Here are some suggestions for running the Zoom client. If you have other ideas, email them to me and I will consolidate them into this list.

1. The recommended way to connect with Zoom is to use their client software. Go here to download: https://zoom.us/download links.

2. You do not need to create an account if you do not wish to. It is a good idea and allows you to hold Zoom meetings yourself, but it is not required. If you do not have an account, the zoom client will simply prompt you for a name to use. If you would like to change your name and add your call sign, then you can do that after you get the meeting started (see instructions below).

3. After joining a meeting, you will likely find that your audio is muted and your video is stopped.
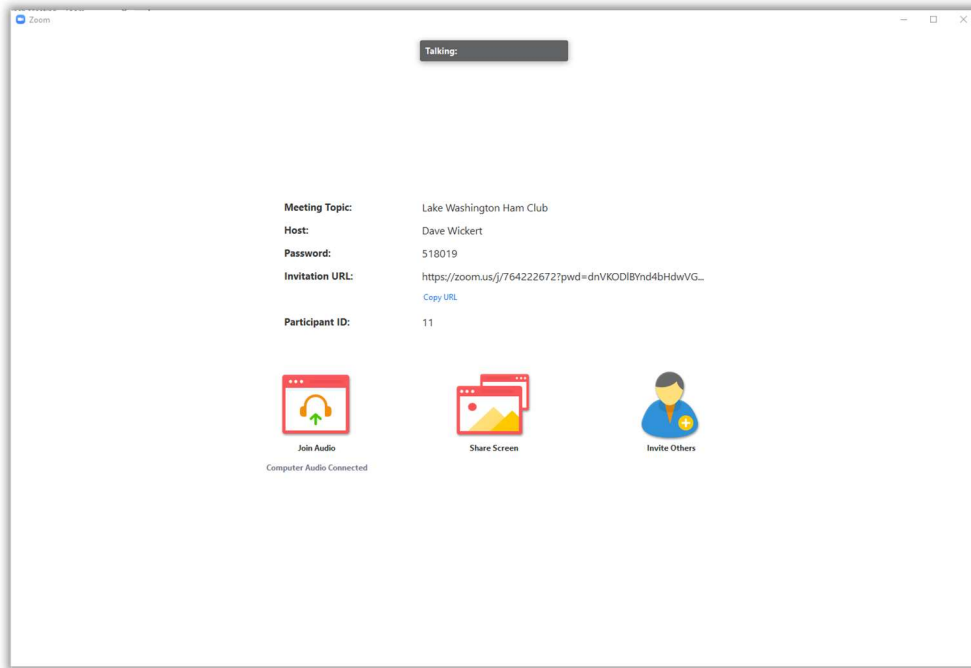
4. Move your cursor around the screen and a task bar will pop up from the bottom.
   Enable your audio and video by selecting the up-arrows.
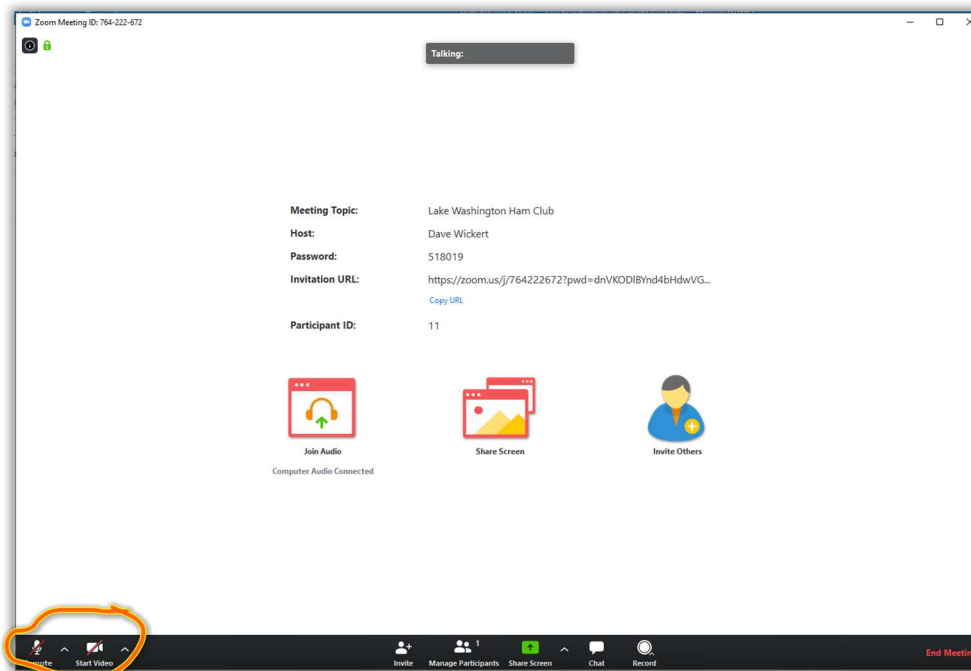
The up-arrows on the Mute and Start Video icons set your microphone and video camera (if you have them). There are also options to test your speakers, mics, and video cameras respectively. This allows you to validate your settings prior to the meeting starting.
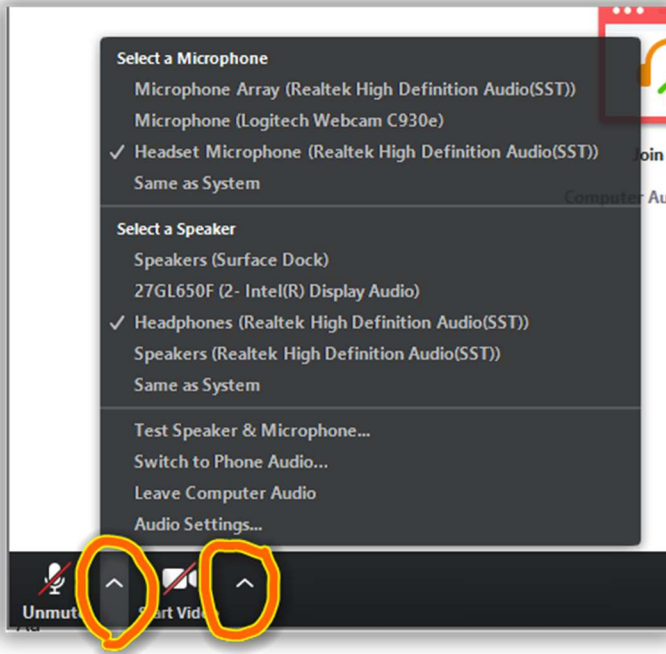

