



# Zoom Guide

## for Presenters

Hi There!

Thanks for putting your hand up to present for us! This guide is here to help you navigate the world of Zoom meetings. We'll show you everything you need to know, from setting up your computer, to playing around with the fun features like virtual backgrounds. If you have any questions, please get in touch and we will do our best to answer them!

- Queensland Camera Group

## ABOUT ZOOM

### **WHAT ON EARTH IS A ZOOM?**

Zoom is an online tool used for video meetings. During this difficult time, Queensland Camera Group has chosen to use Zoom to replace face to face meetings. It is used for a wide variety of uses, from webinars, to exercise classes, and even camera group meetings! Zoom takes advantage of the camera and microphones on your device to communicate with other participants.

## BEFORE THE MEETING

### **CHECK YOUR EQUIPMENT**

For everybody to have the best viewing experience, there are a few things you will need to check before you start:

- **Internet Connection:** You'll need a reliable internet connection to be able to send a good quality video feed to the other meeting participants. In particular, you will need a good upload speed. [CLICK HERE to test your internet speed](#). We recommend an upload speed of at least 5mbps - that way your voice and video will come through nice and clear.
- **Camera:** We want to be able to see your lovely face! You'll need some form of webcam for this. Laptops, smartphones and tablets will usually have one built in. If you are using a desktop computer and don't have a webcam, you might need to use your phone as your 'webcam' instead, and use your PC for your presentation.
- **Sound:** We also want to be able to hear your wonderful voice! Again, most laptops, smartphones and tablets will have microphones built in. If you have a set of headphones with a microphone built in, they will be great. Otherwise, the microphone on your device will work fine.
- **Lighting:** Just like when preparing to take a photo, lighting is critical! Please make sure you are in a space with good lighting, with your face clearly visible. Try not to sit behind any bright lights or open windows, which may come through with you being a silhouette.

## BEFORE THE MEETING (cont'd)

### DOWNLOADING ZOOM

You'll need to download Zoom to your device to present. If you intend on doing a demonstration or sharing a powerpoint, we strongly recommend downloading Zoom on your desktop PC or laptop.

- **Windows / MacOS:** Click the following link to download Zoom to your computer: [CLICK HERE to download Zoom for Windows and MacOS](#)  
Click on the top link, labelled 'Zoom Client for Meetings.'  
Then, run the installer file and it will install to your computer.  
This may take a few minutes, so go and grab a cuppa.
- **Android / iOS:** The 'Zoom Cloud Meetings' app can be downloaded to your smartphone or tablet.  
[CLICK HERE to download Zoom for Android](#)  
[CLICK HERE to download Zoom for iOS](#)

### JOINING A ZOOM MEETING

There are two ways to join a Zoom meeting - via a Meeting Link or Meeting ID.

