Instructions for using Zoom for Traverse Area Camera Club Meetings

The Traverse Area Camera Club has set up a recurring Zoom meeting that members can access using whenever a meeting is scheduled. See the Meetings page of the website for the list of upcoming meetings.

Preparing to join the meeting:
● To test your system, join a test meeting here: https://zoom.us/test . This will allow you to test your audio, video and internet connection prior to joining our meeting. Be sure to leave this meeting after testing is complete.
● Zoom requires an application to be installed. Make sure you have updated Zoom to the latest version. Zoom will automatically prompt you if an update is needed. It can take a few minutes, so give yourself enough time to make sure your Zoom application is up-to-date.
● It works best to Zoom on a device with a not-too-small screen, a camera, and a microphone. Most consumer laptops are perfect.
● You can also zoom on a phone or tablet - but when we're looking at images, you will not be able to see them as well.
● A good internet connection is required.

Joining the TACC Zoom Meeting:

● To join the TACC Zoom meeting, click on the link below or copy it to your web browser:
https://us02web.zoom.us/j/6546624918?pwd=c1loYWFMcVc3TU15cFltQUV2M1ZzZz09
● When you join the meeting, you will be put in a waiting room, and the host will admit you before you can participate in the meeting.

Dial-in by Telephone (audio only):
If you would like to use audio on your phone instead of a computer, use one of the call-in numbers below and you will be asked for the meeting ID a password shown below:
Meeting ID: 654 662 4918
Passcode: TACC2020

One tap mobile
+13017158592,,6546624918#,,,,,,0#,,06865392# US (Washington D.C)
+13126266799,,6546624918#,,,,,,0#,,06865392# US (Chicago)

Dial by your location
        +1 301 715 8592 US (Washington D.C)
        +1 312 626 6799 US (Chicago)
        +1 929 436 2866 US (New York)
        +1 253 215 8782 US (Tacoma)
        +1 346 248 7799 US (Houston)
        +1 669 900 6833 US (San Jose)

Meeting ID: 654 662 491
Passcode: 06865392
Find your local number: https://us02web.zoom.us/u/kbbfJcoXJ9

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Other Tips:
● You might not be labeled as you would want in Zoom. You can change this by moving your mouse cursor over the square with your image, clicking on the … button that appears in the upper right corner of your square, and choosing Rename.

● When someone is sharing their screen to present photos, there's a column on the right that's showing everyone's picture that will interfere with your seeing the photo being presented. To get this out of the way, go to the top of that column, and click on the minus sign.

● You can mute or unmute yourself in various ways. The meeting organizer can mute everyone which may be appropriate at times to eliminate stray background noise.
   o You can unmute yourself in three different ways. Press and hold down the space key while you're speaking. Let it up to re-mute yourself.
   o Put your mouse cursor over your square on the screen and you'll see an Unmute button in the top right of your square. Click that to unmute. Then the button will change to Mute - click that to re-mute yourself.
      o Move your mouse to the lower left of the screen and you should see a Mute or Unmute button in the lower left corner.

● You will look better if you don't have a bright light behind you. I suggest having a light that reflects off a wall in front of you or having a diffuse light in front of you.

● You can choose to use a photo or video as a virtual background. This seems to work best if your real life background is dark and not too busy. Probably best to test this before the meeting. Here are two ways to get to the Virtual background chooser:
      o Before the meeting, open Zoom. Click on the settings Icon in the top right corner of the Zoom home page. In the list on the left click on Virtual Background. Where it says Choose Virtual Background click the + sign to the right, and then Add Image, and then to choose any photo on your hard drive.
      o During a meeting, click on the ^ to the right of "Stop Video" in the lower left corner of your zoom window, and select Choose Virtual Background. Proceed as described above.
      o To get rid of a virtual background, follow the steps above and choose None in the list which should appear as the first thing in the list of images and videos presented as choices.

● You can choose to see little squares with all participants, i.e. Gallery View, or just to see whoever Zoom thinks is currently speaking, i.e. Speaker View. These choices should appear at the top of the zoom window if you move your mouse around.