5. If we get a lot of users, then we might run the meeting with everyone's audio disabled. If so, the host will control whose audio is enabled. We will use the "Raise your hand" feature to ensure that we know which users wish to ask questions. Each user will "raise their hand" via: (1) enable the participant's window – and when you are ready, (2) you can "Raise your hand" to ask a question. When the host sees your hand, he or she will unmute your audio and you can ask your question. If you change your mind, then just click "Lower hand".

   Alternatively, you can ask your question in the "Chat" window (see below). Please preface your questions with text that says: "***QUESTION*** <text>" We will have people collecting questions asked on Chat and ask them of the presenter at the end of his or her presentation.
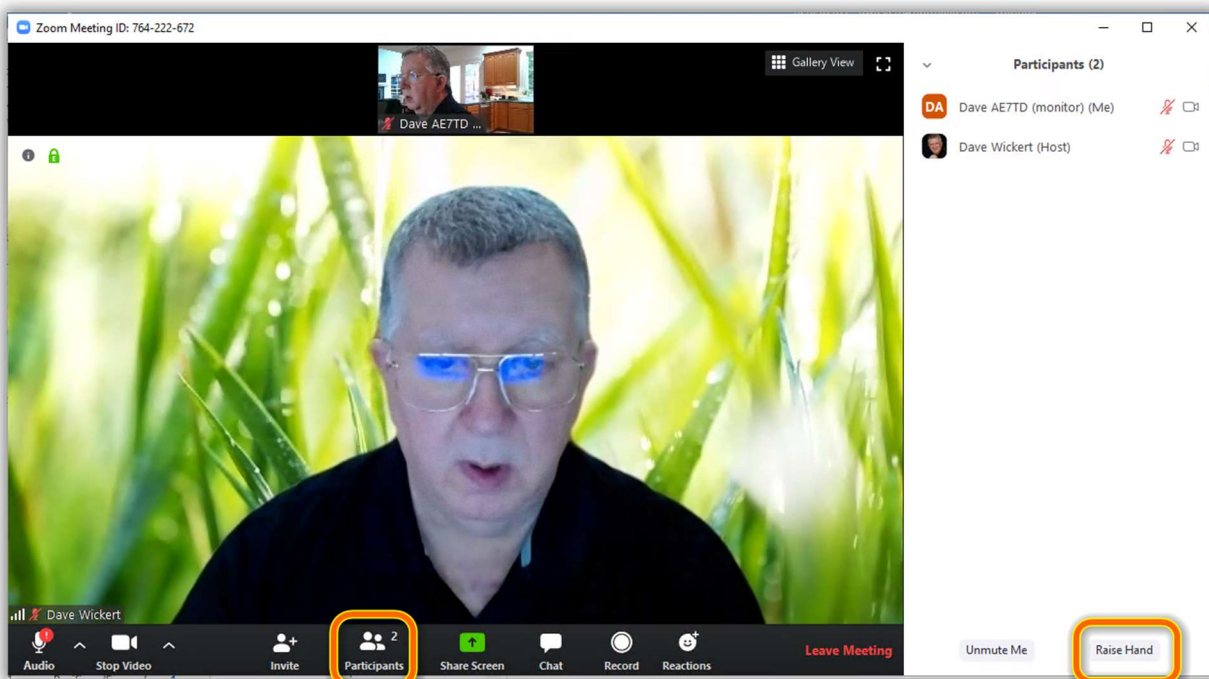
6. To rename yourself, move your cursor up to your line and click on "More" – the Rename option will pop up. Select it and you can add your call sign to your list so users know who you are.
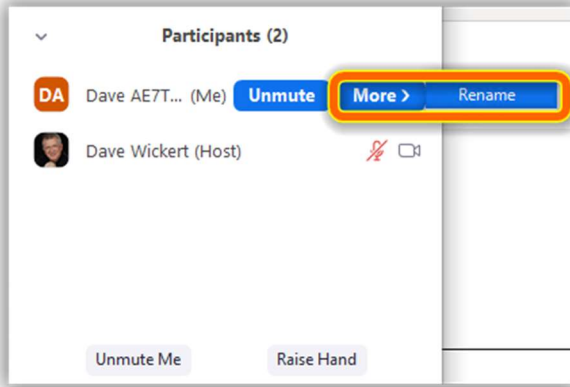
7. We expect that the "Chat" feature will be used a lot. To bring up the Chat window, click on "Chat" at the bottom of the display.
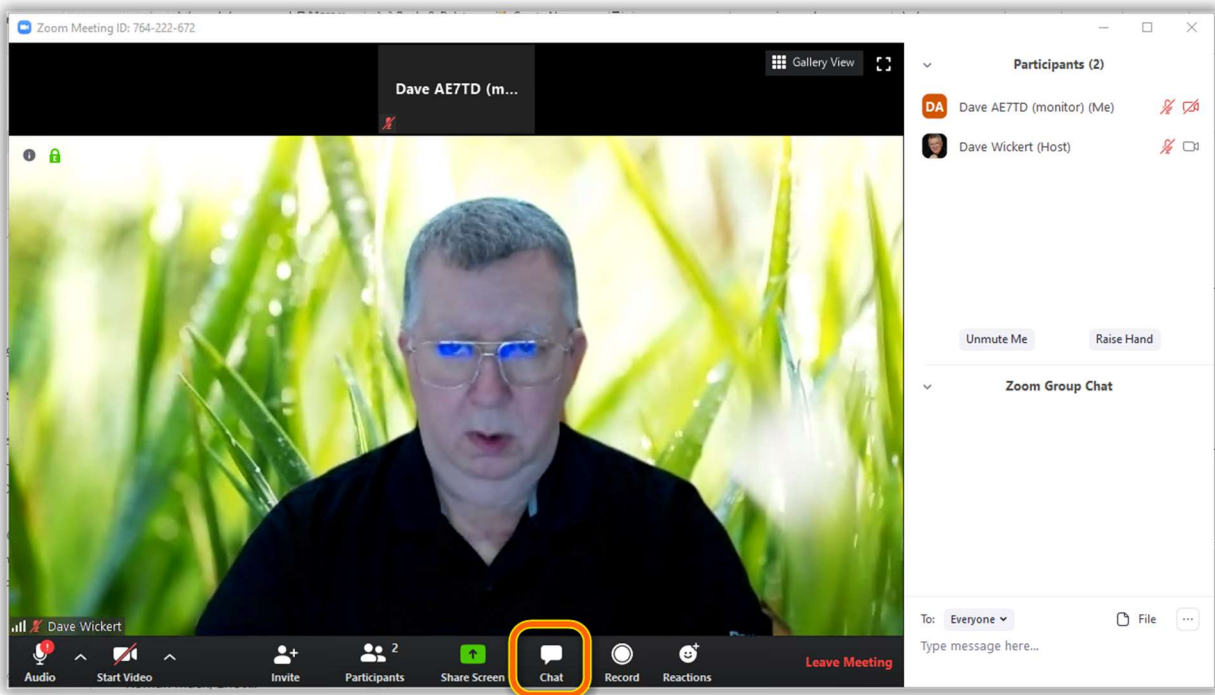
8. Then you can see the chat exchanges. You have several options:

