

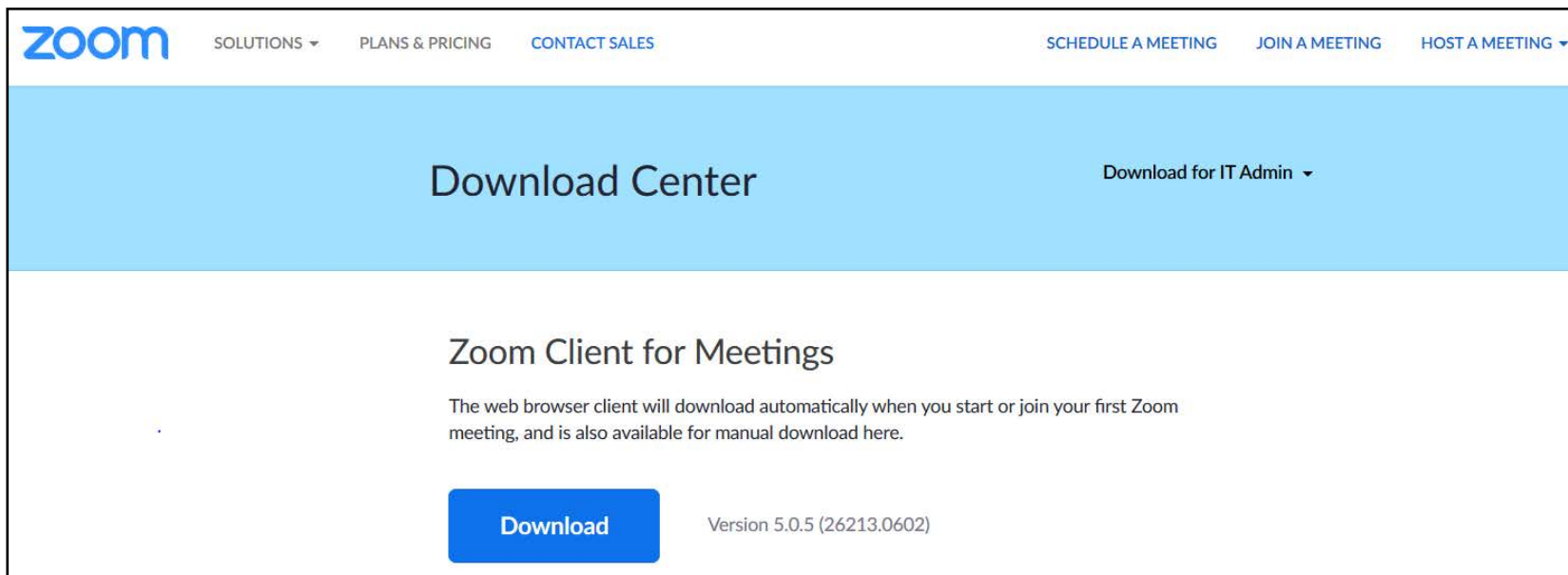


Guide for Virtual FAN Groups using Zoom

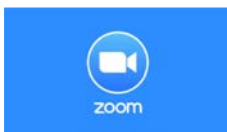


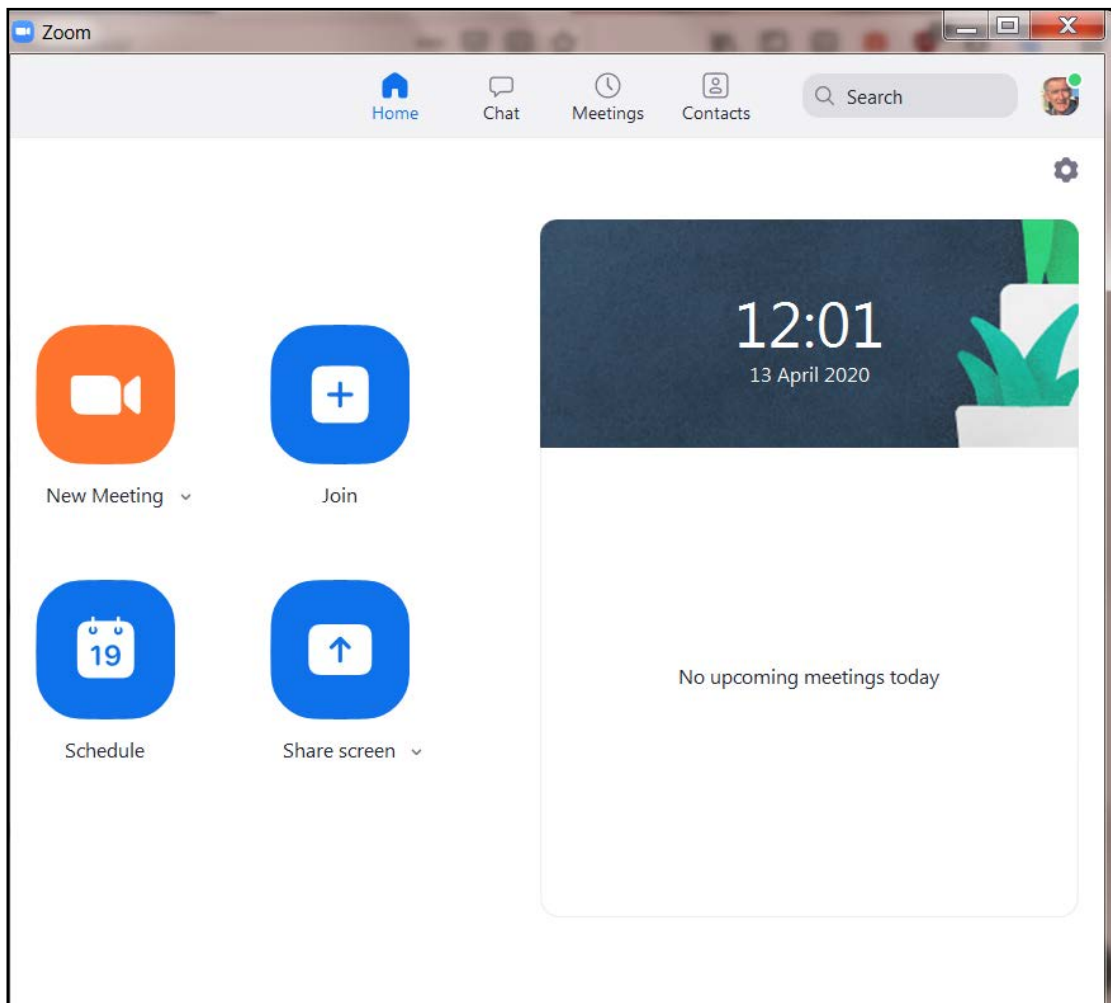
During the COVID-19 crisis FAN is holding many 'Virtual' FAN Meetings. In these we speak and see each other from our own homes over the internet

To achieve this we use the Zoom video conferencing application
Download the Zoom application for free to your pc, laptop, tablet or smart phone from: <https://zoom.us/download>*



The screenshot shows the Zoom Download Center page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below the navigation bar is a light blue header with the text "Download Center" and a link for "Download for IT Admin". The main content area