Hints and Tips using Zoom for INWES Meetings

These are basic tips for participants in INWES Zoom meetings

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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 confirmation 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.
4. To join the meeting:
   - EITHER click on the weblink to the meeting in the email
   - OR login to your 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 turn off 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.
For feedback or suggestions, email communications@inwes.org

Thank you!
Sarah Peers sarah.peers@inwes.org and Sylvia Kegel treasurer@inwes.org
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