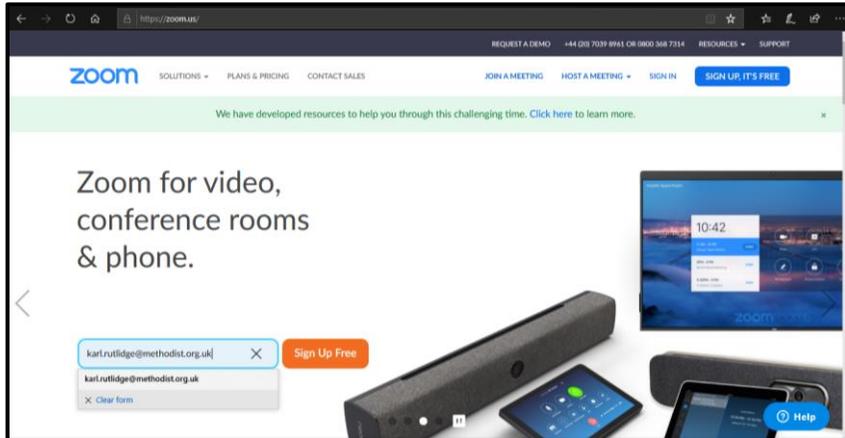


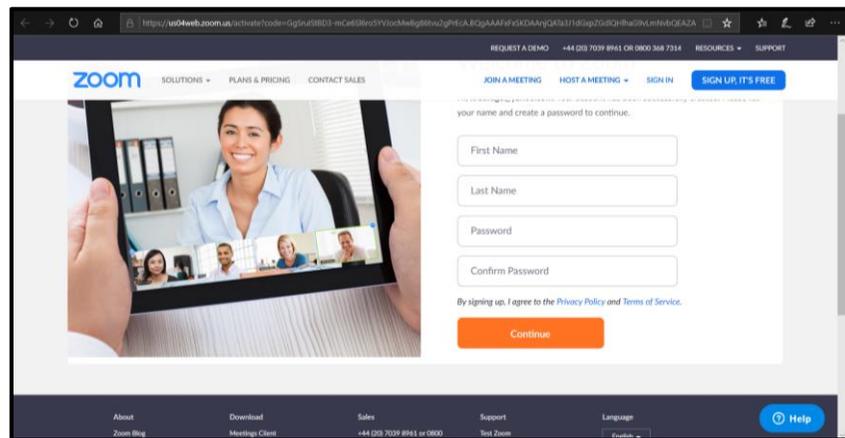
How to Download and Use Zoom

1) Signing Up for Zoom and Downloading the Software

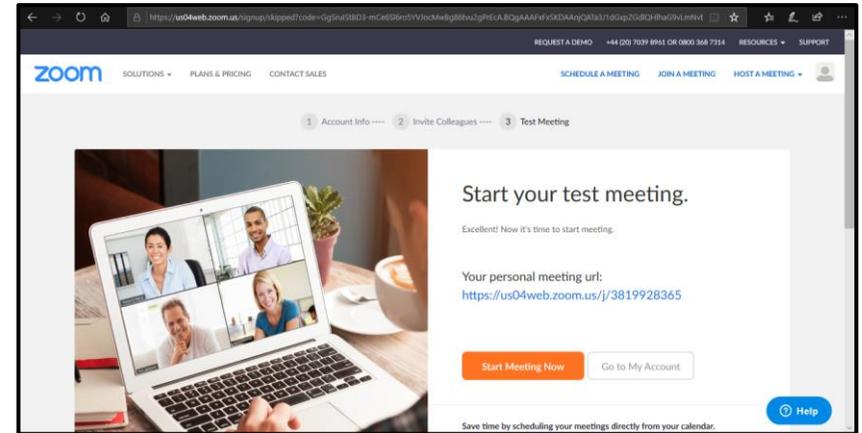
To sign up to use Zoom, go to <https://zoom.us/> and enter your email address in the box as indicated below:



