Arts Society Teme Valley – Guide to the use of Zoom

Zoom is a video conferencing website/platform/app that we are using to show our lectures online. Please find below some tips to help with your use of Zoom.

1. **Lectures**

Accessing the Lecture:

Included in the email you will receive one week before each event will be a link to the lecture as well as the meeting ID and password. In order to access the lecture simply click on the link shortly before the start time. This will direct you to the Zoom platform where you will be placed in the waiting room until the lecturer is ready to start. We will send you a reminder link the day before the lecture.

If the link does not work please direct yourself to the Zoom webpage and select 'Join Meeting' at the top right of the screen https://zoom.us/join where you can join a meeting by entering the meeting ID and password.

Lectures are presented as Webinars, which means that you will not personally be able to be seen or heard. This is intended to keep the focus on the lecturer, avoid noise interference and maintain a good connection throughout the talk. If you have a question or comment for the lecturer, please use the Q&A button at the bottom of the screen to type your question/comment in the box at any time. The Host will see this and put the question to the lecturer at the end of the lecture. Please bear in mind that we may need to be selective if the volume of comments is high.

If you have any Arts Society related questions or technical issues you can pose these directly to Teme Valley Arts Society by messaging the host (use the Chat button at the bottom of your screen.

Sound:

The sound will be tested prior to participants entering the meeting, therefore if you have any difficulties with sound these will be linked to your device. There are several ways of improving the sound quality.

-   Try turning the sound up on your device
-   Try turning the sound up on the zoom settings – this can be done by clicking on the small upwards arrow to the right of the microphone symbol in the bottom left of the meeting screen. Then click on Audio Settings and increase the Output Volume on the Speaker settings.

- If you are listening alone you may find using headphones a good way to improve the sound quality.

Alternatively it is sometimes beneficial to leave the meeting and re-join.

Subtitles:

At the bottom of the screen you will see a 'Closed Caption' icon or 'CC' which relates to the subtitles function. If you would like to use this function simply click on the small upwards arrow to the right of the 'CC' icon and click to start. Sometimes subtitles start automatically on entering the meeting. If you would like to turn them off you can do so by clicking the small upwards arrow to the right of the 'CC' icon and clicking 'Hide Subtitles'.

The Arts Society Teme Valley uses the best software for live captioning currently on the market however we cannot guarantee this will always be 100% accurate, and from time to time words may be subtitled incorrectly.

Please note the symbol on the top left of the screen stating 'Live Streaming with Rev.com' refers to the subtitles function.

2. **Coffee morning and chat.**

The coffee morning will be presented as a Zoom **meeting** (as opposed to a webinar) where all participants will be able to be seen and heard if they so wish. You can choose to 'join with audio' or 'join with video'.
In either the top right or bottom left of your screen you will see the word View, if you click on this it will give you a choice of Speaker or Gallery. The Gallery option will let you see all of the people viewing. The Speaker option will show you the host leading the meeting. You will then get a view of some of the people and the speaker. By moving the cursor above the top image you will see the options (icons) to turn the number of views off to one or none. This is your choice.
3. **General:**

If you have problems with your internet connection and find the meeting freezes or drops out you can re-enter the meeting at any time.