Click on *Participants*
- 2 Then click on *Raise Hand*
- 3 Then you will be called on in order
- 4 When called on, please *Unmute* yourself
- 5 Please *Mute* yourself when finished

Anywhere in Zoom, if you see ... means Zoom doesn't have room to show all options, click in the ... to see more

## OPPORTUNITY TO SOCIALIZE AFTER THE MEETING

To provide an opportunity to socialize after the meeting in small groups, a number of ZOOM™ Breakout rooms will be created with automatic assignment of participants to a breakout room. After the ZOOM breakout rooms are started, each participants needs to select to Join a Breakroom room, as shown below. If a participant doesn't click on join, they will remain in the main room.



## INFORMATION SOURCES

- Shellbacks Toronto
  - Web Site - <https://shellbacks.weebly.com/>
  - Facebook - <https://www.facebook.com/shellbackstoronto>
  - Email - [skipper.shellbackstoronto@gmail.com](mailto:skipper.shellbackstoronto@gmail.com)
  - Shellbacks' Resources on ZOOM
    - How to Register & Access Shellbacks Toronto ZOOM Sessions
      - The video - <<link goes here>>
      - The Presentation - <<link goes here??>
    - A Primer on using ZOOM to Access ZOOM Sessions - <<Link goes here>>
- ZOOM™
  - Support - <https://support.zoom.com/>