

Charter Oak Photographic Society



1. Download the Zoom Desktop Client or Mobile App (the app is free, as is registration).

Desktop client (Windows or Mac): <https://www.zoom.us/client/latest/ZoomInstaller.exe>

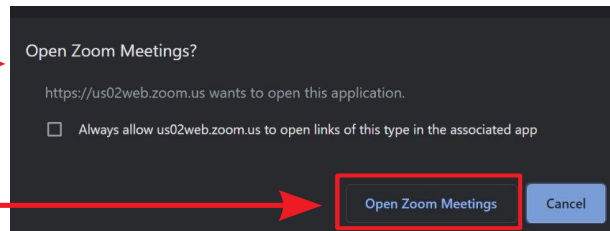
Android: [t.ly/nNQK](https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US) (https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US)

iPhone: [t.ly/F7yl](https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307) (<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>)

2. You receive the Charter Oak Photographic Society meeting invitation via Email. Open the Email and **click on the link**.

Join Zoom Meeting
<https://us02web.zoom.us/j/83885827813?pwd=RURC>

3. Next, you'll be prompted to open the Zoom meeting with a dialog that looks like this:



Click on the button that indicates: "Open Zoom Meetings" - this will open the meeting in the Zoom app.

4. Once the app has opened, you may need to wait until the host allows you to join the meeting. Once joined, the bottom of your screen will look something like this (Note that not all of the icons may be visible to you):

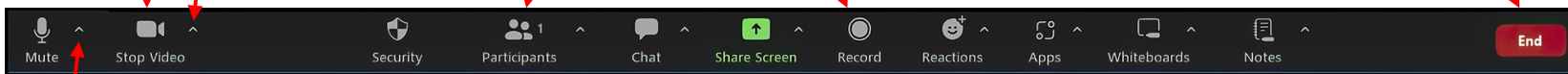
* Click icon to **stop your video**; click again to **re-start video**.

* Click the ^ to select which camera to use. You can also choose a virtual background & view your camera settings.

Click icon to **view a list of participants**; click again to hide the list.

Click icon to **record the Zoom session** (Note: you must be a host or co-host to use this feature).

Click to **leave Zoom session**.



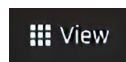
* Click the ^ to select which microphone and speaker to use. You can also test your microphone and speakers, or view your audio settings

* Click icon to **mute**; click again to **unmute**.

Click to **share your screen** with the group: (Note: Host must first enable this feature).

Click icon to open a **chat window**, where you can type messages to everyone or just individual participants.

At the top-right of the screen is this icon: Click it to select different views of the Zoom screen.



Tips!

You can raise your hand to let the host know you have a question. Just click menu (...) at the bottom of the Participants panel, and then click "Raise Hand".

To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.

If you don't want to be seen, you can click the "Stop Video" icon or not use a camera. If you do use a camera, make sure your camera is positioned properly and dim any background lights.

As photographers, we're always looking for the "good light" - be sure you have good light on you so you will look your best.

To test out Zoom, go to ... <https://zoom.us/test> where you can join a "test" meeting

Push-to-talk

When each attendee is muted, there are less extraneous noises to disrupt the meeting.

The Push-to-Talk feature allows you to remain muted throughout your Zoom meeting and **hold down the spacebar** when you want to be unmuted and talk. First you need to enable the feature (this only has to be done once):

1. In the Zoom Desktop Client, click your profile picture then click Settings.
2. Click the Audio tab.
3. Check the option ***Press and hold SPACE key to temporarily unmute yourself.***
4. Close the settings.

Once enabled, when you are in a Zoom meeting and you are muted, hold the spacebar when you want to talk and the Zoom window is in focus. Your screen will show a message indicating that you are temporarily un-muted and the microphone will appear green when you talk. (Note: You will not be able to un-mute yourself with push to talk if the host has prevented participants from unmuting.)

Windows Keyboard Shortcuts

Space: Push to talk (temporarily unmute yourself while you're talking)
Alt+V: Start/Stop Video
Alt+A: Mute/unmute audio
Alt+F: Enter or exit fullscreen
Alt+H: Display/hide In-Meeting Chat panel
Alt+U: Display/hide Participants panel
PageUp/PageDown: Scroll between Gallery View pages on screen
Alt+F1: Switch to active speaker view in video meeting
Alt+F2: Switch to gallery video view in video meeting
Alt+Y: Raise/lower hand
Alt+Shift+T: Screenshot
Switch to Portrait/Landscape View: Alt+L

MacOS Keyboard Shortcuts

Space: Push to talk (temporarily unmute yourself while you're talking)
Command(⌘)+Shift+A: Mute/unmute audio
Command(⌘)+Shift+V: Start/stop video Command(⌘)+Shift+N: Switch camera
Command(⌘)+Shift+F: Enter or exit fullscreen
Command(⌘)+Shift+W: Switch to active speaker view
Command(⌘)+Shift+W: Switch to Gallery View Control+P: View Previous screen in Gallery View
Control+N: View next screen in Gallery View
Command(⌘)+Shift+H: Show/hide In-Meeting Chat Panel
Command(⌘)+U: Display/hide Participants panel
Option+Y: Raise hand/lower hand