



HOW TO USE the NEW SIR ZOOM ACCOUNTS

25 May 2024

There's only one Password to remember for the 2 new SIR Zoom accounts!

The generic password is derived from the phrase:
Join Sir and Make Friends 4 Life! The 8 character password is:

JSaMF4L!

and it is the same for both accounts. Copy it exactly, **including the !**

NOTE: to activate any link (blue text, underlined) in these instructions use Control-Click

ALWAYS SCHEDULE YOUR MEETINGS VIA ZOOM.US

To LOG IN and Schedule a Meeting

**Please use our main account
using the login name
zoom1@sirinc.org**

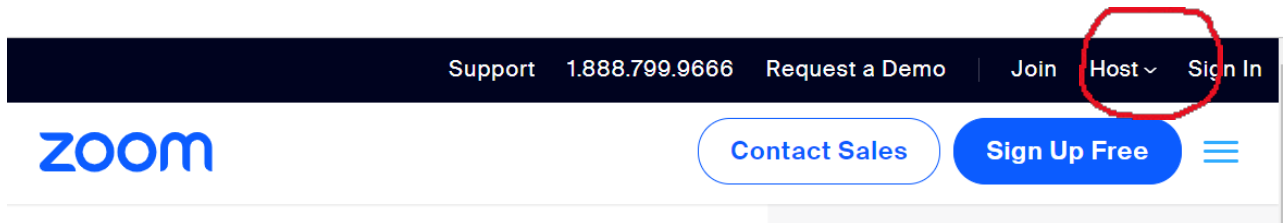
**If that is not available then use
our second account by logging in as
derek.southern@yahoo.com**

If in doubt about 'How to...' at any time <https://learn-zoom.us/show-me> has many short videos to help you.

Go to: zoom.us and login with the email address based on the account as noted above and use the password **JSaMF4L!**

**Note: when Zoom opens (Fig 1) use the 'Sign In' tab
(not the 'Sign Up Free')**

Fig 1

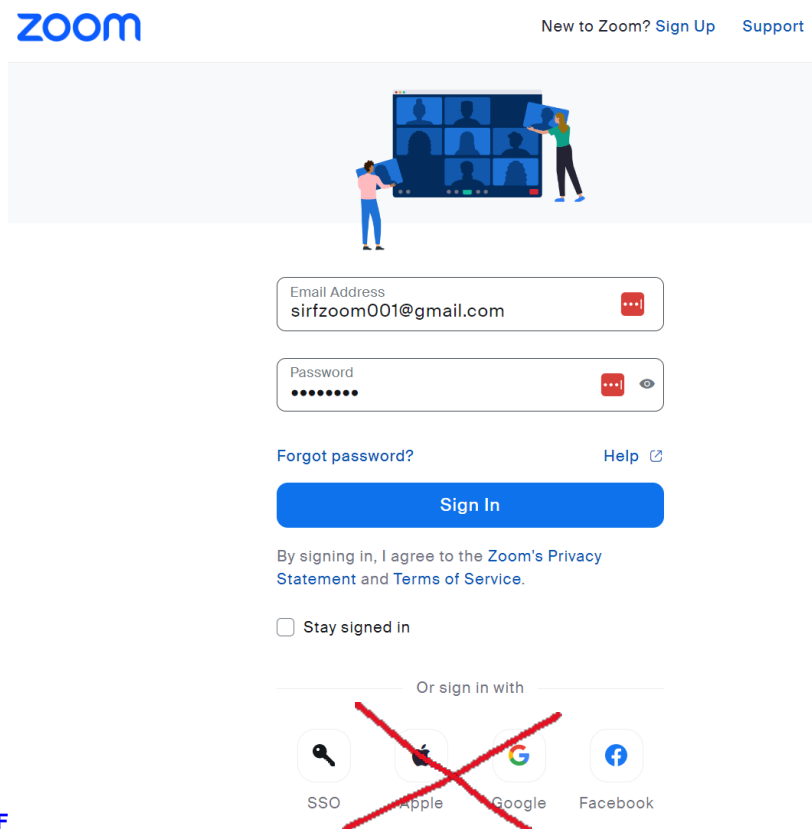


Note: when Zoom opens (Fig 1) use the 'Sign In' tab (not the 'Sign Up Free')

In the next screen (Fig 2) type in the account name that you are using and then the password. **Then click on Sign In.**

IGNORE the SSO, Apple, Google, & Facebook alternatives at the bottom of the page!

