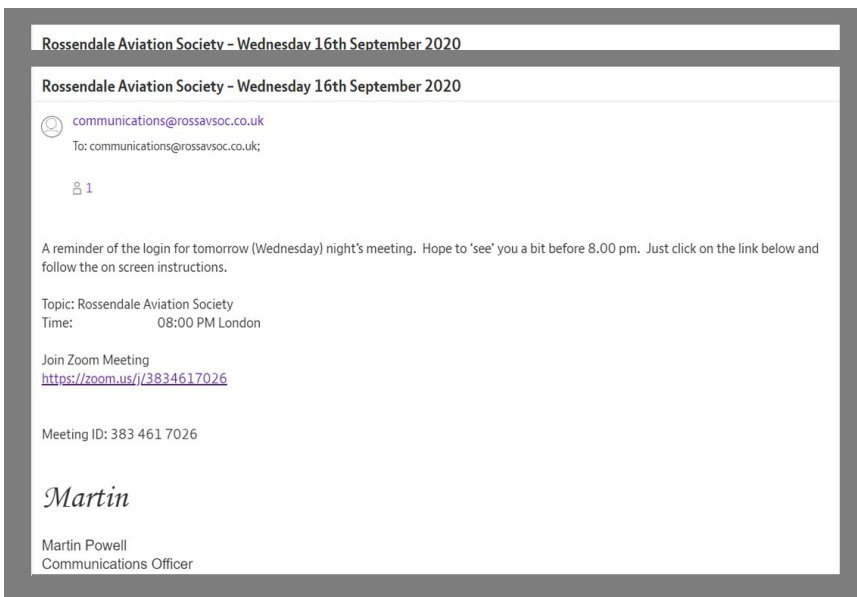


JOINING A RAS ZOOM MEETING

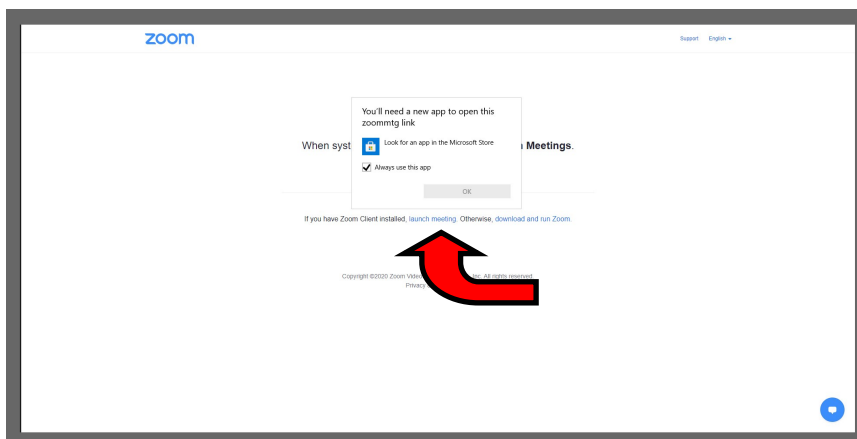
PRIVACY

You may have concerns about your privacy . You may not wish to be seen yourself or open your homes to other people. In that case you can join a meeting privately. Follow 1 to 6 then SEE BOXES 6B and 7 BELOW



1

On the 'Yellow Peril' email announcing the next meeting, or on any reminder sent out the day before a meeting -
CLICK on the purple colour 'link'



2

You will then see a page similar to this.

