



**BOTANICAL SOCIETY
OF SOUTH AFRICA**

BotSocSA Zoom Guide

How to join a Zoom meeting

- **At 9am on Saturday 6 July 2024: Click the unique Zoom meeting link to join the BotSoc AGM.**

[Link here](#)

- If you do not have the [Zoom](#) Free App on your laptop... you will be asked to download it.
- If you wish to be prepared... download the [Zoom](#) Free App to your laptop... before the meeting.
- Important note: You can ONLY get into the meeting via the unique Zoom link. You can NOT get into this meeting via the Zoom website.
- Once you arrive at the meeting - you will be asked if you want the computer audio on (YES) and whether you want video-on or video-off option.
- Click the video-off option. I suggest an audio-only meeting for the meeting. (Video uses too much data especially in big meetings)
- Make sure your laptop's sound is turned on.
- The etiquette in a Zoom meeting is to have your microphone on mute. Turn your mute off when you want to speak.
- The meeting will be facilitated by the Chair, Bongani Mnisi so follow his lead please, this is very important!

Tips for Zoom Beginners:

- Tip 1: Click on the [Zoom link](#) to get into the meeting. Don't complicate your life by going to the Zoom website.

NATIONAL BOTANICAL SOCIETY of S A

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- Tip 2: If you have opened the Zoom website + the Zoom link, be aware that there may be multiple Zoom windows open on your laptop if you are looking for buttons. Switch to the Zoom window with the meeting link window... to intuitively see where to go next.
- Tip 3: Once the meeting has begun, let your mouse hover over the top right hand corner of your box (ie. the rectangular box with your name, initials or picture in it) - during the zoom meeting. You will discover a tiny blue box with three white dots - which is a dropdown menu of items. Many people are not aware that this blue box is there.
- Tip 4: Let your mouse hover over a band at the bottom of your screen. You will see a host of options pop up. You will see a green "Share your Screen" option where you can share your screen with all participants. This screen share is a superb way to communicate financials from the accountants screen to the participants of the meeting. Also click on the Chat option, which will open a Chat panel on the right.
- Tip 5: You can type and send a Chat message to either 'Individual Delegates' or 'Everyone' in the room. See the dropdown menu in the Chat pop-up column on the right of your screen.
- Tip 6: If you suddenly lose connection and your computer disconnects from the Zoom meeting, simply click on the Zoom meeting link and rejoin the meeting. You can rejoin a meeting as many times as you like... as long as the meeting is still in progress.
- Tip 7: The [Zoom Support Centre](#) has great tutorials available on their website. Take a look. However, Zoom is so simple that watching them is not necessary. Being in a Zoom meeting is the best way to learn.

No one is expected to be an expert as we embark on a journey to becoming experienced Zoomers.

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