



International Network of Women Engineers & Scientists

Hints and Tips using Zoom for INWES Meetings

**These are basic tips for participants in
INWES Zoom meetings**

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Zoom Basics 1-3

1. To attend an INWES Zoom meeting, you will have to register for the meeting. The registration invite is sent by email. INWES is using high security features: the link given is **UNIQUE** for each new meeting.
2. The first time you register for a meeting, Zoom will ask you to set up a Zoom account. This needs **your email AND Zoom Account Password**.
3. After registration, you will receive by email the conformation approval email with joining instructions for the meeting. This email will have:
 - a) The date and time for the meeting: you must check your local time zone!
 - b) Links to calendar appointments (Outlook, iCalendar, Gmail, etc.) If you choose to use one of these, your calendar should convert the time to your local time. But please **CHECK**.
 - c) A direct **weblink to the meeting**
 - d) And a **Meeting ID Number** and a **Meeting Password**.


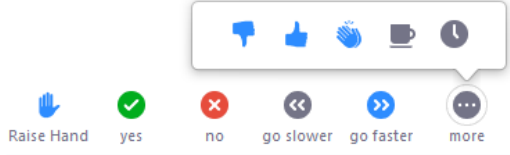


Zoom Basics 4-6

4. To join the meeting:
 - EITHER click on the [weblink to the meeting](#) in the email
 - OR login to you Zoom Account (use [your email](#) and [Zoom Account Password](#)) and click Join Meeting. You will be asked to enter the [Meeting ID Number](#) and the [Meeting Password](#).
5. The first time you join a meeting, Zoom will ask to download the Zoom app. You do not have to use the app. You can join a meeting on the Zoom website. Your choice!
6. For more help and support, the Zoom website <https://zoom.us/> has many useful tutorials. Try this first: <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users> (in English). For other tutorials in other languages go to the website. To join a meeting with a **mobile device/smartphone**, see <https://support.zoom.us/hc/en-us/categories/200101697>



Conducting INWES Meetings via Zoom 1

- ✓ INWES Zoom Meetings are opened 15 minutes before the official start. Join the meeting early to check your settings.
 - ✓ Mute your microphone and turnoff video. 
 - ✓ Questions? Use the **Chat Box**
 - ✓ Problems? Use the reactions in the **Participants Box** 
 - ✓ Moderators (the Zoom hosts) will look at the Boxes and inform the Chair and/or presenters of any comments/questions/issues.
 - ✓ Etiquette: please keep your comments and questions short. The Chair takes precedence and should be allowed to guide who speaks next.
- NOTE: INWES Zoom Meetings are recorded to support minute taking.
 - TIP: if you “lose” the Zoom window, in Microsoft Windows press Alt+Esc on your keyboard to cycle through your open windows.



Conducting INWES Meetings via Zoom - Screenshot

Meeting Info/
Presentations/
Shared Screen

Microphone
and video

Chat Box

Participants
Box

*This screenshot is the
Host view!*



Conducting INWES Meetings via Zoom 2

- Presenters will show documents using the “share screen” function.
- Moderators (Zoom hosts) may help the Chair to manage participants.
- Voting on Motions or Resolutions will be conducted via the Zoom polling function.
 - Voting is anonymous during the meeting, but the recording will show who voted.
 - Zoom hosts cannot vote on polls. If a moderator is also a voting member, they have to participate with a second non-host Zoom Account. Moderators will be identified.



Contact/Feedback

For feedback or suggestions, email
communications@inwes.org

Thank you!

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