features the heading "Zoom Client for Meetings" and a paragraph explaining that the web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here. A prominent blue "Download" button is displayed, along with the version information "Version 5.0.5 (26213.0602)".

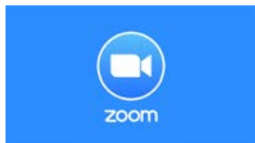




Settings Icon

When first using Zoom it is worth going through the settings. In particular, to check out the 'Video' and 'Audio' sections to check that these are enabled so that, by default, we can see and hear you.

When you have downloaded the Zoom app this is what your Zoom homepage should look like*

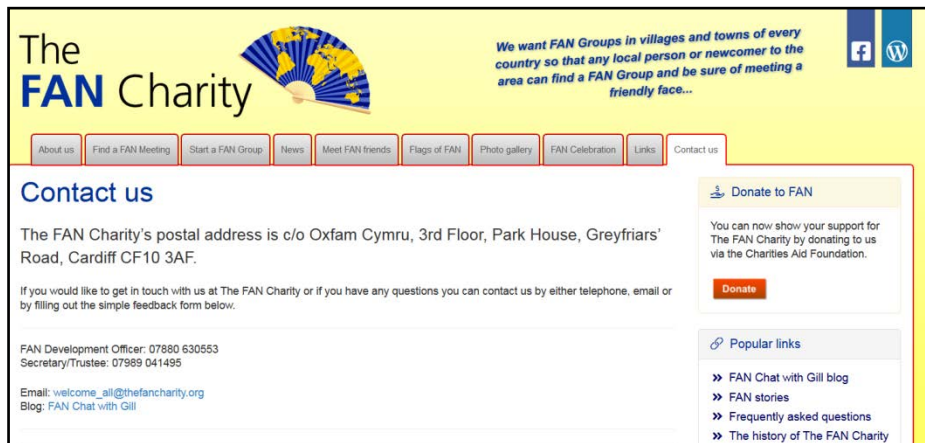


The FAN Charity - Training slides for Virtual FAN Groups with Zoom, Version2, June 2020

