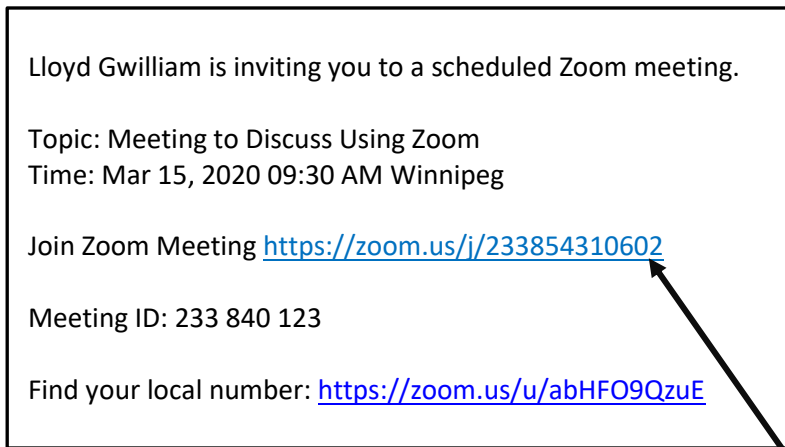


## Basic Zoom Use

You will receive an invite via email. It may appear something like this:



The important part is that Join Zoom Meeting link

Using a smartphone, tablet, laptop or desktop you click that link to start the process. If you do not have Zoom installed the web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download at this link:

[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

Suggest you sign on to your very first meeting about 5 minutes early to make that process happen. Second suggestion is to test your speaker volume before you log on. Many people start with the volume down too low and the host finds it hard to communicate what to do as they cannot hear the host (I keep a paper on hand with "Turn Your Volume Up" so I can show them through the webcam.)

Note: if you do not have one of those devices (smartphone, tablet, laptop, desktop) you can phone into the meeting (as long as the host included that option). This particular invite has a link to "find your local number" to call. A good host will look that number up and include it with the invite.

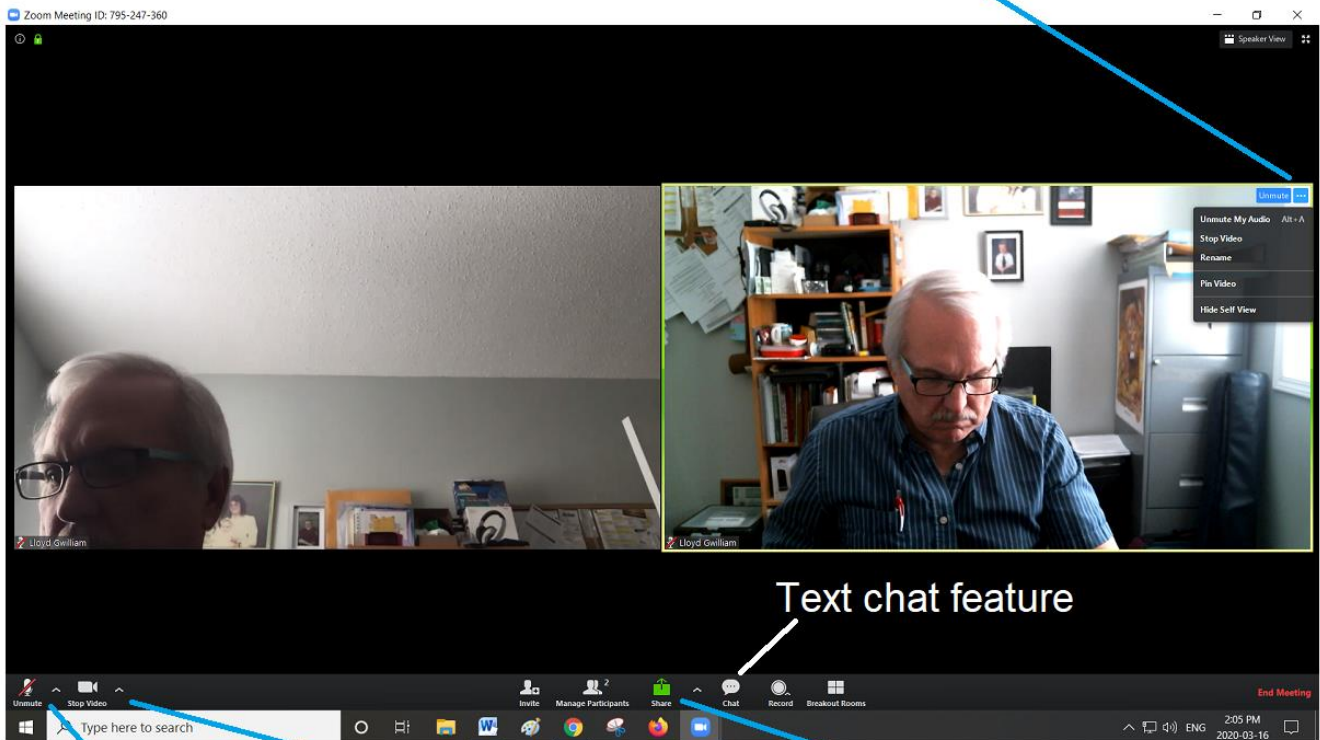
[At this page Zoom has a helpful video to show you how to join a meeting.](#)

