



Zoom Your Brethren

As Freemasons we very much value our fellowship – using Zoom is a valuable way to maintain that and keep in touch during these COVID-19 times. There are many different video conferencing programmes. Whichever you use will be helpful to keep in touch. However many are finding Zoom helpful as it is very easy to use and access on different devices. Appended is a helpful guide on how to get to people connected to Zoom but here a few tips on running Lodge catch-ups on Zoom:

- It helps if someone has a paid Zoom account as that allows speaking for a longer period and more connections. That said a paid 'Pro' account is only about \$150US pa so it may be worthwhile the Lodge getting its own account if there is not access to one.
- Set up a Zoom Meeting ID No. with a password – best too to make this a recurring meeting as then people are familiar with the number. Some lodges are finding a weekly catch up worthwhile.
- Send an email invite to brethren using BlindCopy – that is a security measure.
- Appoint a brother to be the facilitator – you'll get way more out of the session. Explain that in your email invite. The facilitator should welcome people on arrival and explain about muting if required. They should then invite people to contribute.
- Instruct in the email that brethren should maintain a muted 'mic' when not speaking and raise their hand, either actually or using the special Zoom 'raise hand' feature, or alternatively indicate on the chat forum.
- After the first couple of sessions when familiarity has been created then introduce a theme for the session i.e. 'wear an item of clothing with a story'.
- An hour session is about right – better to finish on a high and let brethren convene next time than feel people have to gradually depart.
- Good video conferencing practice suggests that it is good to separate on-line catch-up's / social activities from scheduling meeting / educational activities.

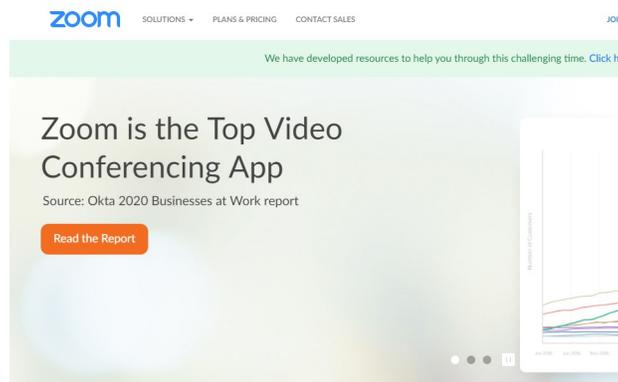


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Appendix: Zoom Meeting Instructions

To get into ZOOM, type "zoom.us" in the search bar. The screen you see will look like this:

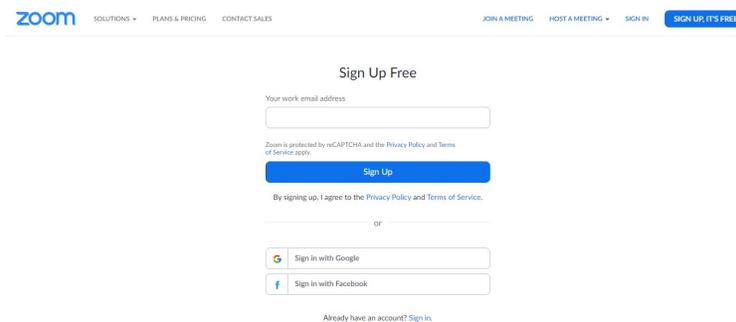


On the right hand side of the screen are three tabs:

1. Join a meeting;
2. Host a meeting;
3. Sign in;
4. Sign up, it's free

You can sign up or not, as you choose (though that is a good idea and easy to do). The person establishing the meeting has to be signed up, but no other participants do. If you do not sign up but are invited with an email, you will receive a prompt to download the software. Click on the .exe file, allow the app to make changes to your device, and then proceed.

If you do decide to sign up for the software, you will see this screen:



You will be sent an email which you will need to validate

Note if you wish to host a meeting, you will need to sign up to Zoom.



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SCHEDULE A MEETING:

Once signed up you will then see three options at the top right of the screen:

1. Schedule a meeting;
2. Join a meeting;
3. Host a meeting

If scheduling a meeting this is the screen which comes up. You can then set a time, and send invitations by email to the people who are to participate. Copy and paste the relevant meeting details, including ID number/password/url link into a regular email which enables you to personalize the email with other information as outlined in the tool above.

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings. Upgrade now to enjoy unlimited group meetings. [Upgrade](#)
 Do not show this message again

Time Zone

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 24C

Meeting Password Require meeting password

Video Host on off
Participant on off



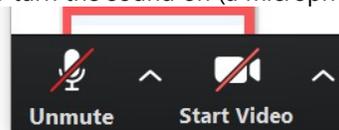
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JOIN A MEETING:

If you are invited by email to join a meeting there should be two options: 1. A Meeting ID No (and possibly a password) to be entered if you click 'Join a Meeting' OR 2. a link to click on and follow the instructions.

When you have joined the meeting, you will have options on the screen to start a video going (a video camera symbol) and to turn the sound on (a microphone symbol)



and options to share the screen on your computer if you want to show someone work that you are doing, and so on. Note on a PC these symbols are at the bottom of the Zoom window but on other devices they will be in different locations.

Zoom Meeting ID: 774-557-024

Talking: Margaret Robinson

Meeting Topic:	Margaret Robinson's Zoom Meeting
Host:	Margaret Robinson
Password:	175288
Invitation URL:	https://zoom.us/j/774557024?pwd=aDVQT002W Copy URL
Participant ID:	11

The image shows a screenshot of a Zoom meeting interface. At the top, it says 'Zoom Meeting ID: 774-557-024'. Below that, there's a 'Talking: Margaret Robinson' indicator. The main part of the screen displays meeting details in a table format. At the bottom, there are icons for audio (a speaker with a green arrow) and screen sharing (a monitor with a yellow arrow).

There are a number of videos on U-Tube about setting up and participating - just try it; it is quite easy.