IGNORE the 'You will need a new app..' CLICK on [launch meeting](#)

Or See 2B below

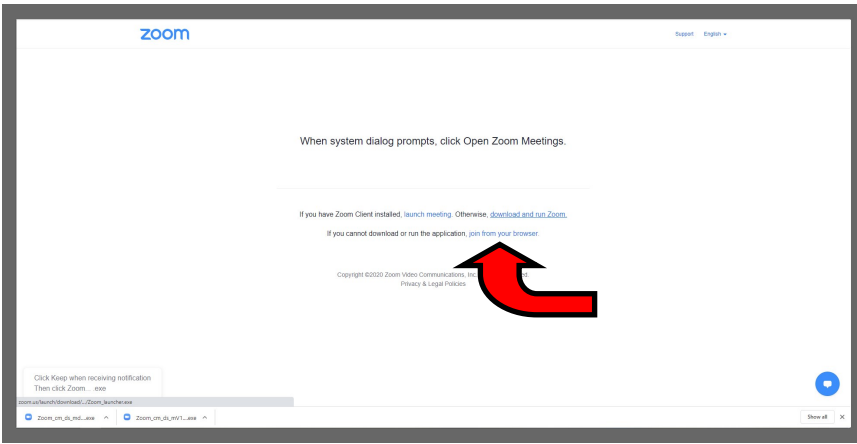


2B

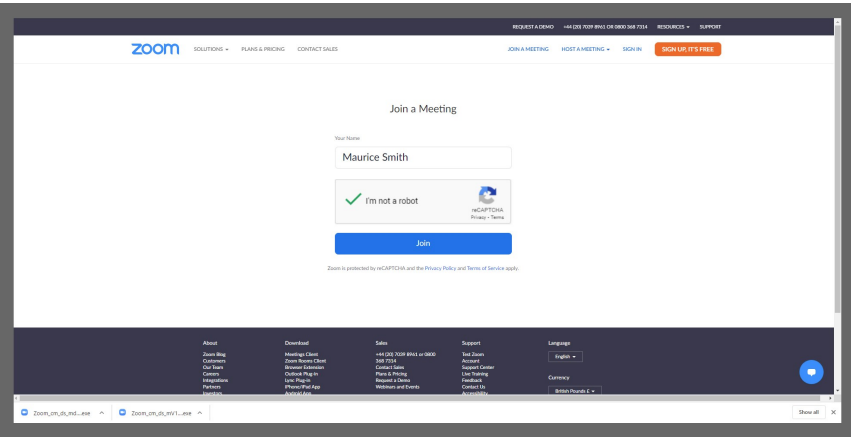
If you choose [download and run Zoom](#), follow the instructions.

This will take you to step 6 below.

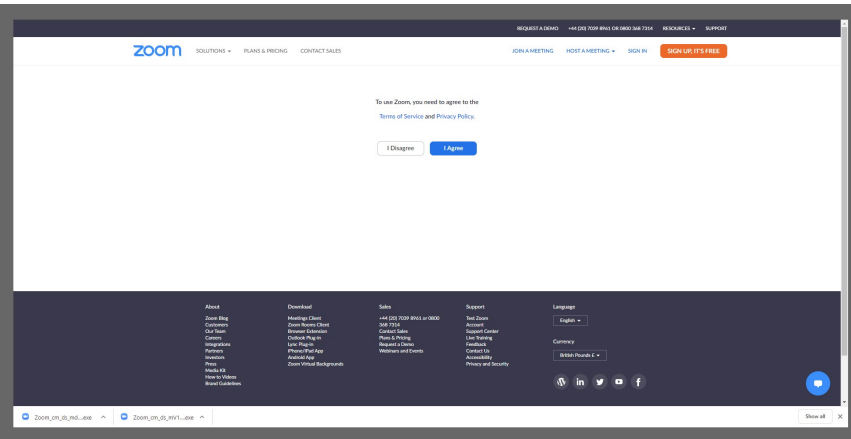
The advantages of downloading are that it makes joining a Zoom meeting quicker in future and you have control of your settings.