Fig 2



F

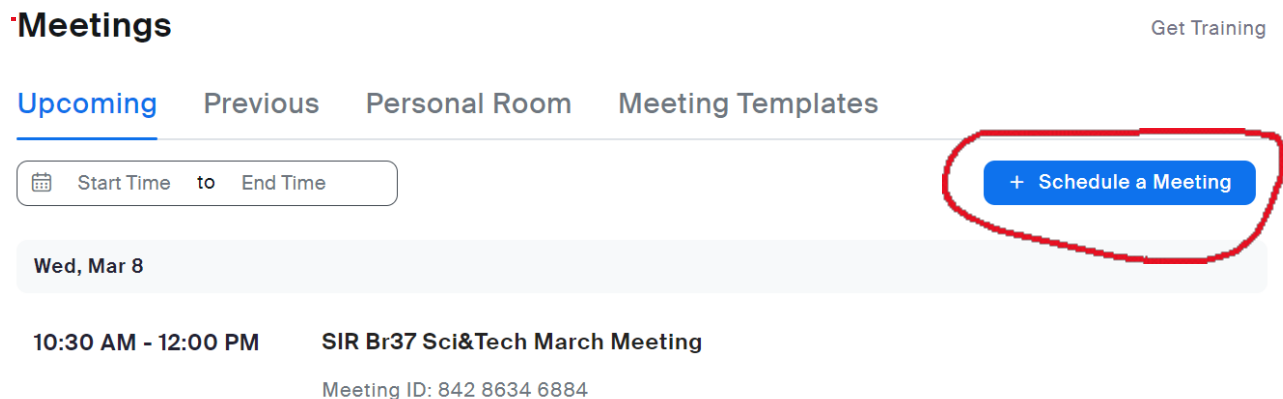
Note: If you receive an 'authentication code' message see the instructions on page 6. This is now (hopefully) not a problem.

When the next screen opens (Fig 3) you will see a list of meetings, with the date and time when they are scheduled, using this account.

Note: if you see that there is a meeting scheduled for the same date and time as the meeting you wish to schedule, you will either have to change the date or the time of your meeting or use the other account. If you don't want to use a different account please be aware of the time duration of the scheduled meeting (allow ½ hour either side of the posted time and duration) and don't set your meeting over any part of that meeting's reserved time.

If in doubt, it is best to use the other account (See page 5).

Fig 3



If there is no conflict with another meeting click on Schedule a Meeting (use the blue button at the right of the screen).

When the next screen (Fig 4) appears type in the name for your meeting (see below), click on 'add description' to be more specific. Click on the calendar symbol to the right of 'when' and click on the date and times you want. Use the drop-down box to set the time you want the meeting to start, then put in the duration of the meeting using the drop-down arrows.

When scheduling the meeting please name your meeting using the following standard format:

- **Branch ID (if applicable)**
- **Meeting Name**
- **Your Name**
- **Your phone number - in case someone needs to contact you**

e.g. Br222 BEC Meeting Jim Jones 123-456-7890

When finished, click **Save** at the bottom of the screen.

Fig 4

Schedule Meeting

Topic

agenda

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 777 969 4786

Template

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

On the next screen (Fig 5) click on Copy Invitation --- then, when you are preparing an email to your intended participants you can paste the invitation directly into it.

