

## Instructions on How to View Member Meeting Videos

*The Member Meetings are .mp4 video files to make them easy to view.*

### **Individual Viewing**

1. Select the file that you want to view
2. Left double click on the file to open
3. Video should begin playing or press the Play arrow/button to begin

### **Group Viewing (at an in-person club meeting)**

1. Identify the device, the projection unit and speaker system to be used in advance
2. Identify the Meeting video file from the MGC Member Meeting Video library to be used
3. Download the file to your device and save it in an easy to access location (desktop for example). Note you may want to rename the file with the subject. You can also save it to a memory stick if the device to show the video is different than your own.
4. Bring the device or the memory stick with the downloaded video to the meeting location. Make sure to bring your device power cord.
5. Set up the equipment as required. Make sure the device with the video is hooked up to the projection equipment and that the speakers are working. Note: Practicing this in advance or arriving early if there is a technical resource available is advisable. Every location has a different set up.
6. When it is time to watch the video make sure that the .mp4 file is open and select play.

### **Group Viewing (using Zoom)**

1. Identify the person whose device will be used to show the video at the Zoom meeting
2. Ask the person to download the file to be viewed and to save it on their desktop or an easily accessed location
3. Ask the host to verify that the Share Screen function is enabled for everyone
4. When it is time to watch the video ask the person to share their screen, select the file to open and select play. Note some of the files automatically begin playing.
5. At the end of the video ask the person to stop their share screen