

Zoom Tutorial

Purpose

In light of the recent suspension of all Masonic meetings due to the COVID-19 pandemic, the WM of Hancock #311 has directed the wardens to explore other options for continuing Masonic communication, education, and proficiency work. While not suitable for stated meetings, there are online communication platforms that can be used to ensure other necessary work of the lodge does not grind to a halt. These tools will enable the brothers of Hancock #311 to continue to spread the cement of brotherly love and affection while also setting conditions for the smooth resumption of ritualistic work once the suspension is lifted. The wardens are pleased to report that Zoom provides us an ideal platform to continue our labors.

What is Zoom

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. Zoom offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems.

How Will Hancock #311 Use Zoom

The wardens will publish scheduled Zoom meetings in OLP as necessary. Our intent is to use Zoom for the following purposes:

1. Enable brothers to return proficiency.
2. B-Card Study Group.
3. Masonic education in lieu of stated communications.
4. Officer and Committee Meetings.

How You Use Zoom

There are two ways for you to join a scheduled meeting:

The first, and easiest, is through the OLP calendar event directly.

1. Click on the link in the OLP calendar event.
2. Zoom may prompt a download to install a driver onto your computer to enable operation.
3. You will be prompted to log into Zoom, which you can do by either signing up for an account or using your Google or Facebook account.
4. You're in!

The second is by using the meeting ID # from the OLP calendar event.

1. Go to [Zoom.us](https://zoom.us)
2. Click the "Join a Meeting" tab. You can find the tab on the top right corner of the homepage
3. When prompted, add your designated Meeting ID (The Meeting ID # can be a 9, 10, or 11-Digit number). The Meeting ID # will be in the OLP calendar event information.
4. You're in!

Participation

Once you are in the meeting room, you will be able to see and hear the other participants. Please be respectful of other participants and mind your Masonic etiquette to ensure an orderly meeting. Zoom allows users to share their screen to the entire conference call, and this feature will be predominantly used by Masonic education presenters if they have materials to share. If you are identified as a presenter and have materials you wish to share, simply click "Share Screen" at the bottom of the window. Note: Only one person can use screen-share at a time, and

one person must “Stop Sharing” before someone else can start sharing. To stop sharing the screen, simply click “Stop Sharing.”

Conclusion

These are unusual and difficult times, but the inability to conduct physical meetings does not require us to cease Masonic intercourse. The lodge is not simply a building – it is the brethren themselves, and Zoom is an ideal tool to continue the lodge’s momentum during this period. We must not allow ourselves to grow stagnant by putting down our working tools prematurely. Join the WM and the wardens as we strive to make good men better even in the worst of times.