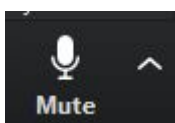
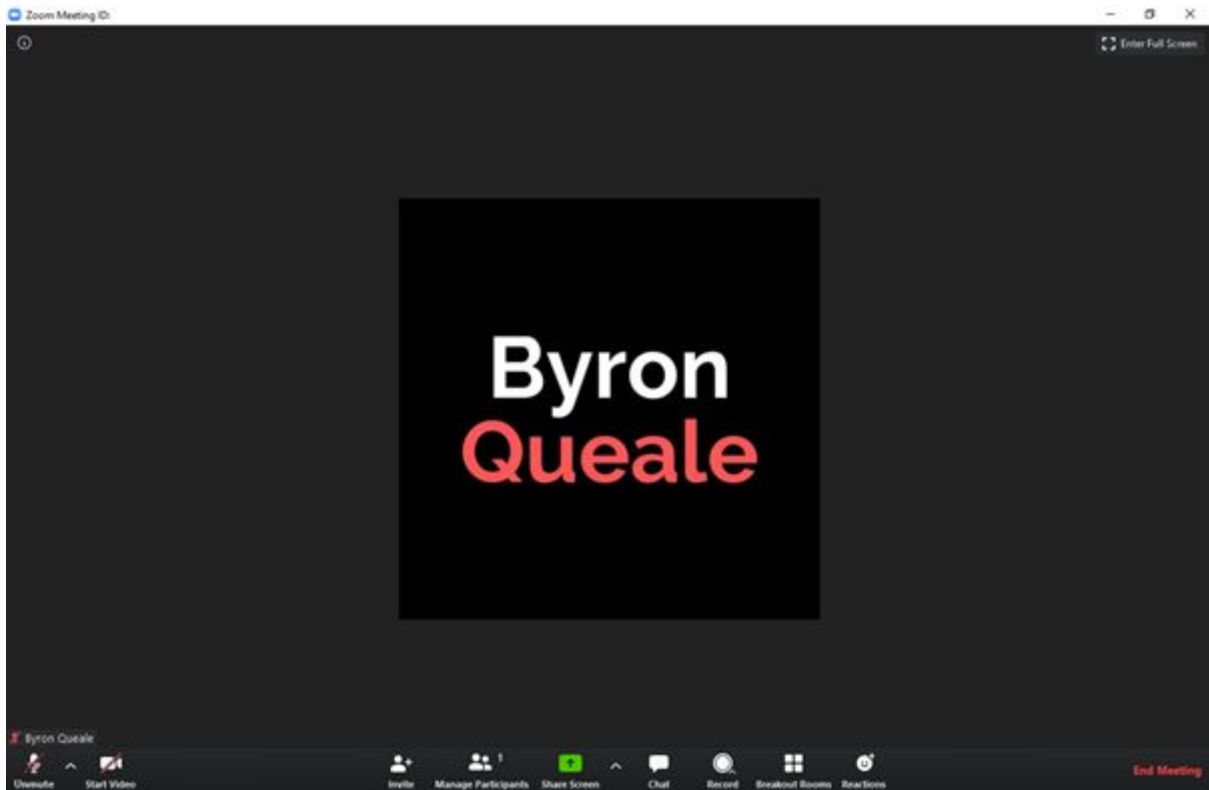
- **Meeting Link:** This is the best way to join a Zoom meeting. The link will be provided to you by the club a few days prior to the event. You'll be asked to enter your name, and that's it!
- **Meeting ID:** This will be a 9 - 12 digit number which you will need to enter upon opening Zoom. You will not need this if you use the meeting link. You'll also need to enter a password to join the meeting. If this was not provided to you, please let us know as soon as possible and we can provide it to you.

*Note: Due to the increased popularity in Zoom, the Zoom team has enabled the 'waiting room' feature by default. This just allows us to make sure any unwanted visitors don't crash the party.*

## ESSENTIAL FEATURES

Here's a quick guide to all of the Zoom features on a Windows or MacOS computer. The row of icons at the bottom of the screen is the control panel.

**The Main Screen:** Once you join the meeting, this is the main screen of the Zoom interface. You can control Zoom by using the icons at the bottom of the screen.



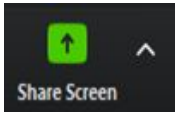
**Microphone Controls:** The first button in the control panel is the Microphone button. Click it to mute and unmute your microphone. Click the up arrow next to the Microphone button to show the Audio settings pop up, where you can select your microphone input source, and headphone or speaker output source.



**Video Controls:** The next button is the Video button. Click it to start and stop your webcam video. Click the up arrow next to the Video button to change your video source, and to enable Virtual Backgrounds.

*Note: Not all computers are capable of displaying virtual backgrounds. If your device is capable, it is best to sit in front of a plain coloured wall, and wear clothing that does not match with that wall colour.*

## ESSENTIAL FEATURES (cont'd)

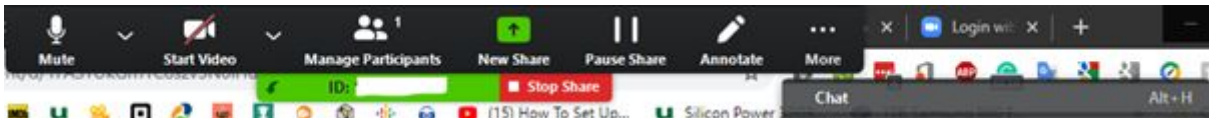


**Share Screen:** This next button is the Share Screen button. As the name suggests, it allows you to share your computer screen to the meeting participants. This is how you can share a PowerPoint presentation or do a demonstration in your preferred software.

When you click on the Share Screen button, it will ask you which window you want to share. If you will be switching between different programs, select your desktop or entire screen. If you will only be using one application, select that application.