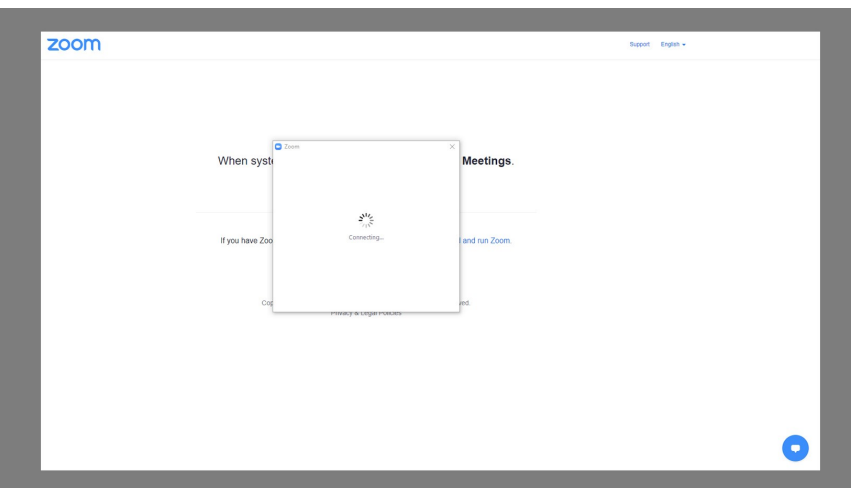
3
The next page
CLICK on [join from your browser](#)



4
The next page
CLICK your cursor into the 'Your name' box and TYPE your name
CLICK the 'I am not a Robot' box



5
The next page
CLICK 'I Agree'



6
You will then see a page similar to this as you connect to the 'host's' computer.
You don't need to do anything at this stage.

6B

PRIVACY

You may have concerns about your privacy .

You may not wish to be seen yourself or open your homes to other people.

In that case you can join a meeting privately.

In stage 7 (below) CLICK 'Join With Audio' NOT 'Join with Video'

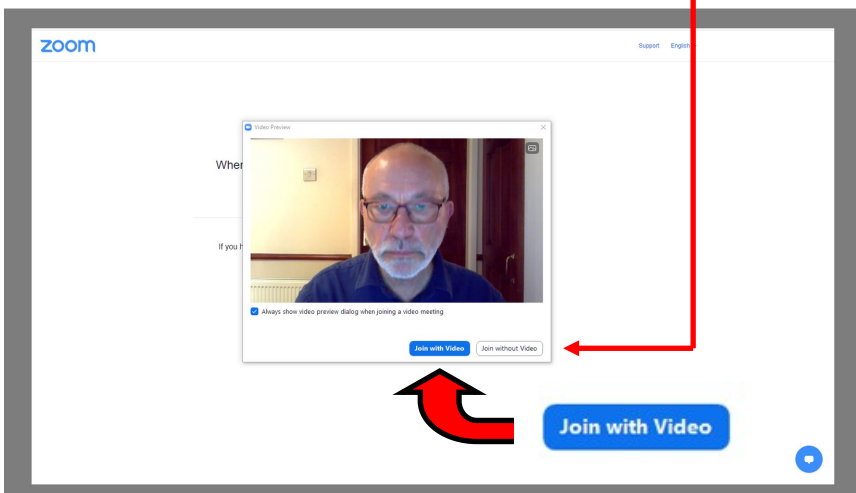
Only the 'host' will know that you are in the meeting.

Other members will not see or hear you.

You will be able to see who is in the meeting and you will see the presentation in the same way as the other participants


You will not be able to talk to the meeting.