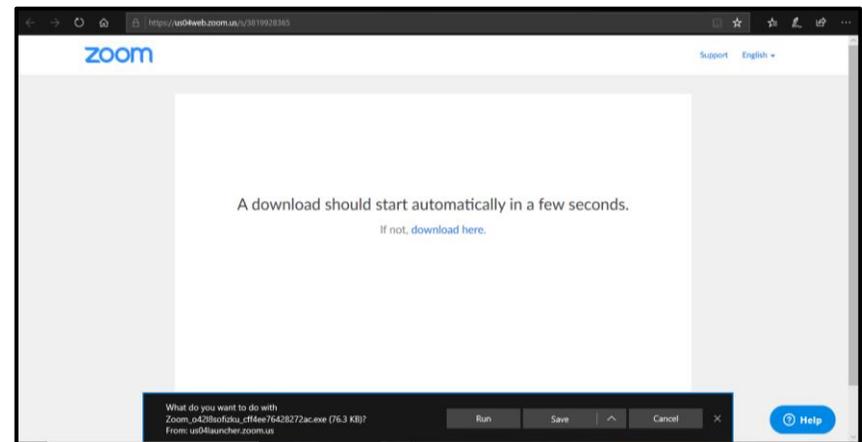
You will be asked to confirm that you want to sign up, and an e-mail will be sent to you. Open it, and select 'Activate Account'. It will take you to a form where you can input your name and set a password.



When you've done this, click on 'Start Meeting Now' and you will be moved on to the next screen, where the download will begin.



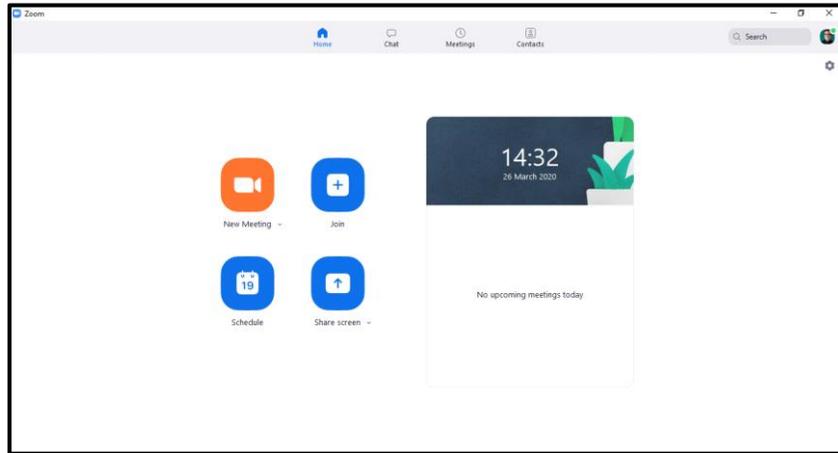
Select 'Run' to download the software; it takes just a few moments.



This will launch a Zoom meeting with just you in it, so you can have a play and begin to find your way around the software. The Zoom icon will be added to your toolbar if using Windows or the equivalent on Macs. There's also a mobile version available for both Apple and Android phones.

2) Getting Started with Zoom

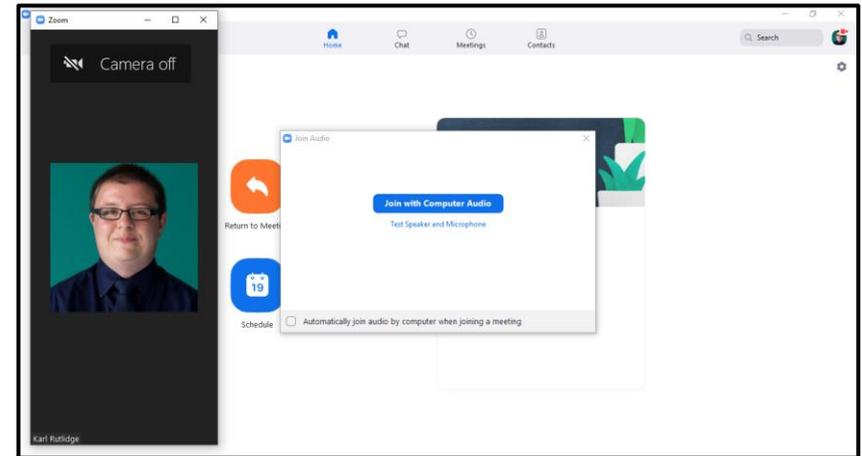
When you start Zoom, you'll come to a screen with four options that you can choose from:



