

Zoom

The lectures will be presented as a Zoom Webinar.

Many of The Arts Society members have accessed the lectures on Webinar without difficulty although it seems complicated at first.

What you need:

- A laptop, a PC **OR**
- Tablet **OR**
- Smart Phone (not recommended as the image is small)

You will be able only to **listen** to the lecture (as in a physical lecture) and ask questions via the Q&A button (see below).

Your image will not appear and you cannot be heard.

A Mailchimp email will contain the “link” to the webinar. This will be sent to members 1 week before the lecture and then the day before.

How to Access the Webinar

About 15 mins before the event is due to start, locate the email and see the link that starts <https://theartsociety-org.zoom.us/.....>

The link is provided:

- As a link in writing
- As a button to press or click
- The meeting ID (for those familiar with Zoom) is also given.

The link takes you to your browser e.g. Safari, Microsoft Edge, Chrome etc..

Make sure that you are linked to the internet.

Tablets

Using a Tablet skips some of the next stages, but follow any instructions as presented

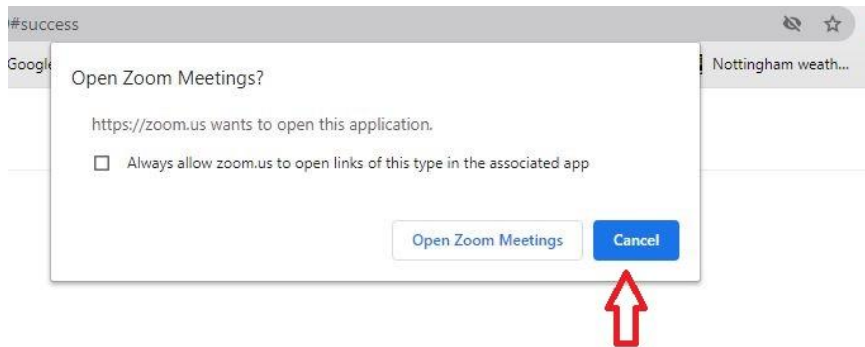
PCs and Laptops

However, if you are using a PC or laptop (**and do not wish to use the Zoom app**), you will see the screen below:

1. **“Open Zoom Meetings”** Do not click on this, but click on **“Cancel”**. Clicking on **“Open zoom meetings”** will download the Zoom app..**Fig 1**
2. Instead, click the text **“Join from your browser”** at the bottom of the screen **Fig 2**.
3. You will be presented with a box to give your name and verify **“I’m not a robot”**
4. Press the blue **“Join”** button