**Chat:** The speech bubble icon is the Chat window. We ask members to put their questions in the chat window, to keep the flow of the meeting going. Click the Chat button to open the chat window.

**Chat during Screen Share:** To show the chat during a screen share, hover over the top of the screen, and click on the More button, and click on Chat to open the chat window. If you have a second monitor, we suggest putting the chat on your second monitor.



**Pause Share:** This allows you to temporarily freeze your screen share. Please use this if you have to enter any sensitive information, such as logging into a website or program.

**Stop Share:** This allows you to stop sharing your screen. Click this once you have finished your presentation.

**Leave Meeting:** This allows you to leave the meeting completely. Please only do this at the end of the meeting.

## DURING THE MEETING

### **HOW QCG SETS UP ZOOM MEETINGS**

Due to increased popularity in Zoom, all of our meetings now have waiting rooms. This allows us to let essential people join for tech checks before we let members join, and stops any unwanted guests crashing the party.

Please join the meeting between 30 and 60 minutes before the scheduled meeting start time. This allows us to complete any technical checks, answer any of your questions, and brief you and essential committee members on any changes to the proceedings.

We will start letting members join the meeting at about 15 minutes prior to the scheduled meeting start time. Feel free to join the conversation, or mute your microphone and camera until we get underway.

Our club President will kick the meeting off at the scheduled start time, and go through any housekeeping info and committee announcements. Then we'll introduce you! This would be the time to un-mute yourself and start your video feed if you had them turned off before.

When the President hands over to you, please start your screen share. We will then turn off the video and microphones of all other participants. We will keep an eye on questions in the chat, however we advise you also do the same, and then you can answer them in your own time.

Once you have finished your presentation, please stop your screen share. We will then ask you the questions that were not answered from the chat, and also open the microphones for any other questions from the members.

## **DURING THE MEETING (cont'd)**

### **ZOOM ETIQUETTE**

Here's a few tips for during the meeting:

- Join early! Up to 30 minutes before the scheduled meeting start time.
- Familiarise yourself with the essential functions of Zoom.
- Find a quiet space without interruptions and minimal background noise.
- Find a space with good lighting, and avoid sitting behind windows or bright lights.
- Adjust your camera to sit at eye level if you can.

### **MEETING RECORDING**

Queensland Camera Group would like to be able to record your presentation and share it on our website for those who could not join us. We will also confirm with you before the meeting begins. If you object to us recording and/or publishing the recording, please let us know as soon as possible.

## AFTER THE MEETING

### **STICK AROUND**

If you are able to, please stick around for a virtual cuppa afterwards! Our members might have a few things they would like to discuss with you, maybe not specifically related to your presentation.

### **PRESENTATION RECORDING**

If you like, we can provide you with a copy of the session recording. We can send you the video either electronically, or via a USB stick. If you have provided consent, we will also make the recording available on our website.



## FREQUENTLY ASKED QUESTIONS

### **Can I join the meeting if I don't have a webcam or mic?**

- Yes! You only need a web browser to join. Installing the Zoom app on your desktop or laptop will provide more features.

### **What sort of device can I use?**

- Windows PC, Mac, Android and Apple smartphone or tablet will allow you to join in on Zoom meetings.

### **Do I need a Zoom account?**

- Nope! You don't need a Zoom account for QCG meetings. However, you may find it useful to create a free account to keep in touch with friends and family.

### **Can I test my setup before the meeting?**

- Yes - Visit [www.zoom.us/test](http://www.zoom.us/test) to test your equipment. Alternatively, visit [www.zoom.us](http://www.zoom.us) and create an account to call a friend or family member.

### **Why can't people hear or see me?**

- When you join a QCG Zoom meeting, we may have muted participants audio & or video to avoid disruptions to those already on the call. If required you can unmute or start your video in the bottom menu of the Zoom window or app. We can restrict who can use their video or audio during the meeting. It's nothing personal, we only do this to try and minimise background noise, and to keep the meeting running smoothly.

### **Is there a video which explains what I need to do?**

- Yep! Here's a video made by the Zoom team to help you join and configure your audio and video:  
<https://www.youtube.com/watch?v=-s76QHshQnY>

### **I still need more help. What do I do?**

- Check out these resources from the Zoom team:  
<https://support.zoom.us/hc/en-us/categories/200101697>  
<https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>
- If all else fails, please let us know as soon as possible so we can help you out!