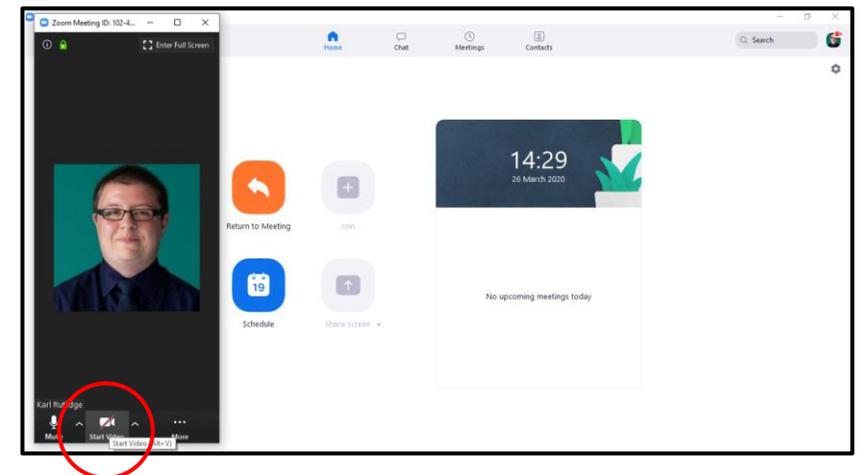
These four options do the following stuff:

- Clicking on 'New Meeting' launches you straight into meeting mode. You can invite people to join you when you're in there, either by using e-mail addresses or via your Contacts List.
- Clicking on 'Join' allows you to join a meeting that somebody else is hosting, for which you'll need the Meeting ID (and the password if the host has opted to have one set)
- Clicking on 'Schedule' lets you schedule a meeting and invite participants (by e-mail is easiest when those you are meeting with are new to Zoom – see how to do this later on)
- Clicking on 'Share Screen' enables you to share documents, and the like, with others should the need arise.

When you are in a meeting, one of the first things to do is make sure that others can hear you! Select the 'Join with Computer Audio' box if this comes up, to activate your microphone.

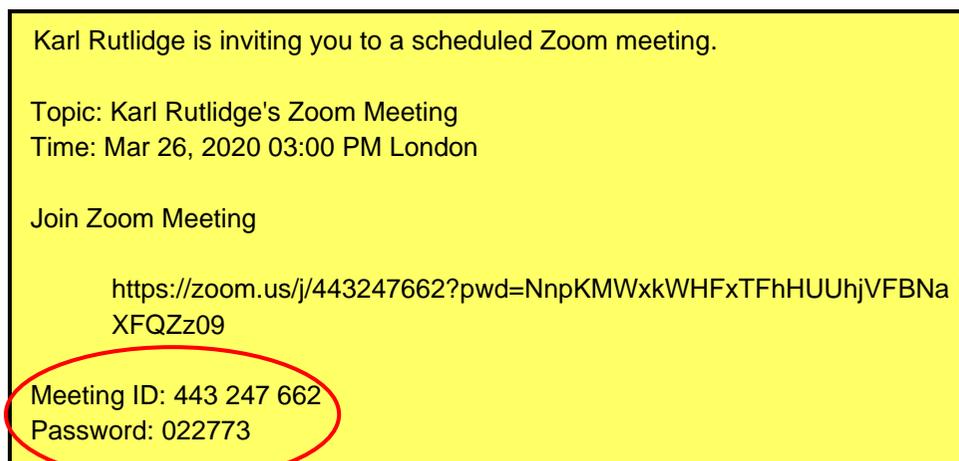


If it doesn't start automatically (the meeting host can set it to as one of the options when they schedule a meeting, so it may well pop up without you doing anything), and you have a working webcam, click the 'Start Video' option, so that other people can see as well as hear you. Your name or profile picture will be shown otherwise.

