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# The Memory Map

Canton Alliance Massillon Computer Users Group



Volume 41, Issue 4

April, 2021

## Next CAMUG Meeting, April 19, 2021 On Zoom

Dennis will email an invitation to the **Zoom** meeting to members. At meeting time, simply click on the link in the invitation to join the meeting.

**Please!** If you forward the invitation to anyone else (we do encourage visitors), please let us know at [board@camug.com](mailto:board@camug.com) so that we will not let them stagnate in the waiting room. Only members and known visitors will be accepted into the meeting to prevent Zoom-bombing.

**Please note the start time: 6:30 PM**

**6:30 PM:** Q & A and chit-chat

**7:00 PM Meeting:** Video: "Wearable Technology to Improve Your Health," which was Geeks On Tour Show #209 with Chris and Jim Guld and special speaker Ron Brown.

## Zoom Etiquette

### Tips for Having Better Meetings

By Tom Burt, Vice-President, Sun City Summerlin Computer Club

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This month's article will explore Zoom etiquette, which has a big impact on how successful Zoom web conferences are. There are many types of Zoom sessions from informal small discussions to more formal business or committee meetings to educational seminars. Zoom is also used extensively for "remote learning" in K-12 and higher education. Etiquette rules will vary somewhat for each scenario.

Part of the appeal of Zoom is that you can attend a meeting without commuting – just fire up your webcam, speakers, and microphone, click the hyperlink to join the meeting, and *shazam*, you're *there*. Actually, your electronic effigy is there ... and all

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the other attendees are [virtually] in *your* home, looking through your camera at you and whatever else is in your house.

A Google search for Zoom etiquette yielded 23 million hits – an indicator of how prevalent Zoom has become as an alternative to “in-person” meetings. Here are two links to representative articles if you want to dig in a bit more:

<https://www.andrewmacarthy.com/andrew-macarthy-social-media/zoom-etiquette-tips-great-video-calls-meetings>

<https://blogs.otago.ac.nz/zoom/zoom-etiquette-attendee/>

Here are some things you can do to be more friendly to other Zoom meeting attendees.

### **Invest in Good Gear**

When participating in a meeting, your co-attendees will appreciate being able to see and hear you clearly. For a desktop, a quality USB 2 web camera/microphone combo can be had on Amazon.com for under \$40. The best is to get one with 1080P (HD) resolution. The webcam/microphone mounts on top of your desktop monitor. Most modern laptops have a webcam and microphone built-in, though often not capable of 1080P resolution.

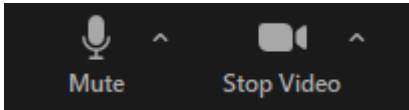
### **Test and Configure Your Gear**

It's no fun for meeting attendees to wait around while newbies try to learn how to do basic things in Zoom (like changing view, turning the mic and camera off and on, posting a chat, setting a background). In your web browser, go to <https://zoom.us/test> and join the test meeting. This will let you download the Zoom client software, check out your camera and microphone settings, configure your background and confirm how you will look and sound to others during a Zoom session.

### **I See (and Hear) You / You See (and Hear) Me**

Be mindful that, when your webcam and microphone are enabled, the other meeting attendees can see and hear you. This might seem obvious, but it's easy to forget that you're on camera. Also, the Zoom app has two display modes: Gallery (which shows a thumbnail image of each attendee in a grid on the screen) and Speaker, which shows a full-screen view of whoever is currently speaking. Each Zoom session attendee can choose which view they want to see.

If you sneeze, burp, cough or make other vulgar noises, or if your phone rings, Zoom may suddenly display your face on the speaker view of someone else's display. Even in Gallery view, Zoom displays a yellow box around the current speaker's thumbnail image.



It's wise to keep your microphone muted except when you explicitly want to speak. Then press and hold the **Spacebar** to unmute your microphone only while you're speaking. When finished, release the Spacebar again to

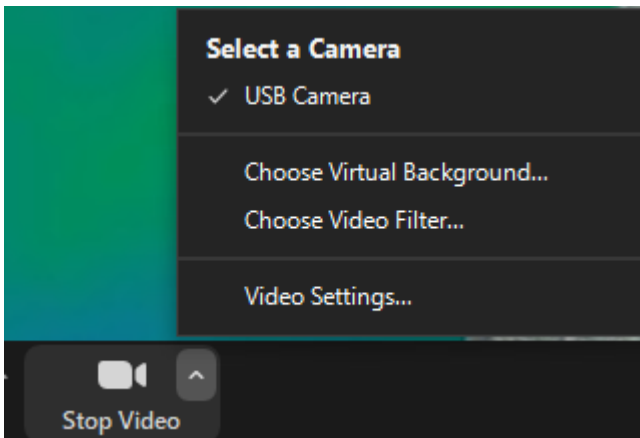
return to mute mode. You can also toggle between muted and unmuted by pressing the **Alt+A** keys. Or you can click the microphone icon at the lower left of the Zoom window to toggle between muted and unmuted.

