

Probus Club of Wahroonga East

Protocols for Meeting Attendees Joining Online

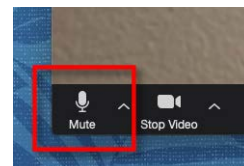
- Join the meeting early, preferably before the official start of the meeting.
- Please ensure that you are muted as soon as you join the meeting.
- During the pre-meeting chat session, only unmute when you wish to speak and then mute yourself again.
- Once the formal meeting has started, please ensure that you are muted at all times.
- If you wish to comment or ask a question, please use the Chat function on Zoom. Don't unmute and try not to speak unless you're asked to do so.

Need more help? Scroll down.

Protocols for Meeting Attendees Joining Online

Join the meeting early, preferably before the official start of the meeting. This gives everyone time to sort out any “wrinkles” before we get on with business.

Please ensure that you are **muted** as soon as you join the meeting. If you see a symbol like this one, usually at the bottom of your screen, your microphone is on. If you say anything, or make any noise, you will be competing with anyone else doing similarly. How do you correct this? Just click on that little microphone.

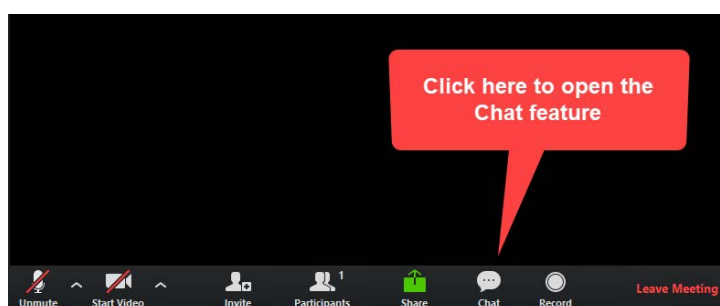


It should now look like this. session, only unmute when you the formal meeting has started,



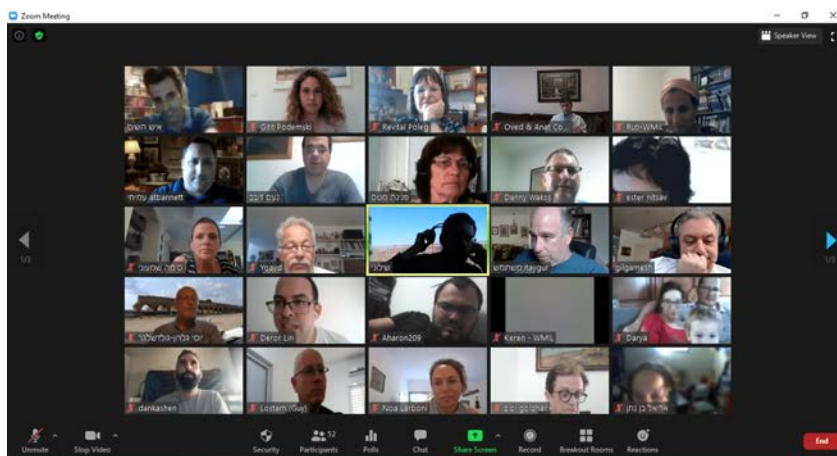
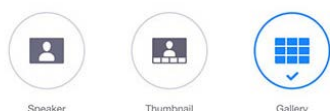
During the pre-meeting chat wish to speak and then mute yourself again. Once please ensure that you are muted at all times.

If you wish to comment or ask a question, please use the **Chat** function on Zoom. Don't unmute and try not to speak unless you're asked to do so. Chat lets you type in and send a message either to everyone in the meeting or to a specific participant. *Please use judiciously.*



Okay - following those simple rules will make you a good Probus-Zoom citizen. Now to make your experience even better, here are a few hints:

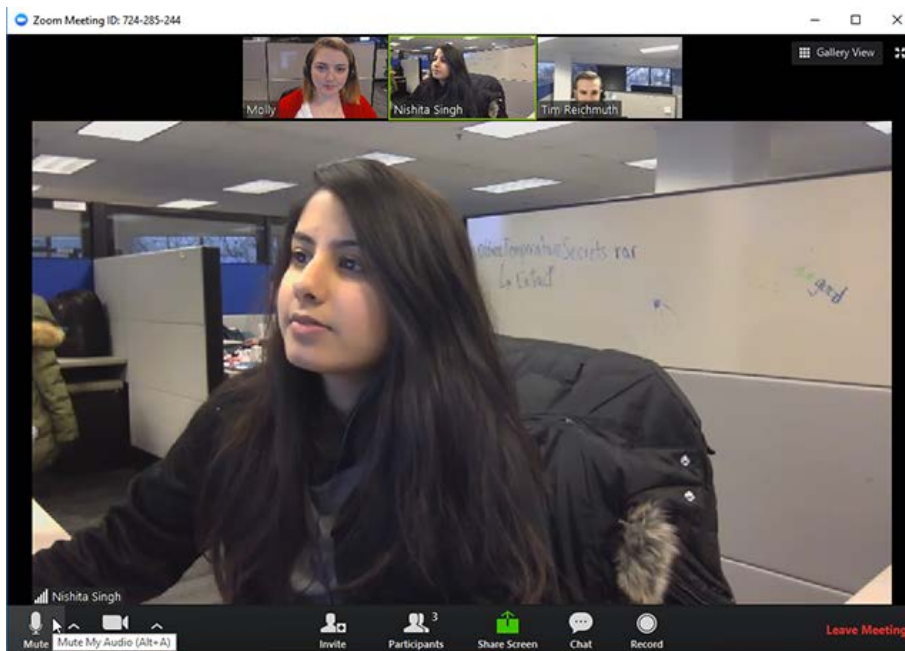
What you see: There are two basic viewing options that you can flip between whenever you like; which view you're in when you first start up depends on your set-up. We'll start with the **gallery** view, but as you can see on the left, using the *speaker view is just a click away*. Note: if anyone wants to write something brief about the **thumbnail** view, send it to Wes - I've never tried it. When you are in gallery view, you should see something like this:



In this example you can see up to 25 participants. You will also note that it appears there are more than 25 involved and you can view other participants by clicking on the [blue arrow](#) at the right. *Please note that, if you don't have a camera as part of your computer setup instead of seeing you, everyone will just see text with the name you have assigned to your computer.*

Now please note that, the person right in the middle in this case has a yellow border around his picture. That person is the current speaker; obviously he must be unmuted and everyone will be hearing whatever he is saying. *If you have read "Lord of the Flies", then you'll understand that he's the one with the conch.*

Okay, if you have really good eyes, towards to top-right of that last screen you'll see you can choose to flip to **Speaker view**; what you should then see is something along these lines.



Your layout may differ a bit, but the main thing is that the majority of the screen is dominated by the camera focused on whatever is the view from the current speaker. ***This is the view you should mostly be using when someone is making a presentation etc.***

The meeting's moderator has the ability to show slides etc that you will see instead of the current speaker when using this view.

And this is a good time to remind you that you need to be careful what's on the wall behind you when you've got a camera!

One last thing you'll note on this shot - when everything is finished, **Leave Meeting** (bottom right in red) takes you right out of Zoom - don't hit it before you mean to or you'll have to start all over.