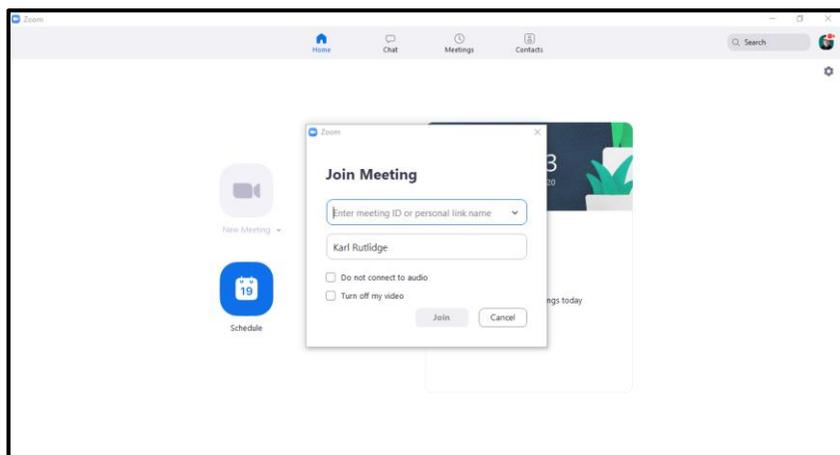


3) Joining and Scheduling a Meeting

If you receive a meeting invite by e-mail, it may look a little like this:

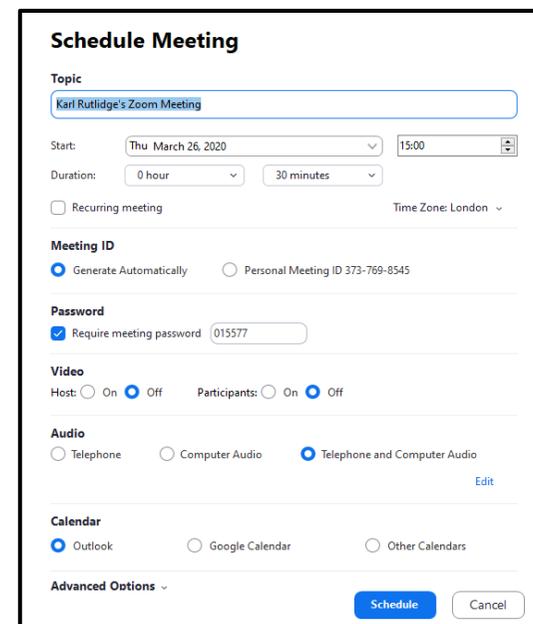


One way to begin is to copy the URL (the <https://zoom.us/j44...> bit) into a browser. It may then ask you to download the Zoom software, even if you already have it installed. Your best bet is open the Zoom app, click 'Join', then copy and paste the Meeting ID into the box as shown below:



In this case, it will ask you for the password that came in the meeting invite. Not all meetings will have a password set up to join.

