Flatirons Ski Club

General Meetings being held via ZOOM

It will be helpful if you familiarize yourself with the zoom app before joining a meeting. In your browser Go to zoom.us. At the home page look for "Resources" in a menu bar. It will open a drop down list of useful information. You can also scroll down and select the "Meetings & Chat" bubble where you can watch a video.

Some what familiar?? From their home page you can sign in if you already have an account OR set up an account, It is Free, OR Join a meeting. From the home page selecting "Join a Meeting" you may see text "If you have zoom client installed, launch meeting, Else download and Run zoom. With a client installed You can attend by suppling the meeting ID and password which was provided in the email invitation.

If you get your newsletter via email you will receive an email inviting you to join the meeting. It contains a link to click on and the meeting ID and Password.

Clicking on the link provided in the email invitation should open the zoom app and place you in the meeting wait room where the meeting host will admit you to the meeting. You may join with your camera video active or not. Select computer audio if asked. You may see the opportunity to test your systems audio and video. All participants will be initially muted. When the meeting officially begins all participants will be muted and only the host can unmute your microphone. The host (club president or designate) will unmute a speaker per the meeting agenda. If you wish to comment click the raise hand option. The host will unmute your microphone when appropriate in the order the raise hand request was received. You may submit a comment using the Chat option found at the bottom of your screen.

Once connected click on the Participants icon. A pane will open listing all the participants. Also click on the Chat icon to open a pane where you can select to: Everyone. Enter your comment and hit Enter, or a send key to send the comment. You may need to position the two panels so you can see both.

When you are in the meeting you screen will display video and name for each participant. In the upper right corner of you screen (upper left on an I-pad) you should see a display option toggle to show all participants or just one large picture of the person speaking. Click to toggle between Gallery Display, showing small pictures of all participants, and Speaker display, showing just the speaker. I Gallery display the number of participants displayed depends on your screen size. Scroll to additional pages of participant pictures.

When you open the Participants panel You will see options at the bottom of the panel such as raise hand.

If you don't see the overall Zoom Menu you may need to mouse/tap to the top or bottom of your screen to see the Zoom meeting menus. They may not stay visible. They are at the bottom on a PC and top for an I-pad.