You can also toggle the video off and on by clicking the camera icon at the lower left of the Zoom window. It's a good idea to do this if you're leaving the room temporarily or even if you just need to blow your nose or perhaps if someone comes into the room and needs some momentary attention.

### **If possible, Use a Virtual Background**

Zoom's client software is quite clever at distinguishing your head and torso in the overall video image the web camera is seeing. How well it does this depends on the processing power of your computer's video chip along with the Zoom software. This allows you to have zoom superimpose your head and torso onto a background image or looping short video clip that you can select. The background replaces whatever is actually behind you.

The idea is that you don't want to share your messy computer room with the rest of the attendees. The virtual background hides that; it will even ignore another person in the room if they're a few feet away. This allows my wife to work at her computer without being on camera while I'm in a Zoom meeting.



Zoom has a small set of default backgrounds and you can add images of your own to the set. To enable and choose a virtual background, click the ^ chevron on the camera icon to open a popup menu. Then click either "Choose Virtual Background" (for a still image) or "Choose Video Filter" (for a looping

video clip). You can add new background images by clicking the + icon and then selecting one or more image files stored on your computer's hard drive.

### **Identify Yourself**

Remember to click the 3 dots at the upper right of your on-screen thumbnail and rename your session so it displays your name instead of your email address. Zoom should remember this setting for future sessions.

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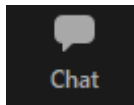
## **Dress for Success**

Especially for formal / business meetings, put on business casual attire. This is especially true if you're working from home.

## **Avoid Eating on Camera**

Drinking beverages is acceptable but avoid noisy slurping unless your mic is muted. As noted above, if you make noises, you may suddenly be displayed full screen to the other attendees. If you want to chow down during the meeting unless it's scheduled "virtual lunch or dinner" turn your webcam off while eating.

## **In Larger Meetings, Raise Your Hand or Use Chat**



As the number of attendees grows, it gets harder to manage who has the virtual floor. In larger meetings, it's polite to raise your hand and be recognized before speaking out. The chat icon is in the bottom center of the Zoom window. Click it to open a small chat window where you can type a question or comment to the entire group or specific attendees. This is especially effective for large meetings, where the thumbnails of attendees can't all fit on the screen at one time.

## **For Business Meetings, Please Exclude Fido, Fluffy, and the [Grand]Kids**

Pets and grandkids can be disruptive and distracting to you and to others attending a Zoom session, particularly one whose focus is business issues. If you can, close the door to the room where you are connecting to Zoom. If that's not possible, be ready to turn off the camera and mute the microphone. *(Note from Liz: I do not consider our club meetings to be business meetings, and I LOVE seeing pets and kids!)*

## **Keep it PG-Rated – Recording Alerts**

Zoom meetings are often being recorded. Speak and act accordingly. Particularly at business meetings or formal social meetings, civility and decorum are the order of the day. Also, meeting hosts, if recording, should let their attendees know the meeting is being recorded.

## **Meeting Hosts / Presenters – Managing Your Attendees**

If you are hosting a Zoom meeting (i.e. you logged into your Zoom account, set up, and started a meeting), you have some additional things you can do to manage your attendees. Take some time beforehand to get used to these extra features you can use to control things like muting other attendees' microphones, screen sharing, whether there's a waiting room for your meeting, the initial state of attendees' microphones (e.g. muted) and possibly blocking access after the meeting has begun.

I hope this helps you have better Zoom experiences in the future.

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## CAMUG March 2021 Meeting Minutes



The meeting was held on Zoom due to COVID-19 restrictions. We used an account provided by APCUG, and Dennis Smith was host. Members received an email invitation before the meeting and used that to connect to our Zoom waiting room. They were then admitted to the meeting.

The meeting started at 6:30 PM with a general chit-chat and Q&A.

President Dennis Smith presided over the 450<sup>th</sup> meeting of CAMUG on Monday March 15, 2021, starting at 7:07 PM. There were 16 members present. Since that is more than 15% of the membership, the meeting was declared valid. Judy Tylour, from APCUG, was a visitor.

Dennis mentioned the credit of \$5 toward your membership dues for each new member you bring in.

The program for the meeting was “Comparing Video Streaming Services and Hardware” by Jan Bredon, Bruce Klipec, and Dennis Smith. A video of the program will be posted on our Facebook page: CAMUG Users Group. The pdf files of the presentations will be posted on our website: [www.camug.com](http://www.camug.com). A summary is below.

