



'Not sailing, but *still* in good company'

Introduction

While the Club is locked down we are using Zoom to allow us to hold virtual Club Nights and meetings on-line.

You can use Zoom from a PC, laptop, tablet, smart phone (iPhone, Android etc.), or even an ordinary mobile (audio only).

You can use Zoom without downloading the software. However, you may be prompted to download the Zoom App when you start. If so, please simply follow the instructions.

Alternatively, since Zoom is now being widely used and outstripping the popularity of *WhatsApp* you may wish to set up your own free Zoom account. This will allow you to join a Zoom session automatically once you enter your email address and the meeting number, or initiate your own sessions with friends and family for up to 40 minutes at a time: <https://zoom.us/>

Zoom tools and appearance may vary for different devices. What is shown below is taken from a laptop but while iPhones, iPads, Androids and other tablets or smartphones can be used they may have different presentations.

It's a good idea to ensure your video, audio and microphone are tested and working before the session. If you have an audio headset with microphone you may find this a better experience than just using the built-in audio on the device.

Please make sure that your screen is set to *Landscape* format, and that if you join on a smartphone you have placed it sideways and allowed time for the device to re-orientate, otherwise you will appear at 90 degrees.

More detailed Zoom joining information is given in these two short videos which you may find helpful:

[Zoom joining via a link](#)

[Zoom detailed instructions](#) (this is aimed at Hosts rather than Participants)

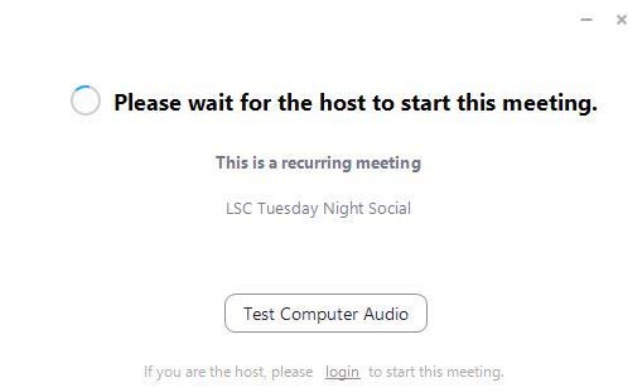
Logging In

When the introductory Zoom screen comes up, you will need to log in using your email address, the meeting reference number, and for some sessions a password. Any alphabetical password will be case sensitive and should also appear as a number so you can join the meeting from a mobile device (audio only) without using a web browser.

The meeting number will normally be issued in the Club's weekly email bulletin as a link and also on the website. If there is a joining password this will similarly only be issued via the email and in a restricted area of the website, so make sure you are properly logged in as a member.

