

ZOOM INSTRUCTIONS

Women's Probus Club of Cambridge Riverside

Until Public Health allows for group meetings, our General Meetings will be conducted through Zoom. Zoom is a video conferencing service which allows virtual live chats, with video or audio or both. A Zoom meeting refers to a video conferencing meeting hosted through Zoom. You can join these meetings via a webcam (iPad, tablet, laptop, PC) or smart phone.



IF YOU HAVE NEVER USED ZOOM BEFORE, YOU WILL NEED TO DOWNLOAD THE APP <http://zoom.us/>

If you would like to practice using Zoom, and schedule a practice session before the next General Meeting:

- using an iPad, please email Lynda at lyndaberg53@gmail.com
- with other computers (laptop, desktop, smart phone, etc.), email alinchan@rogers.com

The General Meetings are recorded and will be available on YouTube a few hours after the live meeting. They are private recordings and not available to the public.

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The day before our meeting, you will receive an email with the Zoom information to log into the "meeting room".

It will include the **direct link** which you click and you will directly enter the "room". It will also include the Zoom ID and Passcode.

If you click the link and cannot directly enter, you will go to Zoom on your web server and type in <http://zoom.us/>

You will join a meeting....

key in the Zoom ID....you will be asked for the passcode...this should bring you into the meeting room.

You will be 'muted' when the meeting begins. You will need to 'unmute' yourself if you are required to speak. The sound is best when all are muted.

You can use the Zoom "chat" to send a message.