- Traditionally, TV programming has been accessed through an antenna, and this is still available. The antenna may be on the set-top, in the attic, or outside. If TV programming is accessed with an antenna, sub-channels are available.
- A cable connection using a cable box for the TV is available also for a relatively high price.
- Some people have opted out of a cable connection in favor of streaming. Streaming requires an Internet connection, often supplied by the cable company.
- Streaming can be done on a computer or smart phone, built into the TV (like a Roku TV), or with an external device connected to the TV's HDMI port.
- Examples of external devices connected to a TV's HDMI port include a Roku device, a Fire TV device, AppleTV, Xbox, or Chromecast.
- Once one of these devices is installed, TV can be streamed by using apps for the different services. Jan, Bruce, and Dennis use different devices and different apps.
- Examples of apps or streaming services are Hulu, PlayStationVUE, Philo, Netflix, Spectrum, AT&T TV app, YouTube, YouTubeTV, Disney+, Amazon Prime, Paramount+ (formerly CBS All Access), Blaze TV, IMBb TV (Free on Amazon), UP Faith and Family. Some apps are free, and others require a monthly fee.
- Each app provides a different set of programs. For instance, Hulu has ABC, Fox, NBC, Bloomberg, BBC America, Movies, and more. Netflix has movies and TV

shows such as Heartland the Crown, Anne with an E, etc. Acorn TV has British programs such as Murdoch Mysteries, A Place to Call Home, Doc Martin, Poirot, and more.

- Research the apps to see which one or ones will give you the channels and programs you want. Some apps allow several logins. Some are free and others have a monthly fee.
- Spectrum cable TV requires one cable box and then allows the use of the Spectrum app to stream on other TVs, smart phones, etc.
- For those interested in antenna TV, Dennis showed the website, [www.tvfool.com](http://www.tvfool.com), which will show what local channels are available for your location. Jan uses a phone app, Antenna Point, in a similar way.
- Another option is Locast which has come to our area. It streams local broadcast channels over the internet for free although it accepts donations.
- Judy commented on her expensive Spectrum experience in California.

The meeting concluded with discussion on several topics: updating Windows 10, improving an unstable Internet connection, choosing a new router, and how to get a password to work for SimpliSafe.

**Adjournment:** Liz Milford moved to adjourn the meeting. Jan Bredon seconded the motion. The meeting was adjourned at 8:41 PM.

Submitted pending Board approval,  
Liz Milford, Secretary

## CAMUG Board Meeting 3/23/2021

President Dennis Smith called the CAMUG Board meeting to order at 7:10 PM on Tuesday, March 23, 2021, using Zoom. Six of the seven Board members were present; therefore, the meeting was declared valid.

President	Present	Dennis Smith	<a href="mailto:president@camug.com">president@camug.com</a>
Secretary	Present	Liz Milford	<a href="mailto:secretary@camug.com">secretary@camug.com</a>
Treasurer	Present	Tim Elder	<a href="mailto:treasurer@camug.com">treasurer@camug.com</a>
Senior Director	Present	Carol Joliat	<a href="mailto:directors@camug.com">directors@camug.com</a>
Director	Present	Bruce Klipec	
Director	Present	Jan Bredon	
Director at Large	Present	Jim Albright	
Web Page	Present	Dennis Smith	<a href="mailto:webmaster@camug.com">webmaster@camug.com</a>
Software and Book Review	Present	Jan Bredon	
Membership	Present	Carol Joliat	<a href="mailto:membership@camug.com">membership@camug.com</a>
Newsletter	Present	Liz Milford	<a href="mailto:newsletter@camug.com">newsletter@camug.com</a>
Computer 101	Present	Carol Joliat	
Ways and Means	Present	Jan Bredon and Madeline Burkes	
Others Present			

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**Approval of Minutes:**

**March Regular Meeting:** Jan Bredon moved to accept the March 15, 2021, Meeting Minutes, which had been emailed to the Board. Bruce Klipec seconded the motion, and the minutes were approved.

**February Board Meeting:** Tim Elder moved to accept the February 23, 2021, Board Meeting Minutes as printed in the March newsletter. Jan Bredon seconded the motion, and the minutes were approved.

**Reports:**

**Treasurer's Report:** Tim Elder had emailed the March Treasurer's Report to Board members. Liz Milford moved to accept the March Treasurer's Report. Bruce Klipec seconded the motion, and the report was approved.

**Membership Report:** Carol Joliat reported that we have 23 family memberships.

**Meeting Topics:****April 19th Meeting which will be held on Zoom:**

**6:30 PM:** Q & A and chit-chat

**7:00 PM Meeting:** Video: "Wearable Technology to Improve Your Health," which was Geeks On Tour Show #209 with Chris and Jim Guld and special speaker Ron Brown

**Old Business:** None**New Business:**

Tim mentioned that it is time again to audit the Treasurer's records.

