

GUIDELINES FOR JOINING A VIRTUAL MASONIC (ZOOM) MEETING

Virtual meeting etiquette

DO's

Treat a virtual meeting with the same decorum and standards as a physical masonic meeting

Wear a white shirt and masonic tie

(preferably) Wear a jacket

Mute your microphone unless asked to un-mute

Enable your video throughout the meeting

DON'T's

Wear any regalia *(including chains)*

Smoke

Take any refreshments during the meeting *(especially no alcohol)*

Undertake any ceremonial or ritual

Display a pseudonym *(such as "John's i-Pad")* on your device instead of your proper name

RECOMMENDATIONS

Use 'Speaker View' to take best advantage of the on-screen elements of the meeting

If you have a problem during the meeting use the "Chat" facility to alert the Host

To allow time to check your audio and video it is advisable to connect to the meeting a few minutes early and follow screen prompts to 'Test audio' and 'Test video'

A headset with microphone gives greater audio clarity

Joining a Zoom Meeting

It is not necessary to download any software, you can simply join the meeting by clicking on the link in the E-mail inviting you to join the meeting – it will look something like :-

<https://us02web.zoom.us/j/87595519303?pwd=VUxUREZYSHE0UHhiRIRmVkt5WDFEUT09>

or alternatively for pre-registered links : [Click Here to Join](#)

TO JOIN A ZOOM MEETING USING THE INVITATION LINK

1. Click on the Zoom link in the email sent to you from your secretary or host.
2. A new tab will open on your preferred web browser. If you do not have the Zoom desktop app installed, the page will urge you to download the app.
3. Ignore that and skip down to the small print: 'If you cannot download or run the application, join from your browser.'
4. Click the highlighted text: 'join from your browser'.
5. Sign in with your name to join the meeting *(if requested)*.

In addition you may be required to enter the meeting ID (e.g. **788 5343 4083**) and password (e.g. **6Wph05 or 740983**) both of which are included in your invitation and you may be placed into a waiting room before being admitted by the Host.

TO JOIN A ZOOM MEETING USING THE ZOOM APP ON YOUR DEVICE

1. Open the Zoom app on your desktop, laptop, tablet or smart phone
2. Click 'Join a Meeting'.
3. Enter the meeting ID (e.g. **788 5343 4083**) and password (e.g. **6Wph05 or 740983**) - both are shown on the E-mail inviting you to the meeting - together with your name (for ease of identification please use your first and last names rather than pseudonyms).

You may be placed into a waiting room and admitted by the meeting Host . When prompted you should join with both video and audio.

HOW TO DOWNLOAD THE ZOOM MEETING APP ONTO YOUR DEVICE (If you wish to do so)

1. Copy and paste this link into your web browser : <https://us04web.zoom.us/signin>
2. Follow the online instructions to install. NB The app may ask for permission to use your phone's camera. If so, **please give permission**.
3. When you have installed the Zoom App on your device you can log-in either by using the Meeting I.D. and the Password (if one has been set) or by **clicking the invitation Zoom link**.

DO I NEED A WEBCAM AND MICROPHONE TO JOIN A ZOOM MEETING ?

1. No, but for a fully interactive experience of a Zoom meeting they are desirable.
2. If you do not have a webcam or microphone, you are still very welcome to join the meeting - other participants will be aware that you are on the call, but they will not be able to see or hear you and you may be asked for authentication.
3. Most laptops, tablets and mobile devices have these built in but many desktop PCs do not.
4. However on a desktop PC you should be able see the other participants and hear them if you have speakers attached.

USING THE AUDIO AND VIDEO BUTTONS

The audio and video mute icons are usually located in the bottom left corner of the screen on a PC or laptop and in the top right corner on an iPad (it may be necessary to tap the screen to make them appear). A line through the icon indicates that your audio or video is turned off.

USING THE "CHAT" FACILITY BUTTON

To contact anyone using the "Chat" facility click the "Chat" icon (near to the audio and video buttons – see above). The "Chat" area should then open in the bottom right corner of the screen. Click in the "To" box to select with whom you wish to chat (e.g. 'Everyone' or 'Host') type in your message using the keyboard on your device and then send the message by clicking the return key on your device. Incoming "Chats" will be displayed there too.

USING ZOOM POLL TO VOTE

When invited to vote, highlight the relevant Zoom Poll box and submit by clicking "Submit" on screen or the return key on your keyboard as appropriate. To ensure that most of those attending have voted, visitors are invited to participate by selecting "Non-voting visitor".