

Hello Bird Club members,

Starting this September, during the Covid-19 pandemic the Roanoke Valley Bird Club will hold its meetings virtually (not in person) using the popular videoconferencing website Zoom. We will be meeting as usual, the second Monday of the month at 7:00 PM. You will be able to attend our meeting from the comfort and safety of your own home using your home computer, laptop, tablet, iPad, Smartphone, cell phone, or home phone. This is a great and easy way to meet and see each other without being together in person. Many club members have been using zoom during the pandemic with great success.

**This letter will explain the steps for joining the Zoom meeting, so keep it handy or print it out so can join in the meeting easily on September 14.**

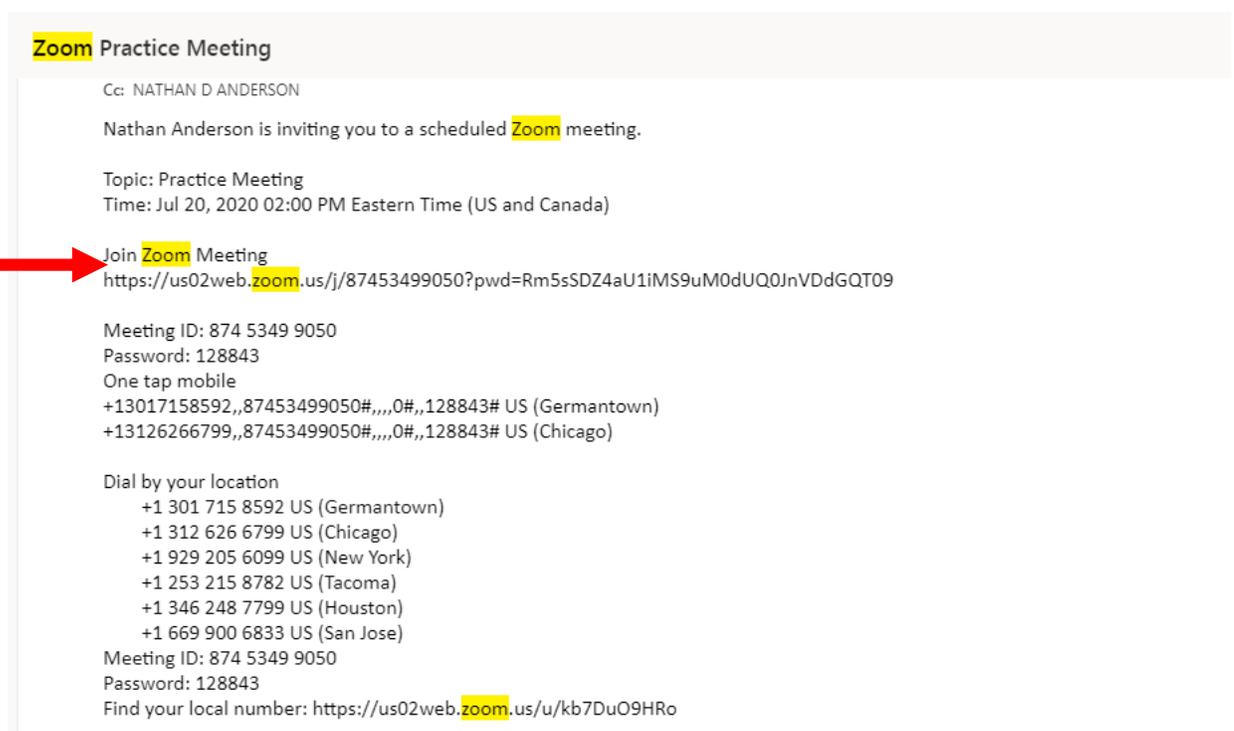
## Zoom Meeting Introduction

*You do NOT need a Zoom account, but are welcome to create one. They offer free basic versions which work just fine for our meetings.*

### I. Joining via laptop, home computer with a camera or camera attachment, tablet or iPad:

*Note: If this is the first time you are doing this, Zoom will need a few extra minutes to install on your device. Allow extra time before the scheduled meeting time for this.*

1. Sometime before the meeting you will be sent an email invitation to join our Zoom meeting with a **LINK** to the meeting. It will look something like this (example only):