Dennis noted that we need to find what the requirements will be when we are able to meet again at the church.

Dennis will email Judy Taylour and John Kennedy asking whether other groups, whose web sites are provided by APCUG, have a members-only section on their web site and, if so, how they do it.

**Motion to Adjourn:**

At 8:19 PM, Liz Milford moved to adjourn. Jan Bredon seconded the motion, and the meeting was adjourned.

Submitted pending Board approval,  
Liz Milford, Secretary

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## About CAMUG

Our club is open to anyone with an interest in computers and technology. A household membership is only \$20 per year, and a visitor can attend two meetings free without any obligation.

Normally, monthly meetings are held the third Monday of the month at Holy Cross Lutheran Church, 7707 Market Ave. in North Canton, Ohio. Computer 101 begins at 6:00 PM and the regular meeting begins at 7:00 PM. At every meeting, we cover topics ranging from cell phones to computers and from software to the internet and networking. Board meetings are held the fourth Tuesday of the month at 7:00 PM at Panera Bread on The Strip. Members are encouraged to attend the Board meeting although only Board members can vote. **During the pandemic, both regular and board meetings are held using Zoom. See the announcement in each newsletter.**

The club mailing address is CAMUG, PO BOX 80192, Canton, OH 44708. The web site is at <http://www.camug.com>. CAMUG has a Facebook page called CAMUG Users Group at <https://www.facebook.com/CAMUG-Users-Group-100732168306718>. CAMUG also has a blog at <https://camugoh.blogspot.com>.

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CAMUG is a member of the Association of Personal Computer User Groups. APCUG is a worldwide organization that helps groups devoted to the world of technology by facilitating communications between member groups and industry. It offers the Virtual Technology Conferences, provides newsletter articles, and has a list of speakers for club programs. Explore the APCUG website at <https://www.apcug2.org>, and the APCUG Facebook page at <https://www.facebook.com/APCUG>.





## Membership Report

March 2021

by Carol Joliat



Renewals: None

Total Family Memberships – 23



### CAMUG Monthly Summary

Tim W. Elder, Treasurer 3/15/21

	Cash	Checking	Total
<b>Start Balances</b>	\$60.00	\$1053.96	\$1113.96
Total Income	\$0.00	\$20.00	\$20.00
Total Expenses	\$0.00	\$25.00	\$25.00
Transfer	-\$0.00	\$0.00	\$0.00
<b>End Balances</b>	\$60.00	\$1048.96	\$1108.96

### CAMUG Officers

President: Dennis Smith 330-477-5893

Secretary: Liz Milford 330-896-4284

Treasurer: Tim Elder 330-875-2323

Senior. Director: Carol Joliat

Director: Bruce Klipec

Director: Jan Bredon

234-564-0045

Director at Large: Jim Albright

Membership: Carol Joliat

Asst. Membership: Alice Lungociu

Web Page:

Newsletter: Liz Milford 330-620-5178

Tim Elder 330-875-2323

Computer 101: Carol Joliat

Ways and Means: Jan Bredon

Madeline Burkes

## List of Members

Name	E-Mail
Albright, Jim	jima
Bohm, David	davidb
Bredon, Jan	janb
Brugger, Bruce	bruceb
Burkes, Madeline	madelineb
Conley, Rose	rosec
Dingman, Morris	morrisd
Elder, Tim	time
Hahn, Gary	garyh
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Krantz, Cheryl	cherylk
Lungociu, Alice	alikel
McCoy, Myra	myram
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Parker, Cherie	cheriep
Ponzani, Doris	dorisp
Schaefer, Gerald	geralds
Smith, Dennis	denniss
Wilson, Chad	chadw

To email members, use the email name above followed by @camug.com

### Visit our Home Page:

<http://www.camug.com>

### Our FaceBook Page:

CAMUG Users Group

### Our Blog:

<https://camugoh.blogspot.com>

**Need help  
with your electronic gadgets?**



Canton Alliance Massillon Users Group  
Computer Users Group

## **Assistance for users of all ages and skill levels**

When: 3<sup>rd</sup> Monday each month

Where: ~~Holy Cross Lutheran Church~~  
~~7707 Market Ave. N~~  
~~North Canton OH~~

*Currently, we are only meeting via Zoom*  
Email us for a Zoom invitation!

Time: 6:30pm Social Time, Q&A  
7:00pm Main Meeting

Ongoing topics include:

Computers	Tablets	Digital
Photography	Smart phones	eBooks
Toys & Gadgets		

[info@camug.com](mailto:info@camug.com)

[www.camug.com](http://www.camug.com)