

## ZOOM Instructions for MelaNoMore Virtual Café (melanomore@googlegroups.com)

To ensure secure access to our Virtual Café Zoom sessions, a new Meeting ID and Password will be generated each time. This will be contained in the **Invitation Link** emailed to each of you one week prior to the session.

**Ctrl+Click** on the emailed **Link** which will launch Zoom application and take you into the Zoom Waiting Room. The Host will be notified and will admit you.

When admitted to the meeting make sure the microphone symbol is **Unmuted** and Video symbol is **Started**. The controls are sited in different positions depending on the device.

**PC/Desktop:** Microphone (Unmute>Mute) & Video (Start>Stop) are bottom left (hover with the mouse) or press **Alt** to reveal all controls.

Speaker View (current speaker) & Gallery View (all users) top right toggle box/3dot symbol.

**Tablet/iPad:** Microphone (Unmute>Mute) & Video (Start>Stop) are top right near to Participants. Switch to Active Speaker or Gallery View are top left below switch camera.

**Mobile/iPhone:** Microphone (Join Audio>Mute) & Video (Start>Stop) are located at the bottom of the screen, touch screen for them to appear.

The **Link** will look like:

Doug Hollis is inviting you to a scheduled Zoom meeting.

Topic: MelaNoMore Virtual Café

Time: June 3, 2020 10:00 London

Join Zoom Meeting

<https://us02web.zoom.us/j/99999999?pwd=ZjQ3OUUpBRGhNLzlw dHRrExample>

If you do not have the **Link** or have any problems accessing the Zoom session, please email [melanomore@googlegroups.com](mailto:melanomore@googlegroups.com) . This will be monitored by a member of the committee, who will provide guidance or respond with the actual **Meeting ID & Password**.

Doug Hollis  
MelaNoMore Support Group