* If you download Zoom to your smartphone or tablet the precise design of the homepage may be different

If you would like to join a Virtual FAN Group using Zoom:

- Choose which Group(s) you would like to join:
<http://www.thefancharity.org/fan-groups/virtual-fan-meetings/>
- Contact FAN: <http://www.thefancharity.org/contact-us/> or, contact the named Facilitator if you have their contact details, to be put on the Invitation List for the Group(s). You will need to leave your email address to be put on the Invitation List for each Group.
- The FAN Facilitator ('Host' in Zoom jargon) will then issue an invitation to you by Email (or sometimes by Messenger) for each meeting they hold each week with all the details how to access the meeting.



The FAN Charity

We want FAN Groups in villages and towns of every country so that any local person or newcomer to the area can find a FAN Group and be sure of meeting a friendly face...

About us Find a FAN Meeting Start a FAN Group News Meet FAN friends Flags of FAN Photo gallery FAN Celebration Links Contact us

Contact us

The FAN Charity's postal address is c/o Oxfam Cymru, 3rd Floor, Park House, Greyfriars' Road, Cardiff CF10 3AF.

If you would like to get in touch with us at The FAN Charity or if you have any questions you can contact us by either telephone, email or by filling out the simple feedback form below.

FAN Development Officer: 07880 630553
Secretary/Trustee: 07989 041495

Email: welcme_all@thefancharity.org
Blog: FAN Chat with Gill

Donate to FAN

You can now show your support for The FAN Charity by donating to us via the Charities Aid Foundation.

Donate

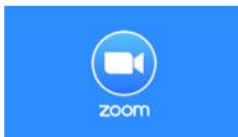
Popular links

- » FAN Chat with Gill blog
- » FAN stories
- » Frequently asked questions
- » The history of The FAN Charity

or your local
FAN Facilitator:

Ian

thomsoni@outlook.com



Joining a Virtual FAN Group using Zoom

In practical terms the FAN Facilitator will invite you* to a meeting in an email which gives you information offering two options to join:

- to click on a Meeting Link (**Join Zoom Meeting**), at the time of the meeting
- or, to click on the **Join** icon from your Zoom homepage and then add the Meeting ID for the meeting (and maybe also the Password).

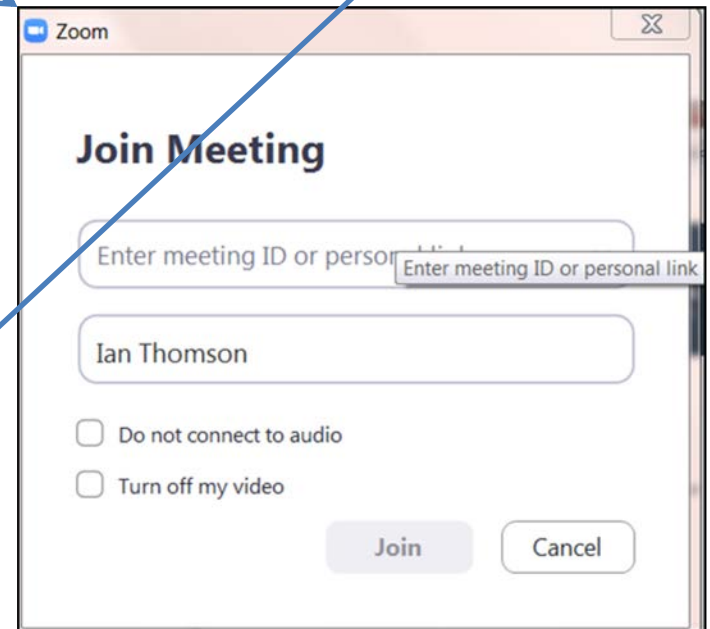
Ian Thomson is inviting you to a scheduled Zoom meeting.