I strongly recommend editing this invitation down to the bare essentials in your message, for example:

You are invited to a Branch 8 special BEC meeting, via Zoom, on Mar 8, 2023 at 2:00 PM. Use this link to join the Meeting

*[https://us02web.zoom.us/j/89135345588?](https://us02web.zoom.us/j/89135345588?pwd=Mkx6dU9MdFN3ejcvWTNkT2VHQUFQQT09)
[pwd=Mkx6dU9MdFN3ejcvWTNkT2VHQUFQQT09](https://us02web.zoom.us/j/89135345588?pwd=Mkx6dU9MdFN3ejcvWTNkT2VHQUFQQT09)*

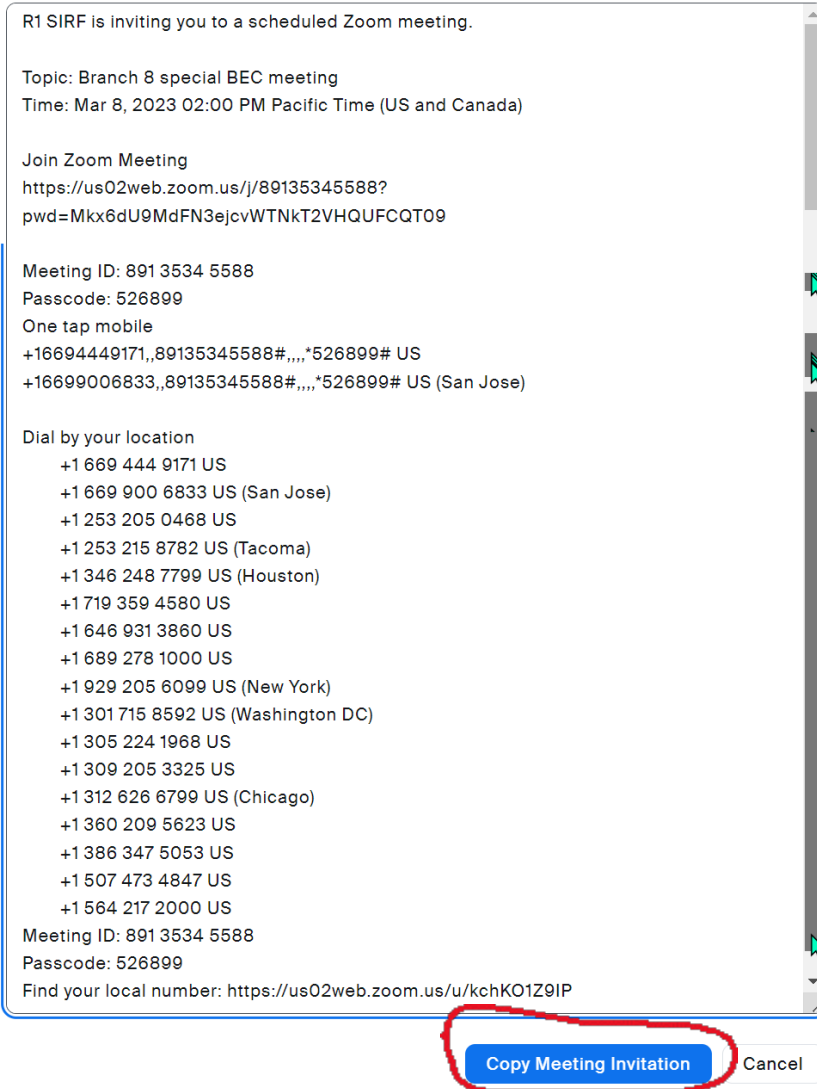
If needed use Meeting ID: 891 3534 5588 and Passcode: 526899

For phone access, dial in on 1 669 900 6833 using ID and passcode above

See the full invitation from Zoom on the next page!

