

Zoom meetings – ‘How To’

Our quiz on Saturday 16th January will be on Zoom, and we’d love as many people to join in as possible. Don’t worry if you haven’t used it before, below are a few notes to explain how it works, and ideas on how you can join up with others to make a team even if you’re in separate houses. In the week before the Quiz, all those who’ve signed up will receive an email with a link in it to the ‘meeting’ that will be the Quiz online, together with some signing in details.

Joining Zoom by computer/laptop/tablet/smartphone with a webcam:

If you're using a **computer or laptop**, about 15 minutes before the Quiz starts click on the weblink in the email below the words 'Join Zoom Meeting'. If you’ve never opened a Zoom link before, and you haven’t downloaded the software, you will probably get a pop-up window asking you to download a small file to make Zoom run more easily, this is legitimate so please accept it. Zoom should then open in a web browser window and you will be asked to enter the Password for the meeting, which is a 6 figure number in the email. Another pop-up window may appear, explaining that you’re in the 'waiting room' waiting for the host to admit you to the meeting. If so, you will need to wait until the person hosting has clicked on something their end, and then you’ll be admitted to the meeting. You should then see a screen full of faces (or, if you're first, just the host). If you are seeing the host or someone else very large and everyone else very small, wave your mouse so you can see menu buttons around the screen – at the top right /left you should see an option called ‘Gallery View’, so click that and you should see everybody in little boxes.

If you're using a **tablet or smartphone**, you may find it easier to download the Zoom App before the meeting. It works slightly differently for all the different operating systems but it’s called something like ‘Zoom Cloud Meetings’. When you open the Zoom App for the meeting, click on ‘Join a Meeting’, and enter the meeting ID and password when prompted. A pop-up window will appear, explaining that you’re in the 'waiting room' waiting for the host to admit you to the meeting. You should then see a screen with some faces on (or, if you're first, just the host). You won’t be able to see everyone on screen at once, but if you can find a button called ‘Gallery View’ you should be able to see more than just the person speaking. You can ‘swipe’ right to change the view too.

Once in Zoom you’ll see a set of menu buttons on the screen (sometimes these only appear if you tap the screen). The arrangement of these is slightly different for each version of the App, but the one that you might use for the Quiz is called ‘Chat’. Here you can send messages to everyone logged into the Quiz, or to a single person if you select their name before typing.

Making a ‘virtual’ team

Here are some ways you could join up with others virtually on the night to make a team (which can be up to six people):

WhatsApp



WhatsApp is an app for smartphones which you can use to send a message to several people at the same time. One person can set up the team as a group in

the app and add the others to it - it uses people's mobile numbers to connect and the messaging is free on a wifi connection, otherwise it uses data from your allowance. I've used it to be part of a team for a quiz online, we sent messages about what we thought the answer was and in the event of a difference of opinion the team leader's decision was final! You can also video call the group all at once, but if you're using wifi and your internet connection isn't very strong this may not work well on Quiz night while you're also trying to stay connected on Zoom.

Facebook Messenger

If you are a Facebook user you can set up a private group on the Messenger section in a similar way but it is also accessible through your Facebook page in a web browser on a computer/tablet, not just a smartphone. If you haven't used it before and it asks if you want to move all your messaging services to Facebook Messenger I recommend you say 'No' until you know how the app works.

Zoom Chat



It is possible to use the Chat facility in Zoom mentioned above to message each other privately but (a) you can only message one person at a time and (b) you might message everyone by mistake and give them your answer. Only recommended as a last resort!

WhyPay? Conference Call



This is a web service that lets you set up a dedicated telephone number for a conference call that doesn't charge anything to mobile calls or landlines. You could use this if you're not able to use a smartphone. You all call the same number at the same time and can hear each other. A drawback is you can only listen & speak, not see text, and if you all talk at once it's not easy to hear. You will also need to be on the phone while listening to the quizmaster on Zoom. To find out more about how to set it up visit whypay.net You can set it up and test it in advance.

Old fashioned land line or mobile phone call



If there are just two of you, or perhaps two households, you can of course be on the phone for the duration of the quiz to confer, depending on the network charges on your phone package.

If you have any technical queries about the quiz drop me a line at pjrooke@hotmail.com or call 07826 516481 and I'll try to help.

Good luck!

Philippa Rooke
Quiz Tech Support