As well on that page they have other Tutorials on features and use. But don't spend too much time searching – give it a go and find out it is rather simple.

Each device (smartphone, tablet, laptop and desktop) has a slightly different layout or location for the menu and features of Zoom. However, they are pretty limited and I will show some here.

In this example I set up a meeting between my desktop (screen shown here) and my iPad. The desktop is the one on the right, me on my iPad is on the left.

Click the 3 dots for menu



Mute or unmute

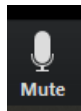
Start or stop your video

Share your screen if presenting

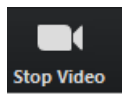
Text chat feature

Really, this is almost all you need to know for attending a Zoom meeting.

The controls on my iPad (and my iPhone) are not visible until I touch the screen. Then they come down from the top. Very similar though.



mute and unmute your microphone (good if noisy background)



start or stop your video (if you are wearing pyjamas or bad hair day)



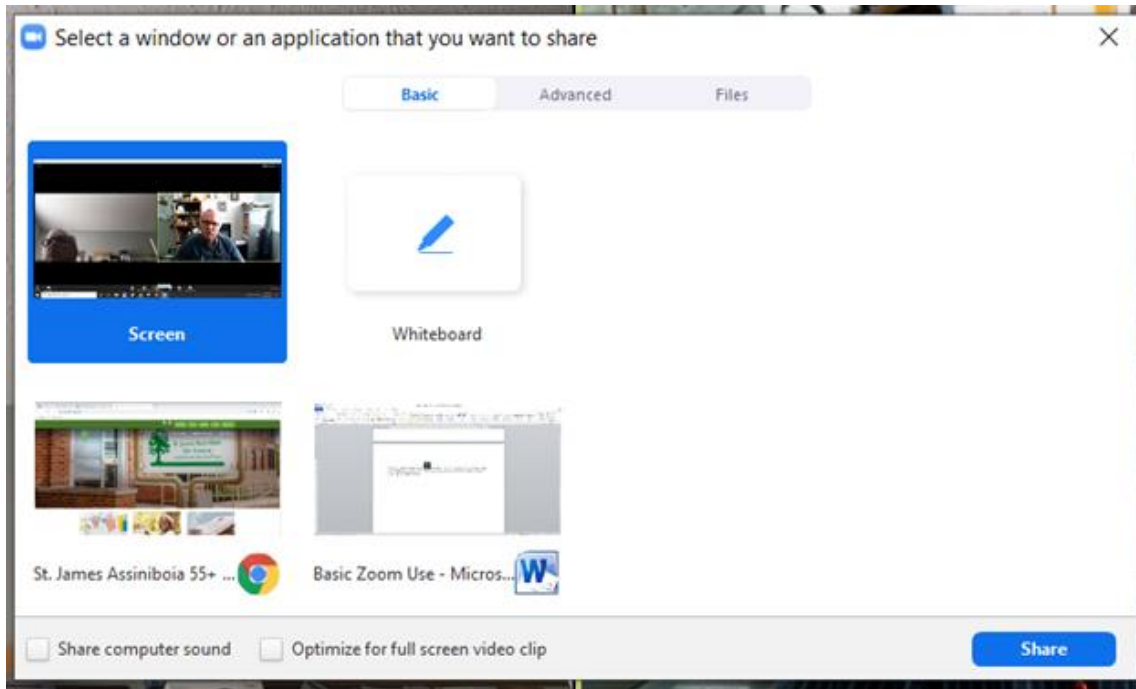
to share your screen, spreadsheet or other presentation.



