

Tips for attending a Zoom meeting

Required:

Registration for both the free monthly meetings and the purchased workshops will only be offered on the website. This will give us an accurate count of who will be attending a meeting and enable us to send you an invite. It is unnecessary to let us know if you can not make a meeting at the last moment. We will be recording all workshops, meetings and talks. Afternoon speaker recordings will be posted on the website starting the day after the meeting, and you will have access to it. The meeting recording will be available until the next meeting.

If you have not already done so, please create an account on the WGB website. If you need assistance, email the webmaster at weaversguildofboston@gmail.com

Zoom account:

If you wish, you may sign up for a free Zoom account, but it is not required. This may make it easier to attend a Zoom call. If you have never participated in a Zoom meeting please try to educate yourself on how to do this. It will make everything smoother if all participants are familiar with the Zoom screen and know where each control is located.

We encourage everyone to go to the Zoom's Resource Center and watch a few short videos on how to use Zoom. <https://zoom.us/resources> If you need practice you can attend our onetime practice session (see below).

Signing into a meeting or workshop:

You will receive an "invitation" via email for the Zoom call. You will be able to access the meeting by clicking on the [blue](#) link under "Join Meeting" in your email. If you have never joined a Zoom call before, you may have to download and install the Zoom application. A Zoom link window will come up and you may need to choose another link in the Zoom window to join the call. You will not automatically be in the meeting, but will be allowed entrance by the Host.

When entering a workshop or a meeting, please unmute yourself and enable video so we can all see each other. You will be muted and your video will be disabled when the workshop or meeting starts. You will be able to ask questions via the chat function (on the bottom of the Zoom screen). The questions will be moderated by the Co-Hosts.

Do not use a “virtual background”. This takes up a great deal of bandwidth, especially if you are in an area with poor or inconsistent internet connection. In order that others can see you better please make sure that the lighting around you is enough, but not harsh. A bright light or a window behind you will make it difficult to see you!

Using the Chat Function for asking Questions

When you attend a meeting, speaker, or workshop you will be able to ask questions via the Chat function of Zoom. Your questions will be collated and moderated by the host and co-host and given at appropriate times to the Dean, Speaker and/or Instructor.

Leaving the Meeting

At the end of each meeting the Host will close the meeting for everyone, but if you need to leave the meeting at any time and do not wish to rejoin there is a “Leave Meeting” tab in the bottom right of your Zoom screen.

If You Need Practice Before the First Meeting

Sign up for a live Zoom call tutorial with WGB workshop coordinators by signing up on the website (click on ‘Register for a Zoom Meeting’ at the bottom of the website home page) by Monday morning (9/7/20). A live Zoom meeting will be offered on Tuesday, September 8th at 10:00 am. Ginny will place you on a list to receive the invitation to this one-time live practice session.

Welcome to the future!

6/29/2020