Charter Oak Photographic Society

1. download the Zoom Desktop Client or Mobile App (the app is free, as is registration).
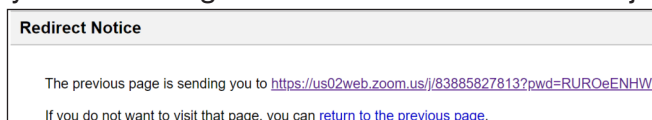   **Desktop client (Windows or Mac)**: https://www.zoom.us/client/latest/ZoomInstaller.exe
   Android: t.ly/nNQK (https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US)
   iPhone: t.ly/F7yl (https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307)

2. You receive the Charter Oak Photographic Society meeting invitation via email. Open the email and click on the link. The link will look something like this:
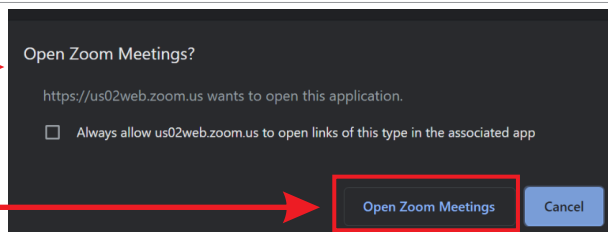
   > Join Zoom Meeting
   > https://us02web.zoom.us/j/83885827813?pwd=RURC

3. After clicking the link, you may see a warning about a "redirect". This is OK - just click on the link provided:

   > **Redirect Notice**
   >
   > The previous page is sending you to https://us02web.zoom.us/j/83885827813?pwd=RUROeENHWW ← click here
   >
   > If you do not want to visit that page, you can return to the previous page.

4. 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.

   > **Open Zoom Meetings?**
   >
   > https://us02web.zoom.us wants to open this application.
   >
   > ☐ Always allow us02web.zoom.us to open links of this type in the associated app
   >
   > [Open Zoom Meetings] [Cancel]

5. Once the app has opened, you may need to wait until the host allows you to join the meeting. Once joined, 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 share your screen with the group. (note: host must first enable this feature)

   When you're ready to leave, this is where you end your Zoom session

   Mute | Stop Video | Participants 1 | Chat | Share Screen | Record | Reactions | End

   * Click icon to mute; click again to un-mute.
   * Click the ^ to select which microphone and speaker to use
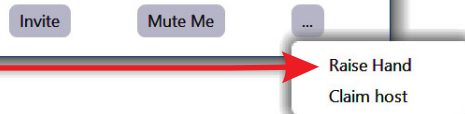   *You can also test your microphone and speakers, or view your audio settings*

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

   You can applaud or give a "thumbs-up" using icons.

   At the top-right of the screen is this icon: [⛶ Enter Full Screen] if you click it, you will view the Zoom session full-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".

  > [Invite] [Mute Me] [...]
  > → Raise Hand
  >   Claim host

- 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.

More Tips!

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 un-muting.)

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