

Hip Club Meeting - May

Remote using Zoom

Since we are unable to meet in person this month, we will be using the latest in online collaboration tools, Zoom.

The meeting will be at 6:30 on Tuesday but the Zoom meeting will start at 6:00 to give time for everyone to join and work out any last minute issues. Tim Watson will be the meeting Host.

If you are new to Zoom I have provided some information about how to get setup and use the tool for the meeting. Zoom is a remote meeting tool that runs on PC or Mac or IOS or Android devices.

To join the meeting:

Click this link (or copy it into your web browser):

<https://us02web.zoom.us/j/85425360878>

If prompted, the meeting password is: **hipclub**

A browser window will open and **Zoom will initiate a download of the software that you need**. This is done the first time you join a Zoom meeting on a computer or device.

You **do not need to sign up for an account with Zoom**, and you definitely do not need to enter a “free trial” of a paid account. It is FREE to join the meeting through Zoom. **You do need to download the software**. Zoom will do this automatically.

For those who may be interested in more information on joining a meeting please watch this short [Tutorial Video](#) at the Zoom web site.

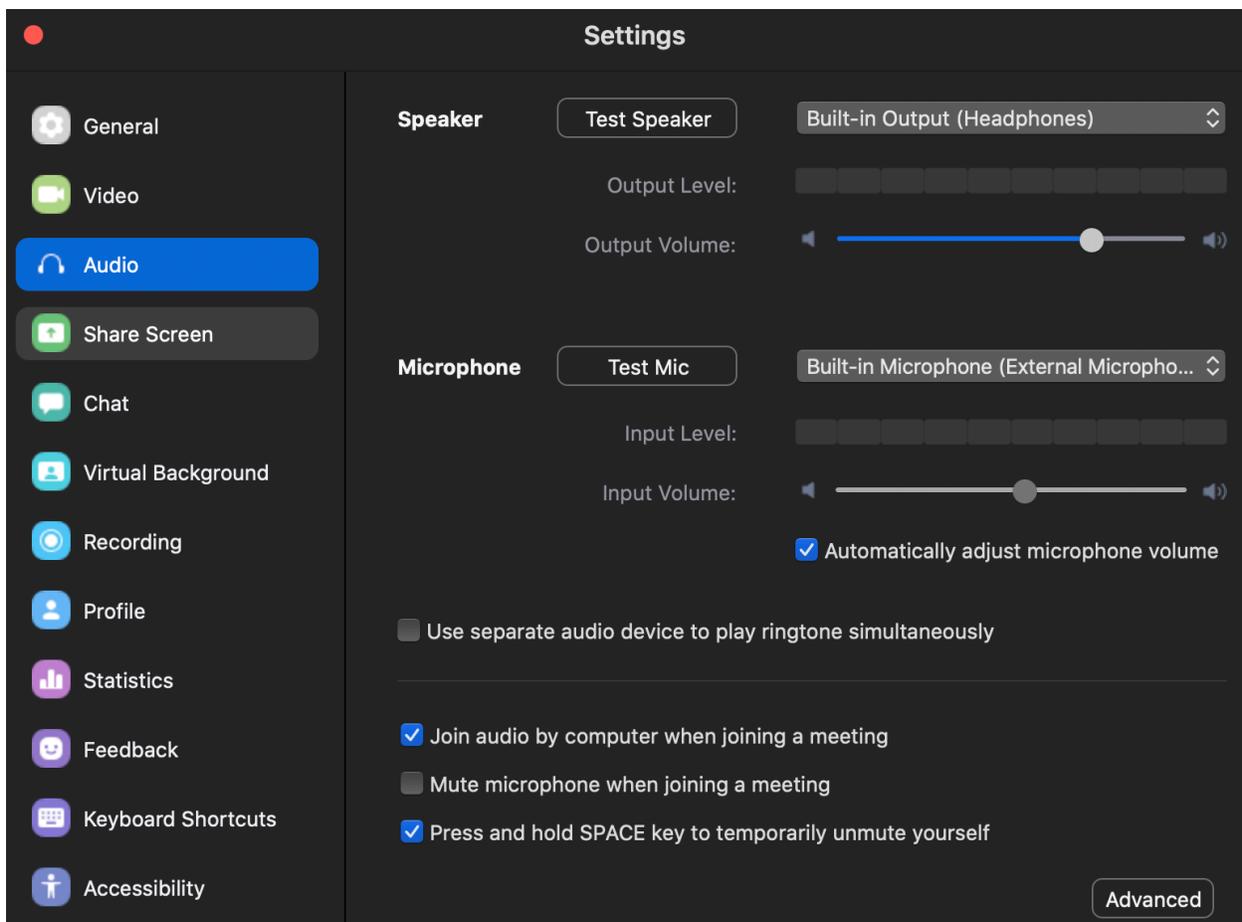
Setting yourself up in the meeting:

When you first join, you will be prompted to join with audio and video. You can use your phone as audio. If you have a computer with a microphone, speakers, and /or headset you should use the Computer Audio option. You can connect your audio and video so that you can hear the meeting, and so that others can

see and hear you. Go to the bottom row of the Zoom window, and you will see a row of icons.



The far left is a microphone icon. This is where you mute or un-mute your own microphone. Next icon to the right of that is a video camera icon. This is where you turn on or off your video, enabling other people to see a thumbnail of you on live video. Click those icons to turn on or off your audio or video. If your video and audio don't connect automatically, click on the up arrow to the right of the microphone icon, open the dropdown menu, and choose "Audio Settings". Here you can choose which speaker and microphone you are using, and can



check them to see if they are working. On the left side of the settings window is a sidebar. Choose "Video" to select which camera your computer will use to connect to the meeting. It is a good idea to keep your microphone muted unless you are asking a question, to keep the background noise down. I may mute everyone if there is a lot of noise. You can still un-mute yourself to ask a question.

Here are some tips on participation in conference calls:

- If you have a laptop or a computer with a WebCam/FaceTime camera, use it. The meeting works better if we can see each other.
- If you are using your cell phone or iPad, turn it horizontal and the video looks better.
- Your cell phone ear buds are better than the computer's microphone and speaker.
- A headset or AirPods is the best.
- Attending the meeting on a cell phone gives a lot of outside noise. Best to mute when you are not talking.
- Learn how to mute your computer and/or headset.
- Shut the door to the room you're in. Spouse talking on the phone, watching TV, etc. will be heard by people on the conference
- Same for washing machine, dryer, dishwasher, etc.
- No need to yell. The software picks up sound well.
- Comb your hair and keep your adult beverage out of sight.

Using the Chat feature:

There is an icon labeled Chat at the bottom of the Zoom window. Click that and a sidebar opens on the right with a Chat Window. You can choose from the dropdown at the bottom above the message window and message either everyone or an individual.

Asking questions during the meeting:

You can ask questions during the demo, it's not necessary to hold your questions until the end. To ask a question, un-mute your microphone and speak.

Leaving the meeting:

You can leave any time. And you can come back by clicking the link again and joining the meeting. To leave the meeting, click "Leave Meeting" at the lower right of the Zoom window.