

Tips for Using Zoom to Attend BSI Events

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PREPARING FOR A ZOOM EVENT

- No Zoom account needed

You do not need a Zoom account to watch BSI events. You do need to have the [free Zoom Client for Meetings software](#) or Mobile app installed on your device, which can happen automatically when you join the event. For more assistance, see Zoom's help pages for [Getting Started on Windows or Mac](#), or [Getting Started on iOS](#), or [Getting Started on Android](#).

- No need for a webcam, camera, or microphone

Unlike Zoom meetings, in the webinar format, we plan to have only the scheduled speakers visible and talking, so you do not need a camera or microphone.

- You do need to have either speakers or a headset

For you to hear the presentation, you need either speakers or a headset. Those who only want to listen to (and not see) the event might be able to use the Zoom call-in phone numbers listed in the event info email, but long distance charges may apply and the audio quality is generally lower than what you get online using the Zoom app.

- Ethernet / Internet Connection

Zoom works best with a robust Internet connection. If you have the option, use a wired Ethernet connection from your device to your router or modem. It is more reliable. If you cannot use a wired connection, plan to watch from a location with a good strong Wi-Fi signal.

- Volume / Sound Level

Check the volume level on your device to be sure it is loud enough before joining the event. One way to do that is watch a YouTube video like this one from the BSI's [Fortnightly Dispatch](#), and then adjust your own system volume (not the setting in YouTube). Use Google for "how to adjust sound volume in Windows 10" or similar for details on changing your device's overall volume level. You can adjust volume during the Zoom event, but it is simpler to set volume before the event.

- Bigger screens are better

If you have the choice, a bigger screen like those on most desktop computers, or even a laptop, will provide a better viewing experience than what you see on a smartphone or most tablets.

- Power / Battery

If your device uses a battery, be sure it is fully charged, or plug in your device before the event starts.

WATCHING A ZOOM EVENT

- Login / Join to start watching the event

Open the email from "BSI Events" that has the event's Zoom details. The easiest way to join is to click the link to the meeting/webinar, which is often shown as "Click Here to Join." If you do not already have the free Zoom app, it will ask if you want to install it. You will then get an option to "Join with video," which allows you to watch and hear the event. For other options/details, see this [Zoom help page](#).

- Freezing or no action when joining

After clicking "Join with video," occasionally Zoom will fail to load the event or freezes. If that happens, close both the Zoom window(s) and your web browser, reopen the invite email and click the link to start over. If that still does not work, contact us at [<eventhelp226@bakerstreetirregulars.com>](mailto:eventhelp226@bakerstreetirregulars.com) for troubleshooting suggestions and help.

- Sound volume

If you do not hear any sound after joining the event, check to be sure your speakers are on and you have not set your system volume to mute or a very low level.

- Maximize the Zoom window on your device to fill your device screen

Your Zoom window may or may not initially open in a large size allowing you to see more detail.

- Switch to full screen mode by double-clicking your Zoom window.
- Exit full screen by double-clicking again or using the Esc key on your keyboard

Note: In older versions of macOS, click "Meeting" and "Enter Fullscreen" in the Top Menu bar.

- Adjusting the size of slides and speaker(s)

If you are seeing slides on one side of your screen and the speaker on the other side, you can click and drag the dividing line between them to the left or right to make one side bigger.

- iPad and iPhone Users

If you are watching on an iPad or iPhone, turn the device sideways to see a larger image. To get the screen to switch to landscape mode on an iPad or iPhone, you might need to disable the rotation lock in the Control Center.



If you are seeing multiple people on-screen, or blank boxes, tap Switch to Active Speaker View in the upper-left corner of the Zoom window. If you do not see the controls, tap your screen to get them to appear.

- Do not record or take screenshots

Please do not record any part of the events, or take screenshots. The presentations are copyrighted by The Baker Street Irregulars.