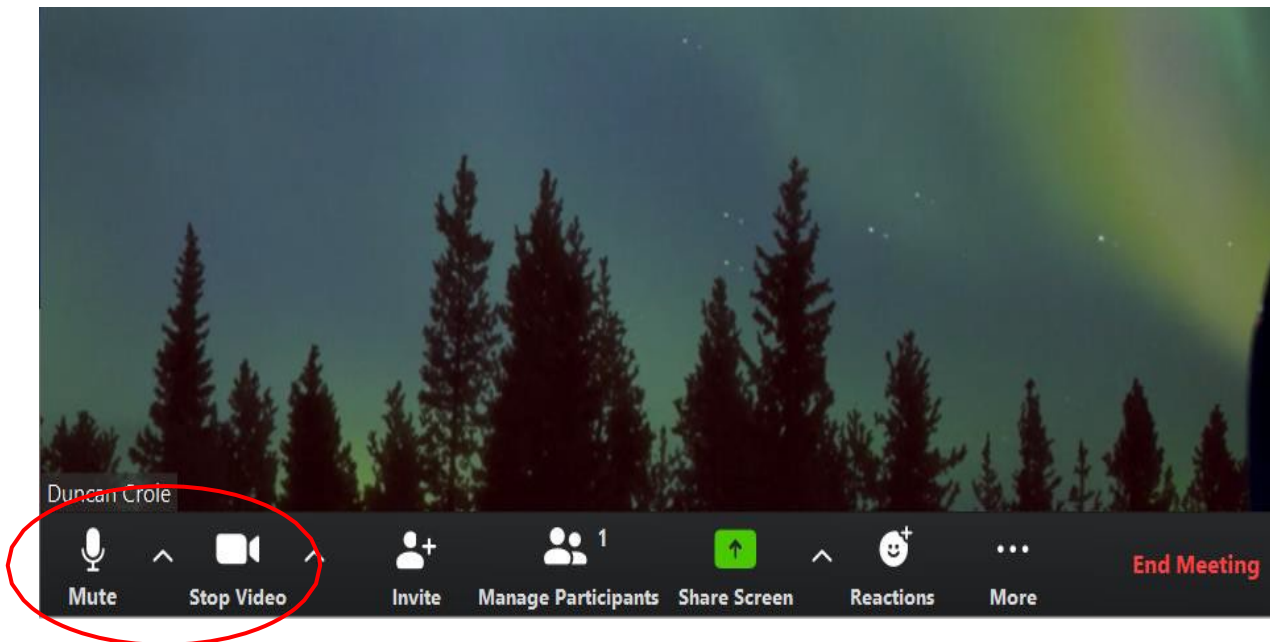
Waiting Room

The *Waiting Room* facility may be enabled by the Host at the start of the meeting. If so, when you click on the Zoom link you will be taken to a screen looking like this. It enables you to sign-in as early as you like, set up your sound and video settings, and be connected as soon as the Host is ready.





Main Screen



When you join a Zoom session you will be presented with your own screen similar to the one above. Hovering your mouse over the bottom of the screen will bring up a menu bar as shown above. You will need to know your way around this toolbar.

On the left-hand side of this bar are 'Mute/Unmute' and 'Stop/Start Video' buttons. When joining a meeting it is suggested you mute the sound since otherwise everyone else can hear your private comments. Once you have set up you can start your video so the camera works.

The Host can Mute or Unmute either individuals or the whole session. For general Club sessions there will be no restrictions, but when a talk starts the Host will mute all except themselves and the speaker. More formal meetings may start off with everybody muted except the Host and Chairman.

Please don't ask "Can you hear me?" since everyone may be muted and can't respond! If you see your microphone icon in the menu bar pulsating you will know you can be heard.

Gallery View and Speaker View

When participating in the session you have the option of setting two 'Views'. These are *Gallery* or *Speaker* and you can toggle between the two using the setting on the top right-hand side of the screen.

Gallery view enables you to see the wider group of Participants with the current speaker highlighted with a yellow surround, as shown below.

Speaker view enlarges the image of the current speaker, so they fill the screen. The other participants should still show as small images on the right.

If you have an additional screen/monitor connected, you can set things up to see both at the same time on different screens. Go to *Settings* then *General* and click on the button saying *Use Dual Monitors*. It is suggested that you arrange the current *Speaker* to appear on the laptop or machine where your camera is located, and the *Gallery* view on the monitor, by dragging and dropping the respective view onto the particular screen. That way you will be looking into your camera rather than sideways at the monitor.

LITTLE SHIP CLUB

Zoom Instructions & Etiquette

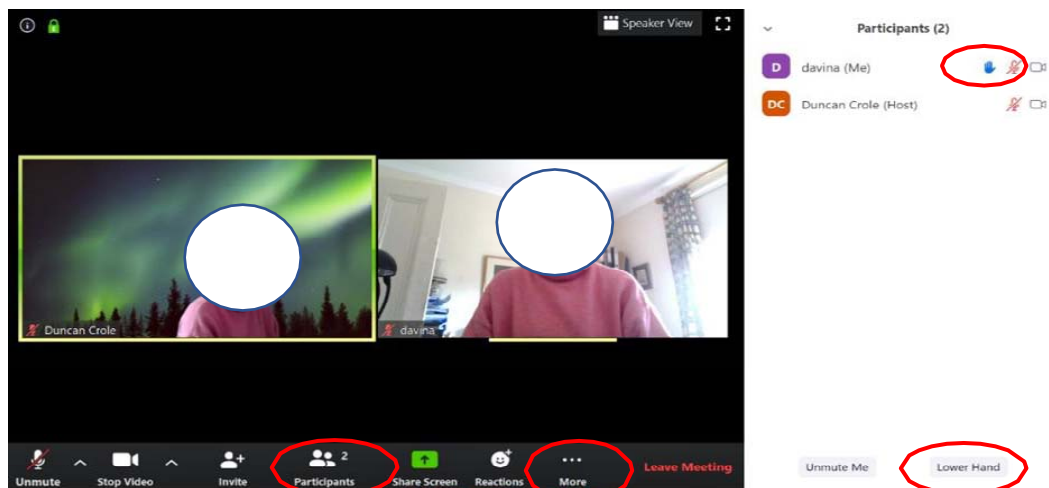


Gallery View

Raise Your Hand and Chat


If the session is muted and you would like to speak you can 'Raise Your Hand'. You can do this by clicking on the *Participants* button in the middle of the menu bar which will open up a *Participants* column to the right of the main screen. Here you have an option at the bottom of the column to *Raise or Lower Your Hand*.

