

Zoom for newbies

To participate in virtual meetings you'll need to download the FREE Zoom software.

Desktop and laptop computer users should go online to zoom.us, join as a free basic member by entering your email and a password, and look under the "resources" tab for the download. Smartphone users, go to your app store for "zoom cloud computing." There are many concise videos on line showing you how to install and start Zoom.

Joining the meeting. When you receive an invitation in your email, just look for the Zoom link to join meeting, and click it.

Full screen. In the meeting, look in the upper right corner of your screen and click "enter full screen," to see the biggest picture.

Views. Also in the upper left, you'll see either "Speaker View" or "Gallery View," click to switch. In Gallery View, you see Hollywood Squares. In Speaker View, the person talking fills your screen. You can switch back and forth.

Mute/Unmute. Look in the lower left corner of your screen for a wee microphone, here you can Mute your sound, and Unmute. Switch back and forth to see how it works; in many setups, the space bar acts as a "press to talk" switch.

Smartphones will show a bigger better picture if you turn them sideways.

More Zoom controls appear as icons on the bottom of the screen. You can experiment with them.

Exit. Click "Leave the Meeting," in red at lower right, to end the session.

See you at the virtual meeting!