Topic: Ian Thomson's Zoom Meeting
Time: Monday at 19:30 / 7:30pm (UK time)

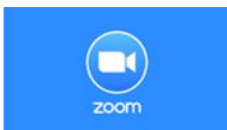
Join Zoom Meeting

<https://us04web.zoom.us/j/510220697?pwd=YzNMTW5nNkhhUGtNbVpQWnV1U0VFdz09>

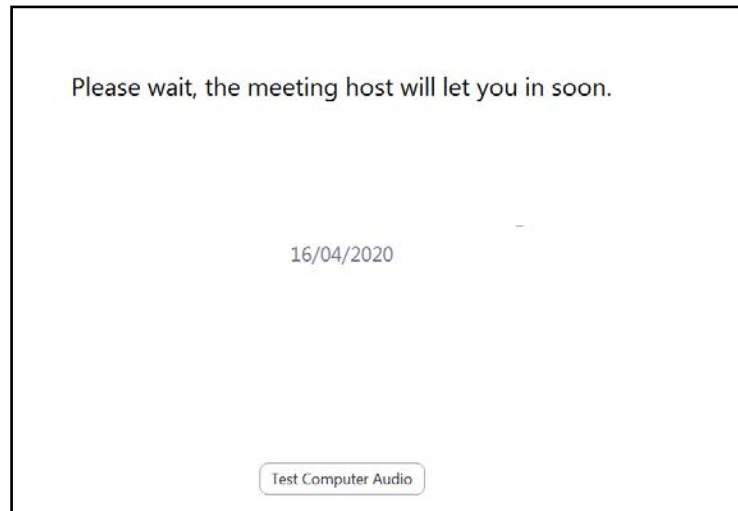
Meeting ID: 510 220 697
Password: 004604



*Asking to be put on an Invitation List for a Group does not commit you to 'attend' every week

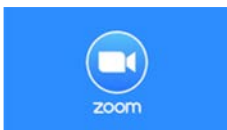


Joining a Virtual FAN Group using Zoom



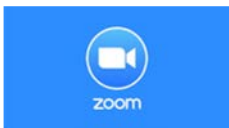
Zoom are adding various extra security features to prevent rogue entrants into meetings.

A new requirement is after you have clicked on the Meeting Link or added the Meeting ID, you are asked to wait a moment to allow the Host (ie the FAN Facilitator) to admit you.





This is how a screen looks during a Virtual FAN Group using Zoom.
In the following slides we explain a little more about the Settings Options



Settings Options during a Virtual FAN Meeting with Zoom



Select a Microphone

- ✓ Microphone (Realtek High Definition Audio)
Same as System

Select a Speaker

- ✓ Speakers (Realtek High Definition Audio)
Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

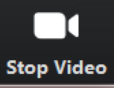
Audio Settings...


Select a Camera

- ✓ TOSHIBA Web Camera - HD



Video Settings...

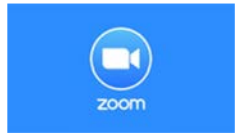
Choose Virtual Background

You can stop being seen on the Group screen by clicking on  Stop Video

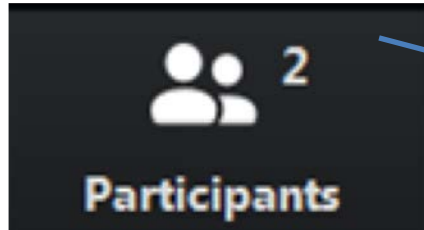
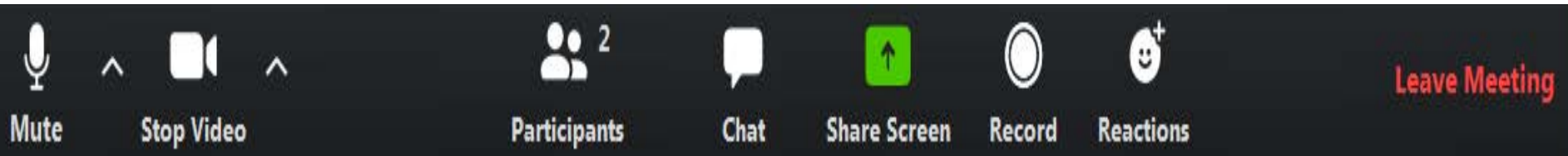
Click on  to be seen again.

Probably the key option of interest here is **Audio Settings** in case you have entered the room with your microphone off. Here you can switch it on.

During a FAN meeting the Facilitator might suggest that attendees mute their microphones until their time to talk. You can do this quickly by clicking on the symbol  . Click on  when it is your turn to speak.



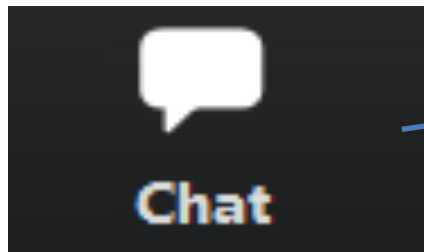
Settings Options during a Virtual FAN Meeting with Zoom

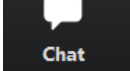


This shows a list of people taking part in the meeting.