you can open up a little chat window to text to others privately or everyone

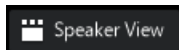


When you click on that share button it opens up a window where you can chose what to share. In the case below I could share my screen, my web browser that is looking at St. James 55+ page right now, the Word Document I am working on (or a spreadsheet if I had it open) or a white board where I could draw things to explain something. The bright blue indicates I am choosing to share my screen.



There are two other tabs – Advanced and Files. They just allow different ways to share portions of the screen, just sound, a second camera or access to a variety of file locations. The features above are the most common and only used by the presenter.

Also there are two buttons at the top right of the screen



Speaker view focuses your screen on that viewer.

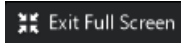


gallery view takes you

back to a view of all the participants on screen in a grid.



those 4 arrows takes you to a full screen display



and Exit Full Screen takes you

back to normal display.

Here I am giving an example of me sharing my spreadsheet to the meeting. Notice in my view the attendees are on the right side of the screen. Sometimes you can have many attendees there. As well you will note at the top of the screen is a very small bit of menu – the important item is that red and white “Stop Share” button that I can click when I am done sharing. It looks a little different on my iPad but generally same content/features.

The screenshot shows a Microsoft Excel spreadsheet titled "Electricity Calculation Per" with a "Stop Share" button in the top right corner. The spreadsheet contains the following data:

Date Issued	Energy Charges	Energy Consumption	Days	Avg. Use per Day	Avg. Temp.
Jan 2017	\$54.55	477	33	14.45	-15.1
Dec 2017	\$52.67	457	33	13.85	-19.9
Nov 2017	\$41.76	342	28	12.21	-7.2
Oct 2017	\$43.85	364	31	11.74	-1.6
Sep 2017	\$35.61	277	27	10.26	9.7
Aug 2017	\$47.46	402	35	11.49	16.5
Jul 2017	\$43.56	367	27	13.59	18.8
Jun 2017	\$46.46	408	33	12.36	16.7
May 2017	\$33.44	266	31	8.58	15.6
Apr 2017	\$24.83	172	29	5.93	8.1
Mar 2017	\$48.20	427	33	12.94	3.3
Feb 2017	\$41.88	358	29	12.34	-8.1
Totals	<b>\$514.27</b>	<b>4,317</b>	<b>369</b>	<b>11.70</b>	<b>3</b>

Summary statistics from the spreadsheet:

- 4317 (Total Energy Consumption)
- 5895 (Total Energy Charges)
- 1.365532 (Total Days)
- 1578 (Total Avg. Temp.)
- Excess Electricity
- Avg Monthly: 359.75
- Cost per kwh: \$0.119
- Solar Cost @ 5,895 kwh (\$15k/5895/yr): \$0.3636364
- Payback periods: 0.16 (16 years), 0.13 (20 years), 0.10 (25 years)

ROI Calculations:

- Initial Cost: \$ 15,000.00
- ROI in Years ==> 29.17
- Assume power bill goes up 7.5% per year
- However they will not eliminate 100% of the bill
- Selling excess to hydro

To end the meeting the Host simply clicks on “End Meeting.” Each attendee also has a “Leave Meeting” option displayed at top or bottom areas.

What is that particular spreadsheet above? I was trying to determine the ROI on installing a solar system on my house. Appears my break even time was 29 years. Awful as it didn’t include any future maintenance costs plus average of 7.5% increase by Hydro each year.