Fig 5

Copy Meeting Invitation



Finding a Requested Authentication Code

Occasionally Zoom will send an authentication code to “the account owner” before you can schedule a meeting. I have worked with the Zoom Help Desk to remove this irritation, but it still occasionally happens.

The name of the ‘**account owner**’ is the same as the login (email) name used to open the Zoom account

If this happens, **don’t close the Zoom page**, instead, **open a new screen** in your Browser (usually click on the + [plus sign] at the top of your screen.) Type in Gmail.com and 'sign in' using the same Zoom account name (the full gmail name) that you were in on the previous screen, followed by the password **JSaMF4L!**

This will open the email account for the ‘account owner’. Find the email from Zoom, it should be the newest message, and click on it. When it opens either Copy (Ctrl-C) or

write down the Authentication Code that is shown.

Then go back to your Zoom screen and either paste the authentication code (Ctrl-V) or type it into the box provided. This will allow you to access the Zoom account.

HOW to START a MEETING YOU SCHEDULED

- Log into the Zoom account you used to schedule the meeting.
- When the screen opens hold the cursor over the meeting you want to start.
- The word 'Start' in a blue box will appear to the right. Just click on it and the meeting will start.

Note: It is good practice to start the meeting 10 or 15 minutes early so others can start joining in and you can enjoy a little social time. This extra time is also good for attendees to check their audio and video settings.

If you, or any other attendee, are planning to '**Share Screen**', then anything you are planning to show should be open in the background before you open Zoom. If you wait until you want to show the item (docs, xlsx, pptx, or pdf etc) you will have problems getting them started and showing them. Waiting for a presenter to solve this problem can be lengthy and painful! Full details available at this link:

[Enabling screen sharing for participants in Zoom meetings – Zoom Support](#)

Breakout rooms are available on our accounts. This means you can organize discussion groups and get more interaction – so your meeting more closely resembles a face-to-face meeting. For a full explanation go to:

<https://blog.zoom.us/using-zoom-breakout-rooms/>

If a member doesn't have a computer or tablet available, ZOOM allows attendance at meetings using a smartphone and the member can interact like anyone else. The available functions will depend on the operating system of the specific phone (especially 'raising hand' and similar visual cues normally available under gestures.) If you don't have a smartphone you can still join the meeting, but with audio only.

For instructions on **Recording a Meeting** go to:

[Starting a cloud recording](#)

You will have a choice of Cloud or Local recording (Local means to your Computer). I use the Cloud recording choice as file sizes can be LARGE, often >2 GB

Your **Zoom cloud recordings** can be found in the Zoom web portal (when you login to zoom.us) under the Recordings in the navigation menu.

For instructions on **Viewing a Locally Recorded Meeting** on your computer's hard drive go to:

<https://support.zoom.us/hc/en-us/articles/206277393-Finding-and-viewing-local-recordings>

NEED MORE HELP?

If you need assistance with using ZOOM please contact Derek Southern (derek.southern@gmail.com or call/text my mobile 925-428-3928).

Zoom provides a variety of help using "Show Me" Videos for a number of useful topics. Go to: <https://learn.zoom.us/show-me>

The video at <https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting> is particularly useful before running your first Zoom meeting. I always suggest setting up a trial meeting before running your first public meeting, generally a webmaster or newsletter editor can be your helpful audience.

The Zoom app that is automatically downloaded from Zoom when you login for the first time can be used to JOIN a session if the easy one-click email link is not included in the email message you received for the meeting. You will still need the Meeting ID and password to enter the meeting which will be shown as:

Message ID: aaa-aaa-aaaa and Passcode: bbbbbb

The Zoom app doesn't always update automatically. You can manually update your copy by going to **zoom.us/download** where Windows and Mac versions can be downloaded. The current version is 6.0.11 (5/25/24).

Please watch for follow-up emails that will explain any needed changes and new ideas for using ZOOM.

Remember:
BEFORE scheduling YOUR Meeting, check that it doesn't clash with any other meeting that is already scheduled