5. If “Join with Computer audio” appears, click this. **Fig 3**

Fig 1

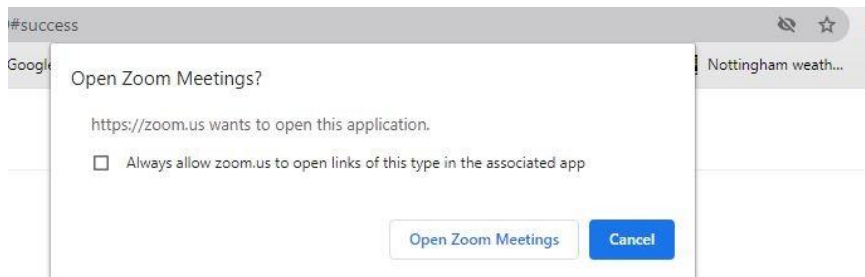


When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Fig 2

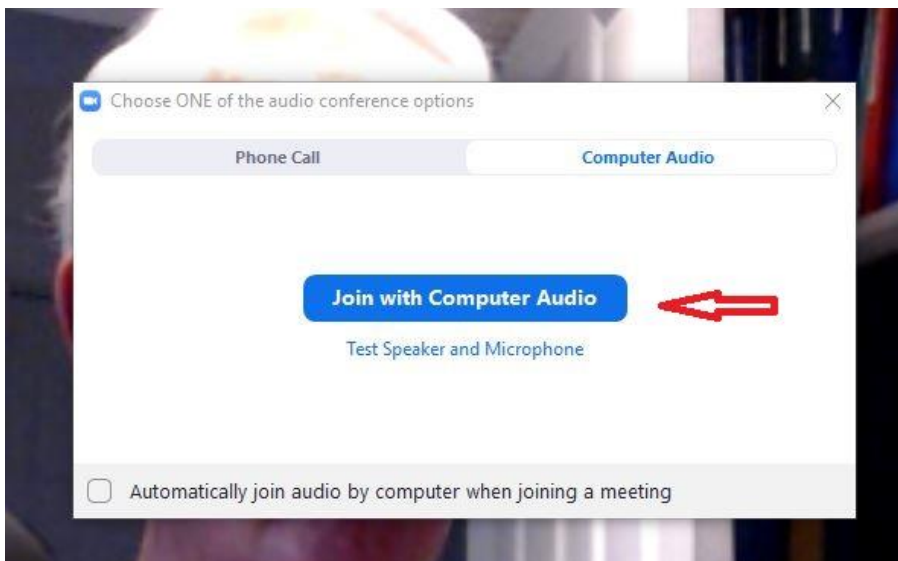


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Fig 3

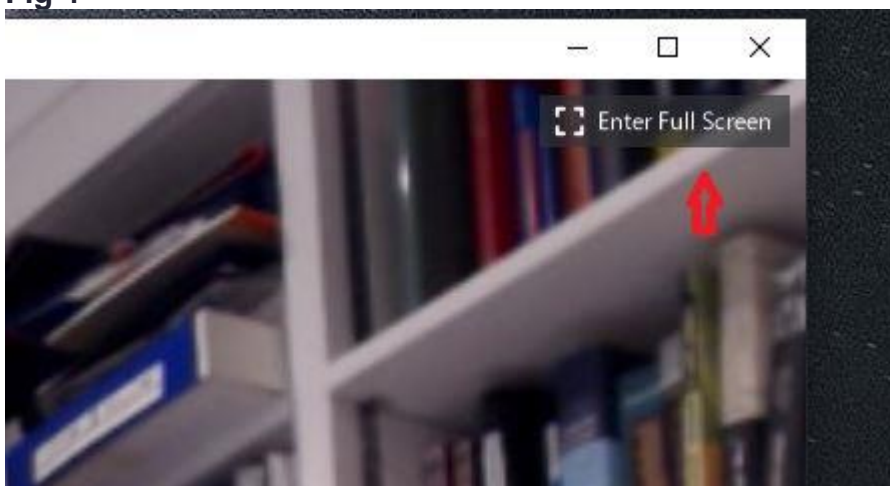


The Zoom app

1. If you want to use the Zoom app (or already have it on your device) Click on "Open Zoom meetings"
2. You may see: "Join with Computer Audio"
Click on this box

Go to full screen which is a symbol as shown. **Fig 4**

Fig 4

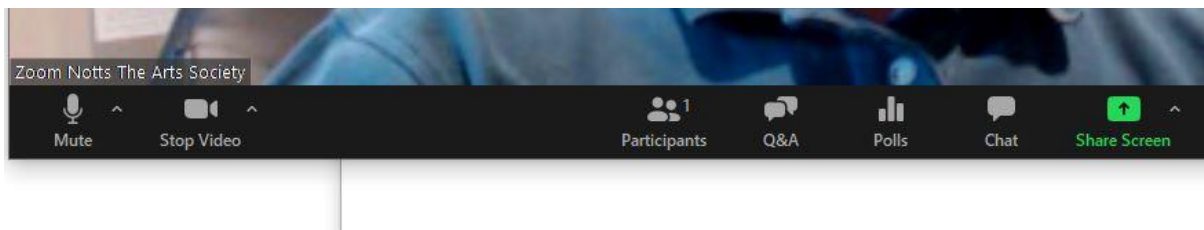


What else you will see?:

1. In addition to the video image you will see extra symbols around the edge of the screen.

- On a PC or desktop: The primary ones are on a black bar at the bottom of the screen. This is hidden until you place your pointer nearby.
 - On a tablet: These are at the top of the screen. For a PC/ laptop the bar is shown as **Fig 5**
2. To ask a question, use the “Question and Answer” button. Chat is distracting to the lecturer as it appears on the screen.
 3. To leave, Press the Red “Leave” button.

Fig 5



Problems:

1. If you cannot hear – check if the computer speakers are switched off
2. If you cannot see the lecture – switch on the video, When OFF, the camera symbol displays a diagonal red line across the symbol. Click or press on the symbol to switch.

This a practice webinar. If you want help with your computer, please wait till after the lecture and then send an email in reply to the notification of the Zoom Webinar.