The *More* button on the lower right of the menu bar gives you the option to *Chat* where you can send a message to the whole group - or individual participants. Please be careful if you do this and keep it polite. There is every chance you may hit the wrong button and send your comments to everyone. This facility may be restricted by the Host or the recipient.





Virtual Background

You can also arrange your video settings to present a *Virtual Background*, with either a stock picture, such as a Caribbean beach, or one of your own choosing uploaded to the app, such as your boat. Go to *Settings, Virtual Background*, click on one of the stock photos or on the *plus* symbol  on the right to upload your own image from your device.

It relies on having a virtual green screen, otherwise you will need to sit in front of a green background. However, if you have an older PC/laptop or anything less than an Intel i5 chip and advanced graphics you will probably be wasting your time. Even then, if you wear the wrong coloured clothes or have glasses there is a strong chance the background will appear over your face or clothes.

Points of Etiquette

There is a legion of hints and tips out there on the Internet now, but here are a few worthwhile ones:

Location

Find a room where you will not be disturbed by your family, dog, cat, gerbil, half-naked partner suddenly entering inadvertently. During the session try not to eat or scratch your nose etc. since inevitably by doing so the focus will shift to you when you are least expecting it. Ideally keep your hands out of sight, especially if you tend to drum your fingers, twitch, or have an Italian heritage, since it is very distracting.

Your background tells a thousand tales

If you can't manage a proper *Virtual Background*, set up your camera to present a decent view of your home interior, not the unmade bed or the washing festooned around.

If you have a study with books etc, that always looks serious. There is some debate whether an organized bookshelf looks better than an untidy one: an over-organized one suggests a government propaganda broadcast; a rather untidy one looks as if you may actually have read them all; a very untidy one suggests you are just very disorganized. Strike a balance.

Make sure that any sensitive or confidential personal information on documents or photographs is not visible if they were to be digitally enhanced, such as your computer password on that sticky note or your final tax demand from HMRC.

If you can't find anywhere suitable, just join with audio only but please upload a static picture of yourself to be recognized by the other participants, since your device may simply present itself as "iPhone" or "Ian's computer".

Sound

Please remember if you have not muted yourself or the Host has not muted the session, everything you do will be picked up by your device's microphone. Since things are so quiet at the moment even the slightest noises off, such as the washing machine, flushing loos or builderswork next door will register for all to hear.

This includes your partner whispering, the dog barking (or the other way around), coughing, leaving or joining the session, clinking the ice in your G&T etc. The Zoom session then focuses on you instead of the Host or speaker which is the last thing you want. If leaving the session or replenishing your glass, please mute yourself and suspend your video.

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Zoom Instructions & Etiquette



Video

Mirror your video

Not unnaturally (unless you do this for a living) your appearance on screen may alarm you at first, because you do not normally see yourself in the way presented. You may therefore want to ensure you see yourself as others will do. Go to *Settings*, then *Video* and click on *Mirror my video*.

Position your camera

The classic mistake is to have your device camera positioned below your eyeline. Nobody likes looking up your nostrils. Make sure it is elevated on a box or something similar so you are looking upwards at the camera, not downwards. Not only does it look better, it stretches your face and avoids you showing your double-chin.

If you are using a mobile device, find something stable against which to prop it or use a camera tripod to avoid shaky and distracting movements.

Having the TV on and visible in the background is a no-no. Not only does it show your lamentable viewing tastes but it will also set up interference patterns with your camera because of the image frequency differences.

Lighting

Try to have an even source of lighting positioned just behind and/or to the side of your device camera, so that your face is illuminated from the front and slightly to one side. If you position yourself with a window behind you, your face will be in deep shadow especially when it is sunny.

Dress appropriately

It should not need to be said, but unlike the early days of post-Reithian BBC TV when newsreaders were rumored to wear evening dress on top but ordinary trousers below, your appearance is how you will be judged by your colleagues.

Unless you are doing it deliberately for charity, please don't wear your Rupert Bear pyjama bottoms. We would hope for the same dress code in front of your colleagues as you would adhere to in the Club.

In addition, remember if you get up at any time we may see more than you bargained for!

Keep Safe. Keep Smiling.