



Province of West Kent Provincial Communications Team



Zoom Video Conferencing



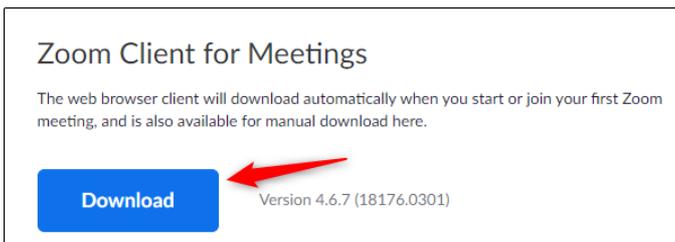
Zoom is one of the most popular video conferencing applications currently

available. It offers lodge members the chance to meet online as part of group video conference. Zoom is free for personal use. For up to two participants the call time is unlimited, for more than two participants the call time is limited to 40 minutes (although Zoom are currently extending this time for free).

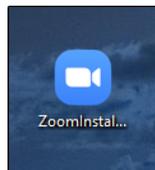
Installing Zoom on PC

If you plan to use Zoom then a laptop is easiest as they normally come with a built in camera and microphone. However on a desktop computer a cheap USB camera and headset will work perfectly well. You can find these on Amazon at very low prices.

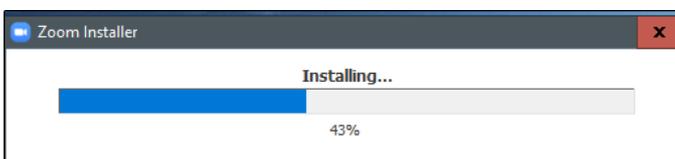
You'll need to download and install the software package. To do so, go to **Zoom's Download Center** <https://zoom.us/download> and select the "Download" button under "Zoom Client for Meetings."



Choose the location on your computer where you'd like to save the download. Once the download is finished, "ZoomInstaller" will appear.



Run the software, and Zoom will begin installing.



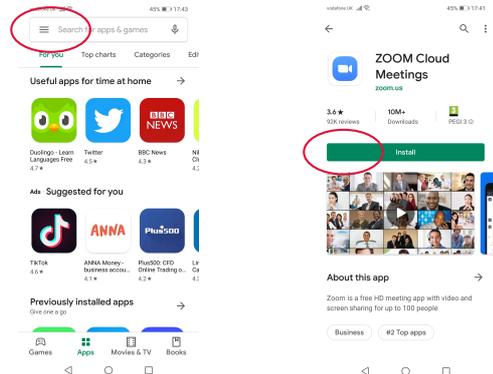
Once the installation is complete, Zoom will open automatically.

Installing Zoom on an Android Phone

Tap on the Google Play Store icon.

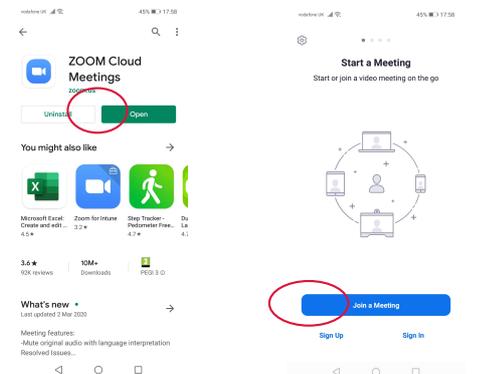


Tap the search bar at the top of the screen and search for **Zoom Cloud Meetings**. Then tap **Install**



Zoom will ask permission to use a number of functions on your phone, click **Accept**

Once installed, click **Open**



Then click **Join a Meeting**. You do not need to create an account unless you wish to coordinate meetings for your lodge.

You will need a meeting number, this will be sent to you either by text or email by the person who is coordinating your lodge meeting. The number will look like: **123-456-7890**

You may also need a password if one has been set by your lodge coordinator. If you will be



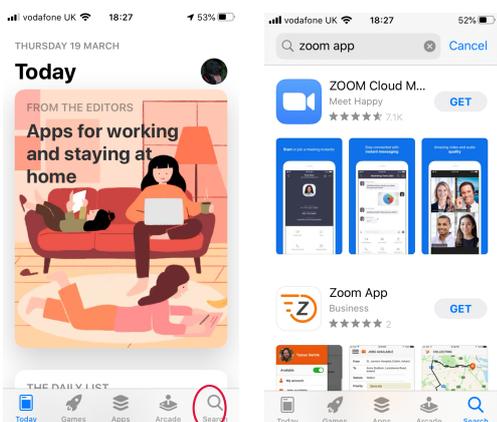
asked for the password before you enter the meeting.

Installing Zoom on an iPhone

Tap on the App Store icon.

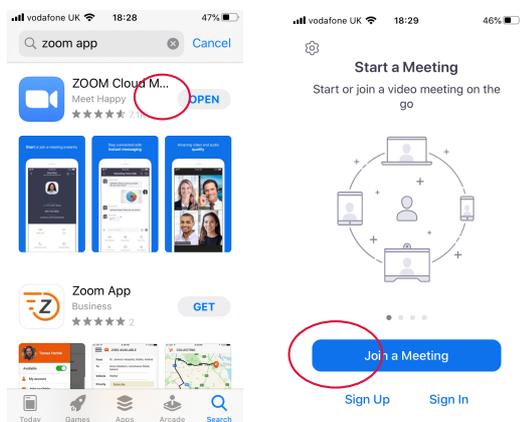


Tap the magnifying glass icon at the bottom of the screen and search for **Zoom App**. Then tap **Get**



Zoom will ask permission to use a number of functions on your phone, click **Accept**

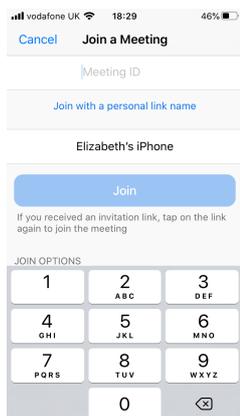
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coordinator. If so you will be asked for the password before you enter the meeting.

Setting up Zoom for your lodge

There are a number of ways to use Zoom, but this is the suggested method to make it easy for members of the lodge to access a lodge conference with the minimum of effort.

Nominate 1 person to act as the meeting coordinator for the lodge.

The coordinator needs to register for a Zoom account. There is no cost for this and then they will be issued with a new **Personal Meeting ID (PMI)**

The coordinator should share this **PMI** with all members of the lodge.

When the lodge has agreed to hold a zoom conference, the coordinator should start the meeting.

It is suggested that the coordinator starts the meeting a couple of minutes before the agreed time so that when brethren who are not familiar with the system join it is already setup and running and they don't get messages to wait.



Notes for the lodge coordinator

REMEMBER: not all of your lodge members will be familiar with the technology. Consider ways to help support them in accessing it.

Lodge members with any form of disability may require additional support to access and use the communication options effectively.

Not all lodge members will be able or willing to use all communication methods. It is vital that all members are included, even if multiple ways of communication are used.