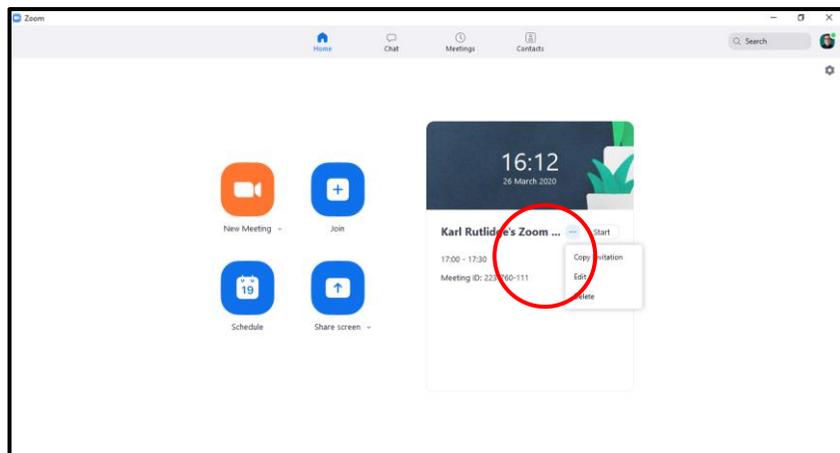
If you want to host a meeting, click 'Schedule' in the opening menu, and the following box will pop up in the screen:



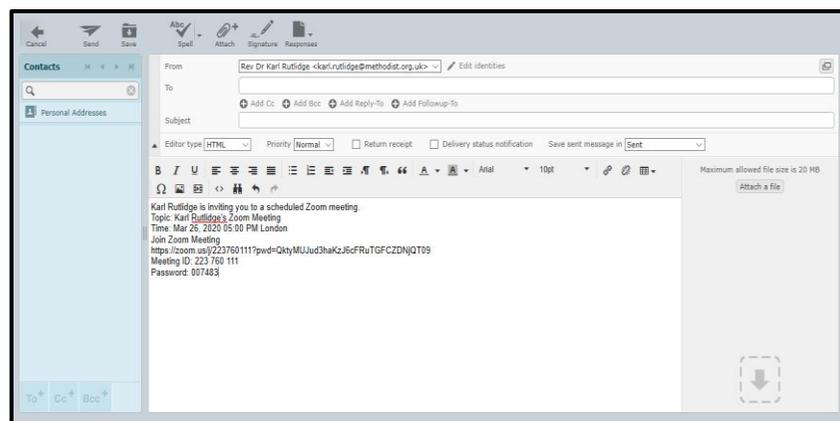
The options here work as follows:

- With the free version of Zoom, keep the meeting length to 30 mins, as the maximum allowed is 40 minutes.
- It doesn't matter what you select for Meeting ID but if you are regularly using Zoom, Personal ID may be easier for others
- You can choose whether to have a password, and what it is
- You get to specify whether Video and/or Audio automatically kick in, for both you as Host and the Participants
- Using the Advanced Options, you can leave your guests in a virtual waiting room before the meeting if they join it too early!

Having scheduled a meeting, to invite others to join using an e-mail invitation, select the 'Copy Invitation' option as shown below:



This will copy the meeting invite to the clipboard, and you can then paste it into an e-mail:



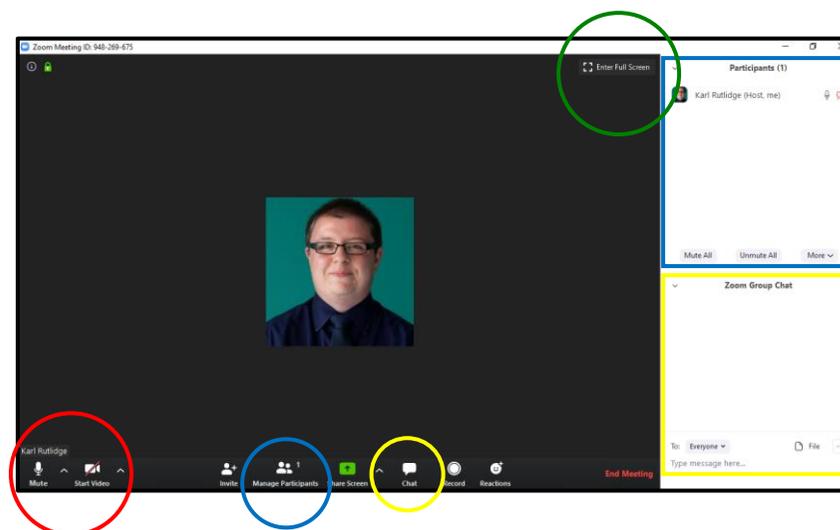
Alternatively, once you've added people to your Contacts list, you can invite them to meetings via that way instead. The free version of Zoom allows up to a hundred participants in one meeting, so it is adequate for most everyday use.