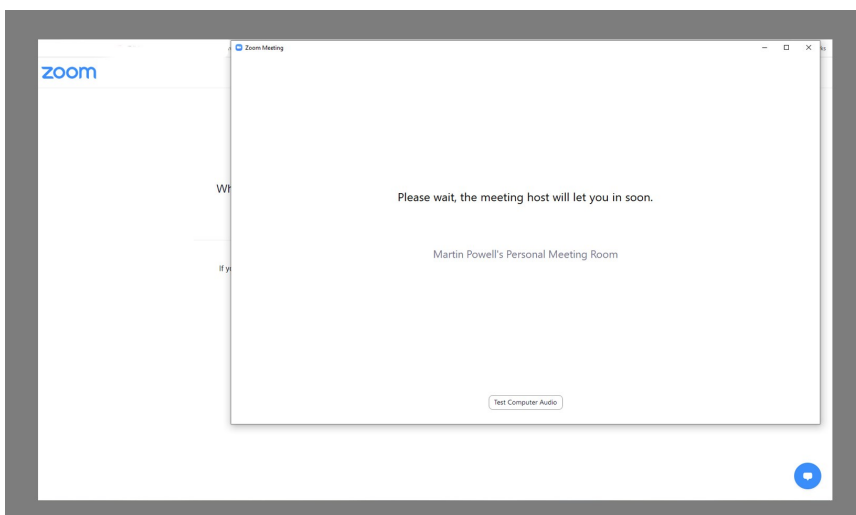
You may still have to switch on your video to see the meeting (SEE BOX 8)



7

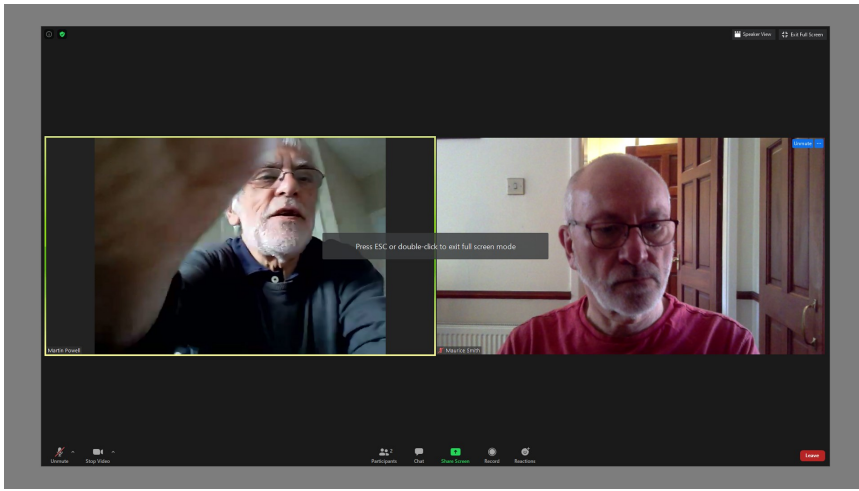
The next page.
You should see yourself.

CLICK 

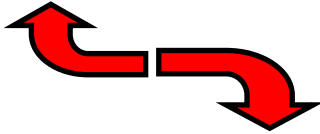


6

You may see a message asking you to wait. There may be a short queue to join the meeting. Each guest has to be 'joined' individually by the 'host' and he or she will welcome you personally.



7
You are now in the meeting and you will be able to see all the other members attending. This was a practice meeting held to take screen shots for this guide.

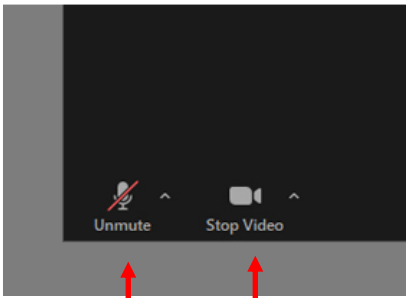


8

IF you can not see the 'host's' screen at this stage. **CLICK** the video symbol at the bottom left of the your Zoom screen. This will remove the red line through it and you will see the host.

Finally. You will probably hear your 'host' telling you to 'UN-MUTE' yourself. Click the microphone symbol at the bottom Left of the Zoom screen. It will have a red line through it (shown here).

CLICK on that symbol and you will be able to be heard by the other members and you can join the chat. You are now 'UN-MUTED'.



At the start of the presentation the 'host' will MUTE all the audience. This cuts out household background noise.

If you want to speak during the presentation, to ask a question or join the chat at the end of the presentation don't forget to 'UN-MUTE'.

To leave a Zoom meeting **CLICK** the red icon at the bottom right of the screen.