

## **Bowie Seniors Computer Club Meeting Minutes for May 20, 2021**

**Date:** May 20, 2021

**Location:** Zoom Online Meeting

**Attendees:** Bob Blum, Dennis Edgington, Dennis Evans, Dale Grant, Dave Hackenberg, Barry Hammond, Eric Hein, VaLerie Hill, Lily May Johnson, Jim Kozura, Steve Krulik, Mark Laster, Dan Lee, Bill Long, Bob Rapczynski, Irv Salzberg, Leatha Sanders, Dan Searing, Clara Smith, Doris Smith, Flo Strawser, Verna Teasdale, George Vincent.

**Summary:** There were several videos presented on the use of Zoom including:

(1) Zoom Meeting Controls.mp4 (10:16)

[https://youtu.be/ygZ96J\\_z4AY](https://youtu.be/ygZ96J_z4AY)

(2) Zoom Virtual Backgrounds.mp4 (3:33)

<https://www.youtube.com/watch?v=3Zq-b51A3dA>

(3) All About Zoom Webinar: [https://zoom.us/recording/play/cVR5N3Ni\\_l3N1q53t-3kaDQsLsOIJHDTXqh0pmyuyU3LSVUeAx0VdKQRQ-8csb8Q?autoplay=true&retpage=webinarviewed](https://zoom.us/recording/play/cVR5N3Ni_l3N1q53t-3kaDQsLsOIJHDTXqh0pmyuyU3LSVUeAx0VdKQRQ-8csb8Q?autoplay=true&retpage=webinarviewed) (40:35)

### **Useful Zoom Links:**

a) <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

b) <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

Also: YouTube videos

c) [https://www.youtube.com/results?search\\_query=+Zoom.us+tutorials](https://www.youtube.com/results?search_query=+Zoom.us+tutorials)

After the meeting formally ended some members remained online to discuss what future meetings should be about, particularly the need to discuss technology.

There was a discussion on whether there is a continuing need for our input to the Senior Center Newsletter.

Dave Hackenberg stated that he had no information on when the Senior Center might open for meetings and classes.

**Secretary:** Bill Long

**Zoom Host:** Dennis Evans

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## ZOOM TUTORIAL 2020

How To Use Zoom STEP BY STEP For Beginners! [COMPLETE GUIDE]

<https://www.youtube.com/watch?v=QOUwumKCW7M>

Watch all the way through once and then go back to the items where you need more information.

### ZOOM TIME STAMPS:

0:13-SIGN UP WITH ZOOM

2:00-NAVIGATE DASHBOARD

2:30-DOWNLOAD ZOOM

4:00-HOST A MEETING

4:30-UNDERSTAND MEETING CONTROLS

4:47-Mute/Unmute host

5:00-Disable Video/Enable video

5:24-Invite Participants

6:22-Manage Participants

8:00-Raise Hands

8:40-Share Screen

10:10-Chat

10:44-Record

11:09-Reactions

11:11-End Meeting

11:36-SCHEDULE A MEETING

12:19-JOIN A MEETING