KENT AREA OF NAFAS

Zoom Notes Following Area Training

5th March 2021

Introduction

If you are using the Area Zoom account for a meeting, it is set up so there is no waiting room and everyone can come straight in. The meetings are also set up for people to come in with their microphones unmuted. This is so they do not have to start by trying to find microphones and can check that they are in.

If you are having a general chat you are good to go and nothing else needs doing although you might need to tell people about gallery view/speaker view. Remember that this feature and the microphone are in different places on ipads to computers.

If you want to be able to do some of the advanced techniques such as spotlight, share screen, breakout groups etc, then you need to request that I log on in advance of the meeting to hand over hosting rights to you.

Renaming

Some people come in with the name showing as their husband's name, Grandma's ipad or something similar as their name. They can rename for the meeting and you might want to talk them through. On their picture, there is a small blue box with three white dots. If you click that then you get an option to rename. If you have host rights, you can also do the rename either using this method or if you click on Participants you get a list of participants down the side and if you hover over a name you get a More option and one of those is rename.

Muting

When you are ready to start you can mute everyone by pressing the Mute All at the bottom of the participant's list. Note that will mute everyone except you so you will need to remind any demonstrator/speaker etc that they will need to unmute before they start. As host you can stay unmuted so you can make comments as necessary eg remind the speaker to unmute but you must sit quietly. Alternatively, you can mute and then unmute if you need to speak. Note pressing space bar will do a temporary unmute.

Even if you mute everyone you will suddenly find people muttering as they manage to unmute. On participant list you can see who is the offender and mute them.

Recording

Although Zoom offers the possibility of recording – please do not use it. It would be necessary to get everyone's permission to do the recording and there are privacy issues

Spotlighting

As host you can "spotlight" people which enables you to make someone large on everyone's screen. To do that you find them either picture or in list and on the three white dots or More you have the option "Spotlight for Everyone". You can then change to someone else. Find the photo or name of the next person you want and on the dropdown you have the option to "Replace Spotlight".

There is a new facility to spotlight more than one person at the time. Spotlight one as above then find the second person and click "Add Spotlight"

When you have finished spotlighting click "Remove Spotlight" – top left-hand corner of image. The system will then remove the spotlight on everyone's page but the system defaults to speaker view so you might need to instruct people to go to gallery view.

Screen Share

If you want to show eg powerpoint, a video, look at pictures then you need to screen share. Only hosts or co-hosts can share screen so if you have for example a speaker you need to give them co-host rights. On the bottom of your screen is a screen share button. Once you click on that you will see a selection of what is on your screen, select the one you want and then agree share. It does take a moment to come up. Do remember there is a slight time lapse between something happening on your screen and someone else seeing it.

Breakout Rooms

Only the host can create breakout rooms not co-hosts. Prior to wanting them click the breakout rooms. The system will ask you how many rooms you want. 4 to 6 people per room works best. Once you have input that you are asked whether you want to assign automatically, assign manually or people choose. I would recommend assign automatically. You can then get a lost of the rooms and who is in them and you can move people between them if necessary. Then click on Options – choose time you want and check automatically move people. All this can be done during earlier discussions. Once you are ready to go click open all rooms. When the time is up you will get a message and people will start to return.

Photographs

You should get permission before photographing. On a PC to get a screenshot press the window button and the PrtScn button at the same time. The window button is the one on the keyboard between Ctrl and Alt with 4 squares on it. The PrtScn is at the top above the Insert/Home buttons etc. The system will take the photo and put is in a folder called Screenshots under Photographs. For an iPad or a Mac you will need to google how to photograph!

End Meeting for All

When you are done and have said goodbye. If you click end you will get the option to End Meeting for All

Gill Smaggasgale – Chairman Kent Area