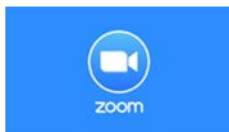
Here you can also rename yourself if you wish - hold the cursor over your name. We suggest: the name you wish to be called, town or city and country – for example: Ian, Cardiff, Wales, UK - but it is up to you.

On this page you can 'Raise your hand' which alerts only the FAN Facilitator that you wish to speak.

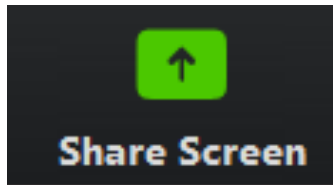
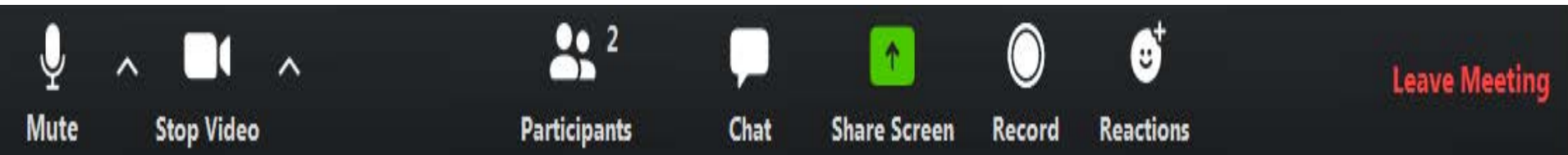


If you click on  at the beginning of the Meeting this offers a page alongside the main screen. The Chat page allows the FAN Facilitator (Host), you, and other attendees to send written messages to Everyone or to specific people during the meeting.

Generally the Facilitator is the main contributor to Chat in FAN meetings, such as adding the order of speakers in a meeting. However, other people add messages sometimes to help others with technical matters etc. You can send a message privately to just one person through Chat.

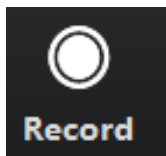


Settings Options during a Virtual FAN Meeting with Zoom

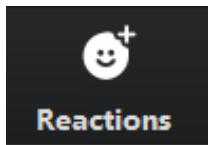


Share Screen allows the FAN Facilitator to show the Opening and Closing Statement, and any other notices or pictures as appropriate, on the screen.

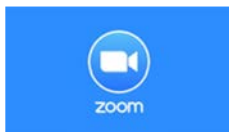
It is possible for you to share the screen but for security reasons generally in FAN meetings only the Facilitator can use this option.



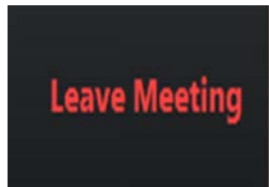
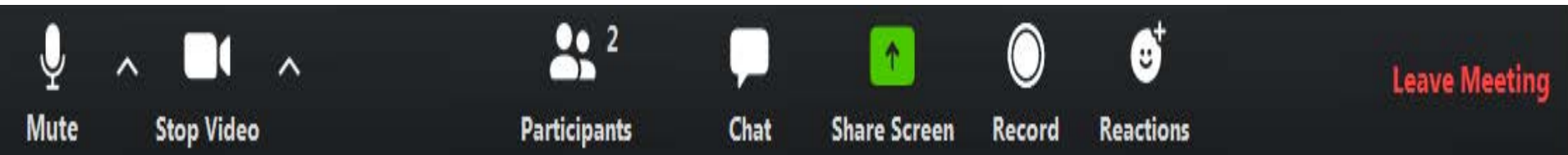
It is possible to record Zoom meetings (audio and video) but in general we do not. We would always ask explicit permission from all participants before this happened at a Virtual FAN Group.



In a Virtual FAN Group Meeting you can react with a thumbs up gesture or clapping gesture for 5 seconds to what someone has said.



Settings Options during a Virtual FAN Meeting with Zoom



At the end of the Virtual FAN Group you can click on **Leave Meeting** individually.

Alternatively, the FAN Facilitator can close down the entire meeting by clicking

A black rectangular button with the text 'End Meeting' in red.

End Meeting

This short guide was compiled by Ian Thomson in April 2020 (revised June 2020). Grateful thanks also to Omer Faruk Karakus for his help. If you have any queries please contact: thomsoni@outlook.com