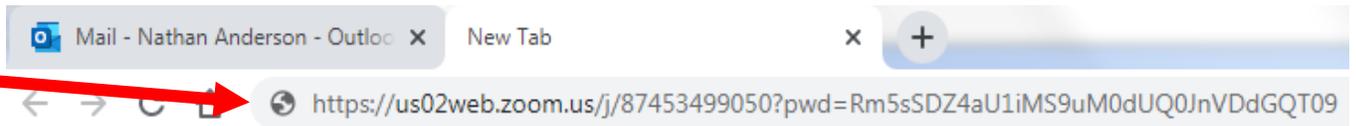
**This is  
the link**



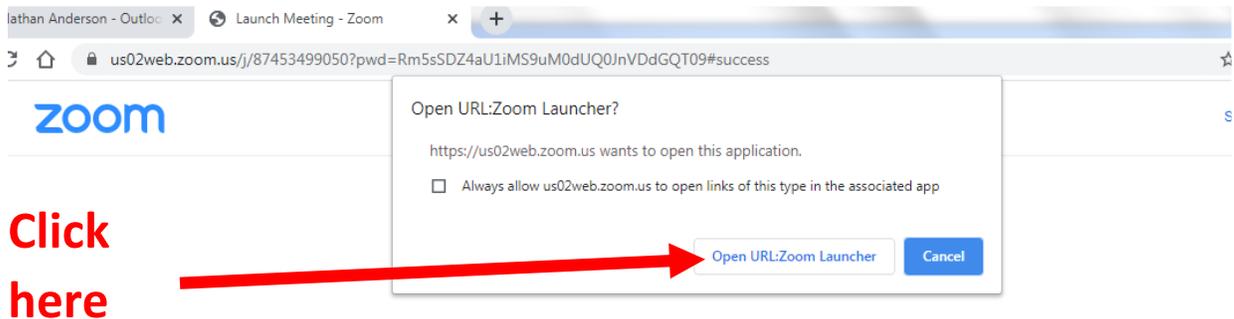
2. If you have a newer computer or laptop and the link is live, indicated by being blue, **click on the link** to enter the meeting.

*If you have an older computer the link may not work, indicated by being black. In that case, copy and paste the entire link and paste it on top of the webpage where you normally enter an address to go to a webpage.*

**Paste  
here**



3. The zoom application will open a window. Click on the small rectangle in the bottom of the window that says: **Open Zoom Meetings**.