   o You can send chat text to "Everyone" or hold a private conversation with a user directly.

   o You type in URLs directly to include hyperlinks.

   o You can also send files that users can copy onto their own computers.
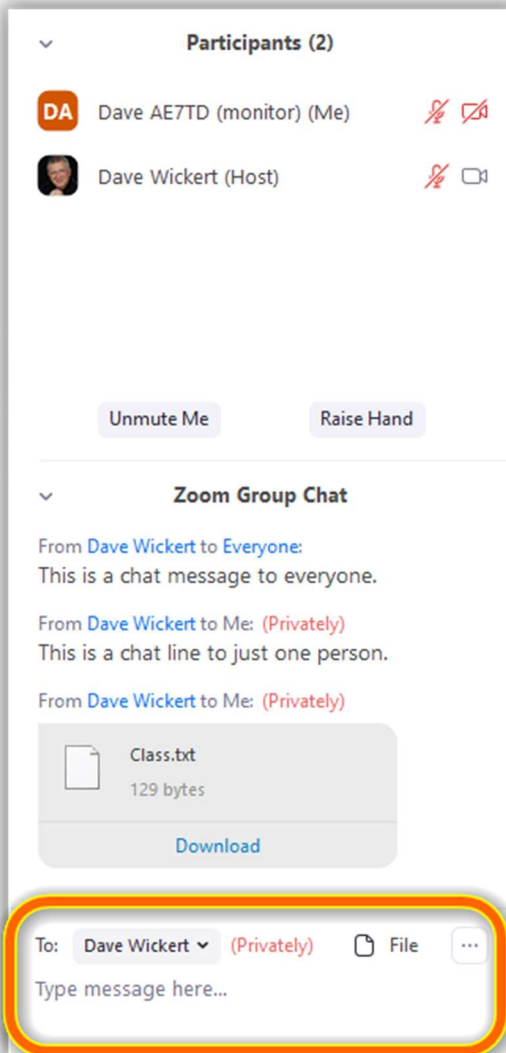
The Zoom product group has also published an outstanding set of "How To" videos on YouTube. Here is the playlist: https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe -- interesting viewing.

If you have other suggestions or comments, please email them to Dave Wickert AE7TD dwickert@hotmail.com .