4) Being in a Zoom Meeting

Zoom offers a lot of functionality, and a few of the basic things you'll find quite useful when you move the cursor down toward the bottom of the screen, and bring up the in-meeting menu, are as follows:

Mute the Sound/Stop the Video

Use the buttons in the bottom-left corner to turn the sound and video on or off as you choose (red circle):



See Who's in the Meeting

Open up the list of participants by clicking on 'Manage Participants' (blue circle); this will appear on the right of the screen (blue square).

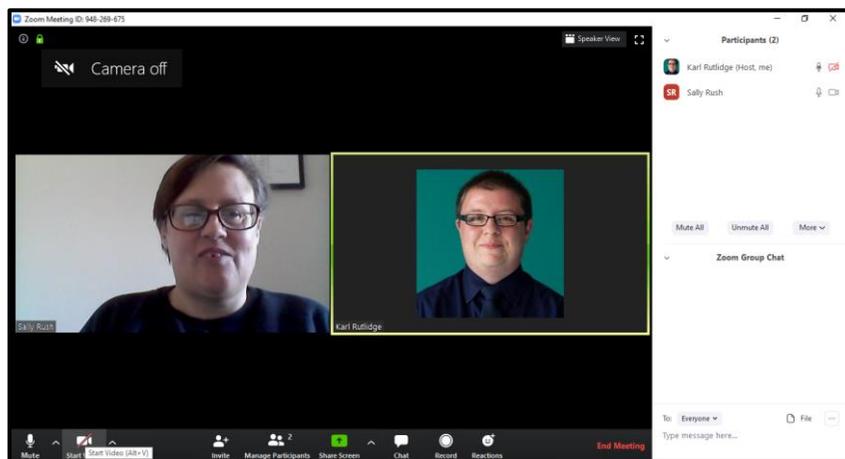
Send Text Messages to Participants

Click the 'Chat' button (yellow circle) to open a box on the right side of the screen, into which you can type messages to everyone in the meeting, or to a particular person as you choose (yellow square).

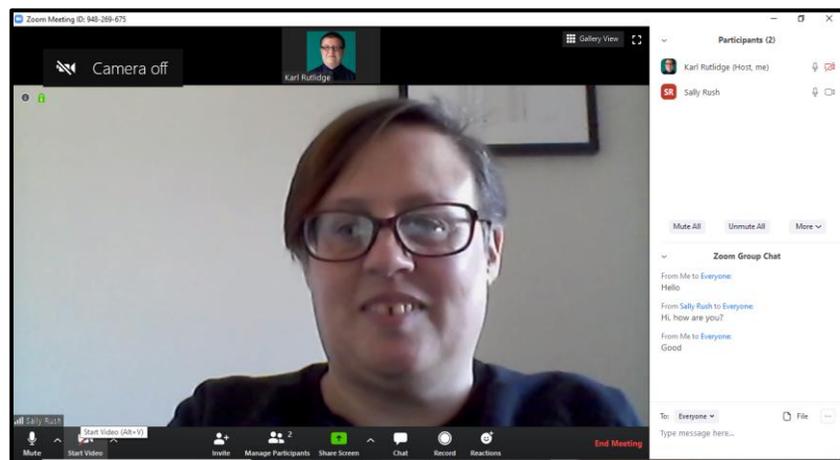
Change the View

The screen can be laid out in different ways, which you go between using the button in the top right-hand corner (green circle above).

