

Club Zoom Meeting Instructions

Install the Zoom Meeting app: Install the “Zoom” app on your computer if you have not installed it previously. This way, when you click on the link at the meeting time, it will take you directly to our meeting. Go here for the [Download of Zoom Client for Meetings](#). (Hold your “CTRL” key down).

Apple users see the addendum at the end.

Security: Please be assured that our Zoom meeting is secure. Please do not forward the link to others outside our organization. The meeting links are one-time use. A new, different link is sent each week.

Finding the meeting link: An email will be sent to you with a link before each meeting on Sunday evening or no later than Tuesday evening.

Before joining the meeting: On your desktop, be sure your speaker is set at a comfortable level. (The bottom right corner of your desktop screen in Windows.) Open your Zoom app. and check for “Updates,” clicking on the icon immediately below the “X” in the upper right corner of your screen. Next, go to “Settings,” the next icon down (looking like a “gear”). Then check your Video and Audio settings and function and adjust your audio ‘suppress background noise’ filter to ‘high.’

Joining a meeting: You can join (sign in) as early as 1:30 pm by clicking on your emailed link. You will find us kibitzing about the latest things of interest. (The Club agrees that politics and other controversial issues are not to be discussed.) To correct any problems, join at 1:30 pm. Someone will be available to help. If you’re having a problem signing on: call Gary: 239-825-5216 or Dave: 239-887-0610.

Joining the meeting when you have the Zoom program installed on your computer:

1. Your link will be in an email from the Club. Click on the meeting link to join the meeting.
2. When the window appears, OK the request to “Open Zoom Meetings.”
3. Then click “Join with Video” and “Join with Audio” if they appear.
4. If you cannot hear anything, try adjusting the sound on your computers’ speaker. (The bottom right corner of your desktop screen in Windows).
5. Your audio will be “muted” by default during presentations. (Audio will be unmuted from 1:30 to 2 pm.) This is to keep unwanted noise and comments from disrupting presentations. Comments and questions can be relayed via the ‘Chat’ feature, or you may participate in the ‘Q & A’ session after the presentation. The “Zoom host” will ‘unmute all’ when appropriate. (Use your “Reactions control” to raise your hand to be recognized; it will ‘time out,’ so keep trying. The ‘Controls’ bar can be found by hovering over the bottom of the Zoom window on a PC or hovering over the top of the Zoom Window on an iPad or Mac.
6. You may also unmute yourself by pressing and holding the spacebar down to talk during the ‘Q & A’ sessions.
7. If you’re having a problem signing on: call Gary: 239-825-5216 or Dave: 239-887-0610.

Addendum (For Apple users only)

If you don’t already have the “Zoom” app, you need to download it. After downloading, ignore all further instructions, and click to leave the app. (This app will automatically be used when you double click the link to the meeting).

Here’s the link to (free) Zoom in the App Store:

<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

You may want to download the Google “Chrome” web browser (free) in the app store. We have found “Chrome” to be the most compatible web browser with both SharePoint and Zoom.

Use this link for the Apple version of the Chrome download:

<https://apps.apple.com/us/app/google-chrome/id535886823>

Please make sure you have the most recent update of your operating system. We have also found that when downloading “Zoom” for Apple, your camera may be “off” by default. So, after downloading Zoom, go to “Settings” on your device, then page down to Zoom to make sure your camera is “On.”