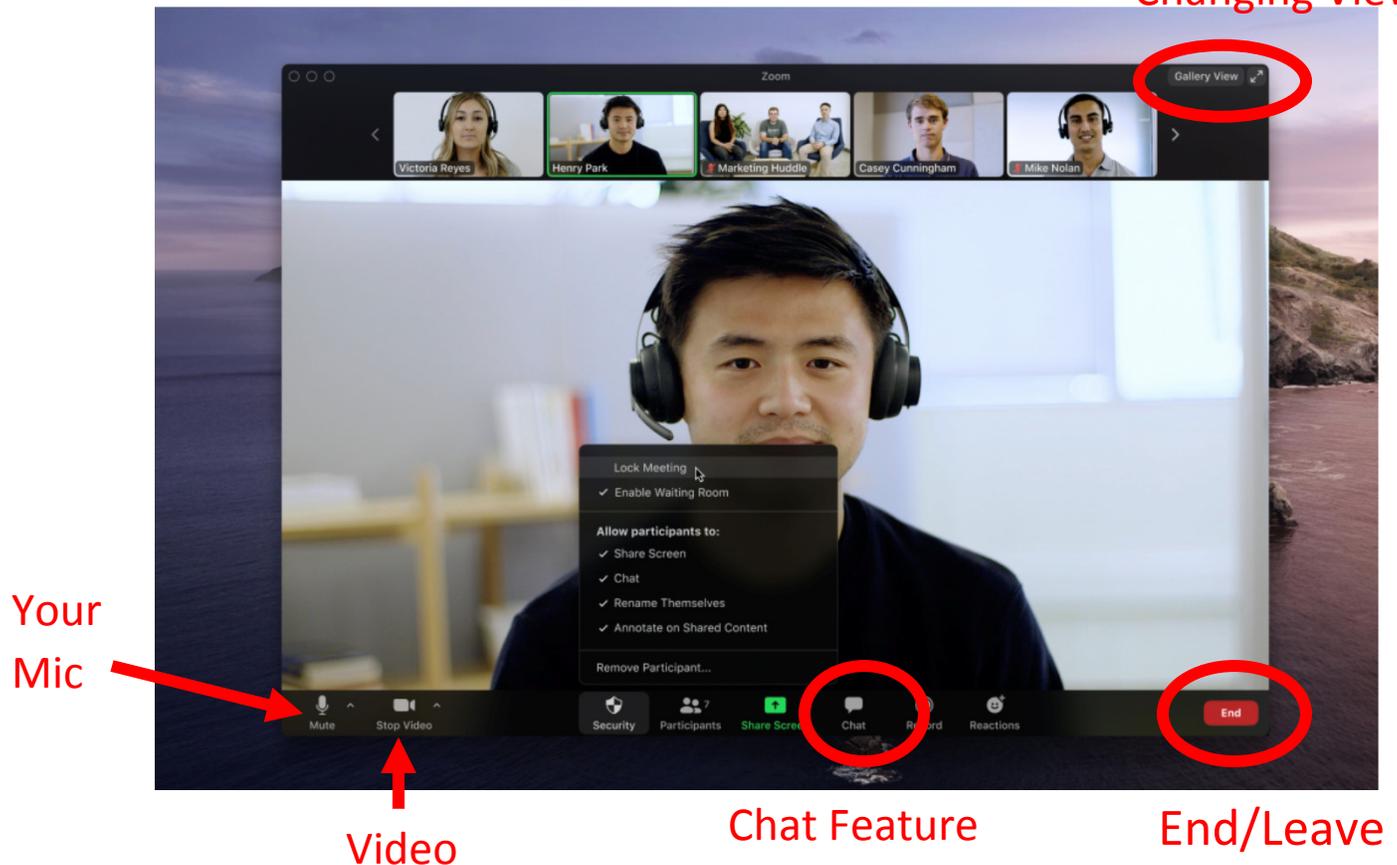


**Click  
here**

When system dialog prompts, click **Open Zoom Meetings**.

- Next it will say: **Join with video**, click on that. A picture of yourself will also appear.
- You may be immediately entered into the meeting and your face will appear on the screen as a small picture along with small pictures of all the other people at the meeting. As you connect and enter the meeting you will hear a ding-dong sound.
- **OR** if you are early, it may say: Please wait, the meeting host will let you in soon.

## Changing Views



- The screen will open to **gallery view** which allows you to see everyone at the meeting, and for them to see you. You may also choose to click on **click on speaker view** which enlarges the view of the speaker and reduces the number of other faces on the main screen.
  - **TROUBLESHOOTING:** If you are not seeing your picture click **Start Video** button on the bottom left.
  - The other Zoom attendees can only hear you if your mic is unmuted. Unmute to speak. If it does not have a line, please **click on the microphone to mute**. *(Please do **not** unmute unless you are asked. Your microphone will pick up background noises from your room which will interfere with everyone being able to hear the speaker. If for some reason it gets unmuted, or you want to speak and have unmuted yourself intentionally, please click on the microphone to re-mute after you are done.)*
4. When the meeting is **click on leave meeting** to disconnect.
  5. Live chatting is available during the meeting. Simply click the chat button and type your message.

## II. Joining via Smartphone with a camera

1. Sometime before the meeting you will be sent an email invitation to join our zoom meeting with a **LINK** to the meeting. (See illustration above.)
2. **Touch the link** to enter the meeting and it will open to the zoom page. Touch to join as described above and the gallery of faces of those in the meeting shows up.
3. **TROUBLESHOOTING:** If you touch something by mistake and lose the meeting, find you open screens and simply activate the Zoom screen to resume.
4. Features mentioned and described above will be similar on which ever phone you may be using.

## III. Joining via a cell phone with no camera or home phone – **audio only**

1. You may join via a phone and will be able to hear everything like on any phone call, but will not see anyone.
2. Sometime before the meeting you will be sent an email invitation to join our zoom meeting which will include several **phone numbers** which can be dialed to enter the meeting. (See illustrations above for the example.)
3. Dial the number that closest to you and you are entered into the meeting.
4. **TROUBLESHOOTING:** If you are required to enter a meeting ID and password, those are listed in the initial email, clearly marked as such.

We'll be hosting a practice meeting before our main meeting if you'd care to join us and familiarize yourself with how the technology works. We'll send out information and a meeting link when we schedule that meeting.

And if there are any questions or would like to work through some steps one-on-one, feel free to reach out to me via email at [nathan.anderson77@live.com](mailto:nathan.anderson77@live.com) or via phone/text at 540-728-1645.