The **Gallery View** shows all the participants:

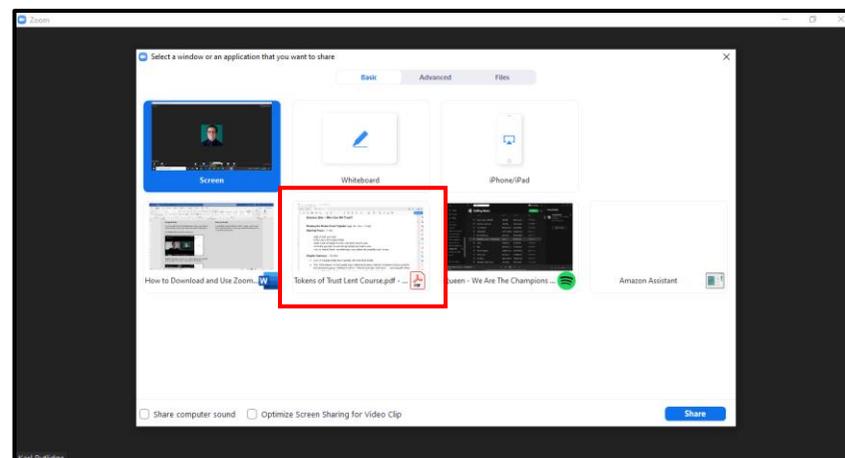


Speaker View shows the person currently speaking with small tiles at the top with views of some of the others in the meeting

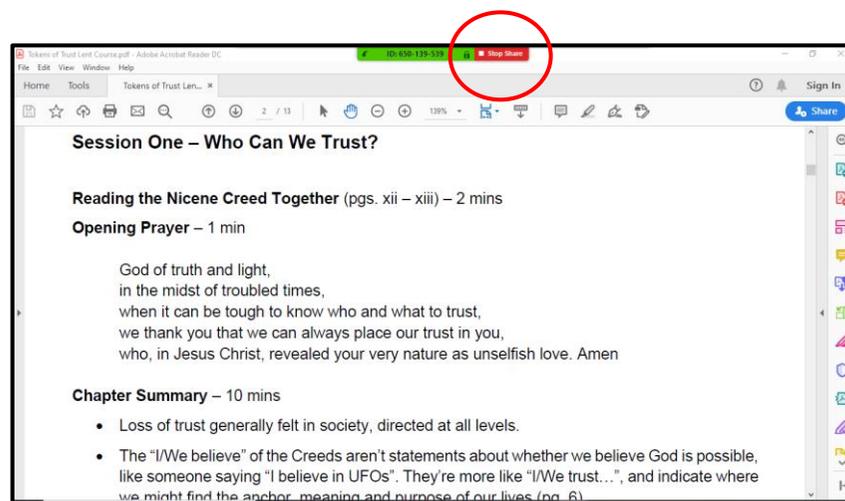


Share Documents and Other Goodies

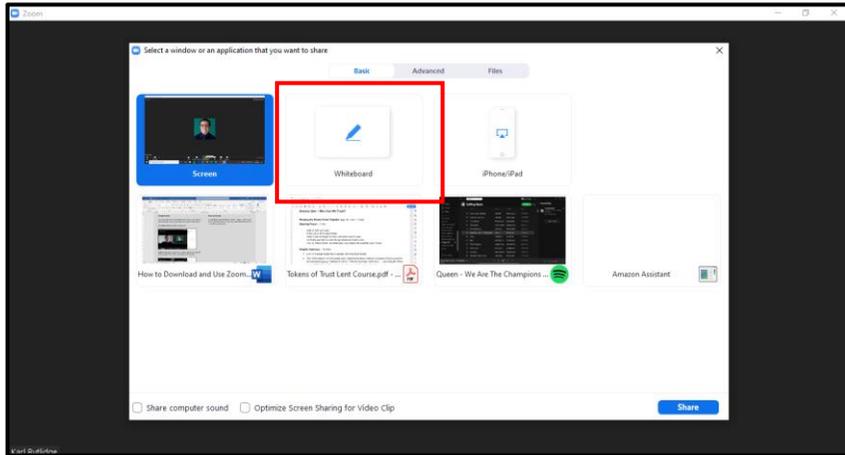
It is possible to share documents in Zoom. Click the 'Share Screen' option (green button on toolbar at the bottom of the screen), to open up a menu with various options to display to all participants:



