# Norfolk Area AGM Ramblers 2021 – February 13th - Zoom Meeting Instructions

The meeting will start at 14:00, however the Zoom meeting will be available from 13:45 onwards to allow time for people to connect and check their settings so hopefully we will all be able to start together at 14:00. The Zoom meeting is booked until 17:30, however I wouldn't anticipate the meeting being anything like as long as that.

There are four different ways of connecting:

# Using computer only

If you have a microphone and speakers connected your computer, or a laptop with a built in Microphone, you can simply connect online. The link for the meeting is:

https://zoom.us/i/95639441037?pwd=UDNhcndQQjFXdStXak5LWjFjbFNnUT09

If you have a webcam, please enable this too, as it helps me to see who wants to speak on an issue. It is also better to use a headset (if you have one) for the audio, but don't worry if you don't.

### Using tablet or phone

If you have an Android tablet or phone then you can download "Zoom Cloud Meetings" from the Play Store (it's free) or similarly on an iPhone or iPad you can download from the Apple Store. One you have installed or started this app, you can simply enter the meeting id and passcode. There is no need to sign in or register in the app. You will need the following numbers:

Meeting ID: 956 3944 1037

Passcode: 001261

### Using a computer and phone

If you have a computer with Internet access but no microphone or speakers then you can still use Zoom on the computer, but get the sound through your phone. This is better than the option below. Join the zoom meeting in the same way as the instructions for using computer only, but once you are connected select the option to use phone audio. This will give you a selection of UK phone numbers to dial, so dial one of these on your phone. Once connected enter your meeting ID followed by the # key and then the participant id, followed by the # key. The zoom application will tell you all of the numbers that you need to use.

### Using a phone only

If you cannot use any of the above methods then you can dial in using the phone only. Please dial one of the following numbers:

Once connected you will then need to enter the meeting id on your phone keypad, followed by the # key, the the passcode followed by the # key. These are:

Meeting ID: 956 3944 1037

Passcode: 001261

You will then be asked to enter your participant Id, simply press the # key a second time.

### If you want to practice before the day

I realise that this technology will be new to many of the meeting participants. If you would like to practice before the day then please contact Richard on 07802 270598 to agree a mutually convenient time.