Clipston - 'Live Stream' Notes

These notes are to help you with the 'Zoom App' for using with Clipston – 'Live Stream' events

1. We recommend using a smart phone or tablet to access the live stream but you could also use a PC (or even a basic telephone for sound only). We will be using 'Zoom' which is a phone and video conferencing facility designed to connect people in multiple locations. It is widely used by businesses and has millions of users worldwide. If you haven't used Zoom before, we recommend doing this one-off set up the day before, if possible.

2. Download the "Zoom Cloud Meetings" app in the App Store or Play Store (if this is unknown territory for you, please ask a relative to help you or call us on 01858 525275!)

3. Once installed, click on "Join a meeting". (Please note, you do not have to 'sign up' or 'sign in' to enter the meeting but you may wish to if you already have an account or decide to create one.)

4. You will be prompted to enter a 'Meeting ID'. The 'Live Stream' event will have a code which you can copy and paste or type in.

5. You may be prompted to accept the terms of service and privacy policy and can do so by clicking "I agree".

6. You may be prompted to 'allow access permission' (this will allow the app to use your device's camera to create the video image and its microphone to create the sound) and can do so by clicking "got it". If they ask do you 'allow zoom to take pictures and record video' click "allow".

7. You should now see your own image on the screen and you can select whether you join the meeting with or without video.
Please select "join without video" (this means everyone will see the event host but not you!).
If asked, please "allow" recording of the audio (this terminology is misleading – it isn't recording, rather it is enabling your microphone so that you can be heard when you are joining in.
And don't worry…. the 'meeting organiser' will mute you when the host is speaking and unmute you for the responses!

8. You should now be able to see the meeting 'welcome screen' and hear the background music*****. If you can see the host/event screen but can't hear anything, please check your volume setting. If you can't see/hear or need any technical support, please check the help pages on Zoom at the following link; **https://mckinsey.zoom.us/j/251561399**

9. If you have completed this set up in advance, please come back shortly before 10am on Sunday and we will see and hear you then!

10. For a sound only experience, please dial 08000 315717 and when prompted, enter the meeting ID '251561399#'. No participant ID is required so just press # again when prompted. Please note, you won't hear anything until the meeting starts at 10am on Sunday.

11. Rest assured, you only have to complete this set up once. The next time a 'meeting' is available you can just click through from the link that will be posted on the event page.