



Introduction

The RHS is currently using Zoom to carry out much of its business, while we are unable to meet physically in the RHS offices. These short notes are intended as a guide to help you easily get to grips with using Zoom and some of its basic features as a meeting invitee. You can find more information about hosting secure meetings using Zoom on the RHS blog here: <https://blog.royalhistsoc.org/2020/04/02/room-for-zoom-online-meetings/>.

Setting yourself up

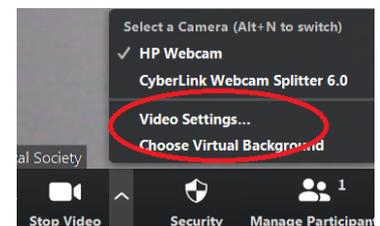
- If possible, use a cabled connection from a router - this will generally be more stable than wifi;
- Try and sit somewhere so that your face is softly-lit from the front, either using a lamp, or ideally with natural light from a window, though not in direct sunlight;
- Try and make sure that your device's camera is at your eye level, but far enough away so that you are not looming into the screen (head and shoulders are ideal);
- Check that you are happy for meeting participants to see what's in your background;
- Turn off or minimise as many background noises as possible (e.g. fan heaters, open windows);
- If possible, have a second screen open so that you can refer to documents, either attached to your main computer, or on e.g. an ipad.
- The Comms team's children are becoming a regular feature in RHS virtual meetings, others are welcome.

Joining a Meeting

- You will usually receive an email and/or Outlook calendar invitation inviting you to join a Zoom meeting. The most important elements of this are:
 - The Meeting ID
 - The Meeting Password
- If you have never joined a Zoom meeting before, this video helpfully explains the process: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.
- Please use your full name when prompted on joining a meeting. This is because you may be held in a "Waiting Room" before being admitted to the meeting. Using your full name ensures the host can verify your identity quickly.

Can I See Everyone?

- Use **Gallery View** to see all meeting participants (the number of people you can see may be limited by your screen resolution). The maximum you can see is 49 people. To check these settings, in the meeting screen hover over the arrow next to the video camera icon at the bottom of your screen, and select **Video Settings** (see right).



Can they Hear Me?

- At the bottom left of the meeting screen you will see a **microphone icon** - if this has a diagonal line through it your audio is off and you are "muted";
- Either click on the microphone to mute/unmute yourself, or you can temporarily unmute yourself by holding down the spacebar;
- Unless you know you are about to speak, please generally keep yourself "muted" so that any coughs / keyboard noises etc don't disrupt the meeting.
- We may use the "share screen" function to show e.g. graphs, documents for discussion etc.



Getting the host's attention

- To avoid speaking over others, in a small meeting you can raise your hand to signal you want to speak;
- Zoom also has a virtual “raise hand feature” for taking contributions in larger meetings. Click on **"Participants"** icon at the bottom of your meeting screen. Then, in the window on the right side of the screen, click **"Raise Hand"** to alert the host that you wish to speak;
- If you are in a large meeting (e.g. Council), the host may mute all participants, and can also decide whether or not to allow participants to unmute themselves;
- Click on the “Reactions” icon at the bottom of the screen to give a round of applause or a thumbs up.