zoom guide

Dance Scottish
RSCDS Toronto Scottish
Country Dance Association
www.dancescottish.ca

HOW TO USE ZOOM TO 'ATTEND' THE AGM

1. **Download and install zoom client software for your device**
   - For computer   (zoom will recognize Mac or Windows)
   - For iPad   (Apple App Store: "zoom cloud meetings")
   - For Android tablet: Google Play: "zoom cloud meetings")
   - For Android phone: Google Play: "zoom cloud meetings")
   - For iPhone: (Apple App Store: "zoom cloud meetings")

   zoom is free – unless you plan to host a large and/or frequent meeting.
   You will be asked to establish a free zoom account.
   If your hosting plans are modest, you can be a zoom host for free.
   Guests at a meeting are always free.

Cance	**Join a Meeting**
	Meeting ID
	Join with a personal link name
	Sean Willichan
	Join

   If you received an invitation link, tap the link again to

2. **Join a zoom meeting**
   - Open the email sent by the meeting host specifying a date and time.
     The message will have a **meeting link** to click and a **meeting I.D.**
   - Click the link in the message — zoom will launch and prompt you to:
     a. Join a Meeting, then…   b. Enter your Name…   c. Enter the meeting I.D.
   - This option is offered: **Join with Video** (recommended) or **Join without Video**
   - Before joining the meeting, click **Test Speaker and Microphone**.
   - Now, **Join**.
   - A good host will likely welcome you, and may then mute your mic.

3. **Meeting etiquette**
   - Mute your audio unless invited to speak.
   - zoom has a sidebar **chat function**. Learn to use it, sparingly.
   - zoom hosts will likely record the entire meeting.

4. **Quick Links: YouTube videos about zoom**
   - Join a Meeting (1.09 minutes)
   - Joining and Configuring Audio & Visual (1.42 minutes)
   - Meeting Controls (10.16 minutes — oriented to hosts but also useful to guests)

Please leave your **audio muted** (indicated by a red slash). You may leave your video on.

Click to open the **Chat** box. This will allow you to chat with Hosts and Participants.

To: Everyone   More ∨

Type message here…