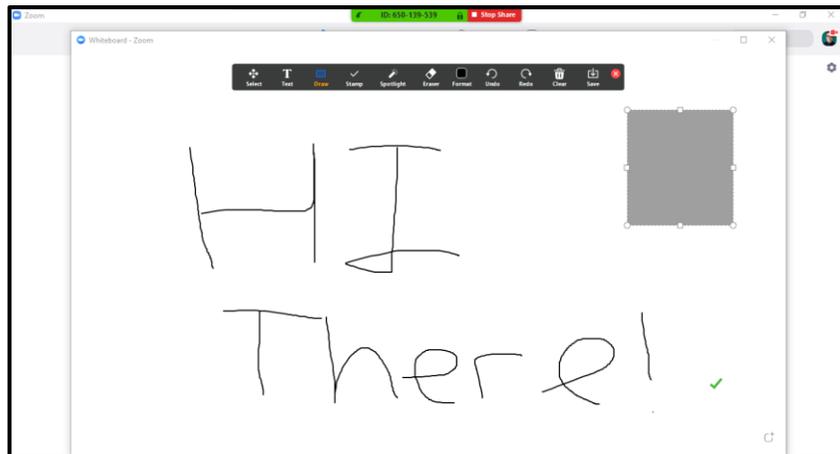
In this example, notes for a Lent course open in Adobe PDF Reader were shared (red square). You can scroll through documents whilst in Zoom. To return to the previous arrangement, click 'Stop Share'.



There's a whiteboard option (red square). This opens up the virtual whiteboard upon which all participants can draw, which offers truly endless hours of shared fun! You can save the results for later uses.



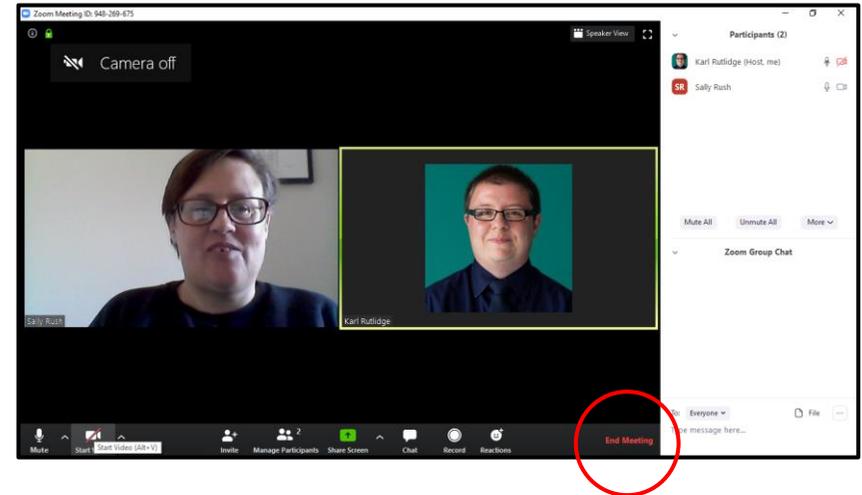
This is what the whiteboard option looks like when you give it a go:



Note that only one user at a time can share what's on their screen. Also, if you flit from the document you are talking about to Facebook when you're showing what's on your screen, others can see you!

Leaving a Meeting

To leave a meeting as a participant, click the 'Leave Meeting' option in the bottom right-hand corner:



As the Host, you can end the meeting for everyone.

And, Finally...

There are plenty of online tutorials out there on YouTube; one of the best introductions can be found at:

<https://youtu.be/fMUxzrgZvZQ>

And remember, unlike the woman on the left in this video, if you do not turn the camera off, people can still see you:

<https://www.youtube.com/watch?v=BMIFtSISJq8>

Enjoy!

KR 26/03/2020