

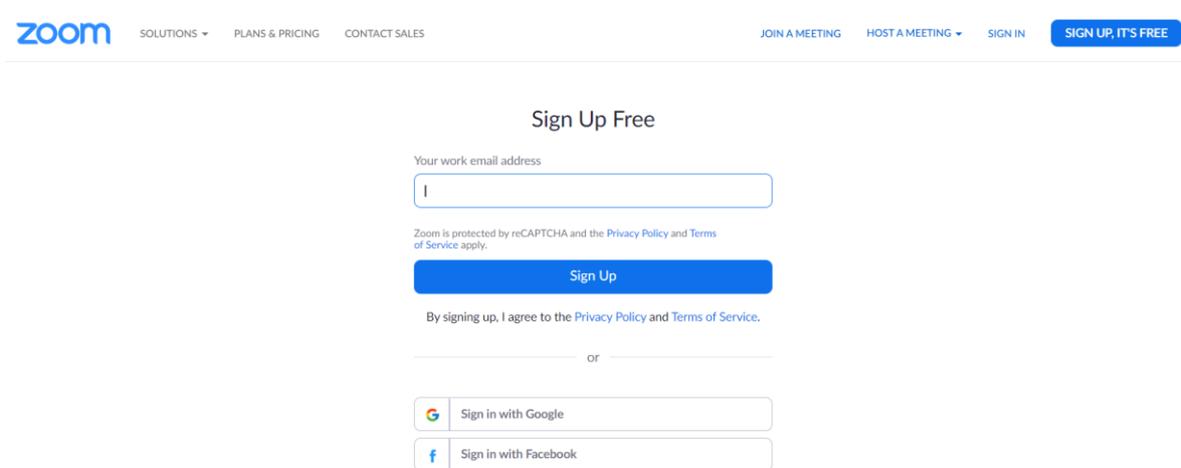
## ZOOM

### How to set-up and use Zoom

The instructions below outline how to set up a basic FREE Zoom account. If you already have an account set up, then skip to Part 2.

#### PART 1 : CREATING A FREE ZOOM ACCOUNT

Setting up a Zoom account will literally take you about a minute. Navigate to the Zoom website via : <https://zoom.us/> and click on **SIGN UP, IT'S FREE** in the top right hand corner. You will then see the following screen:



Type your **Email Address** or click Google or Facebook links to register using those addresses. For me, as I am using it mostly for work, I joined using my work email account.

Click **Sign Up** and a message will appear on screen saying a confirmation email has been sent to you. You need to click the confirmation link in that email to begin using Zoom.

Job done, you're in!

#### PART 2 : USING ZOOM

##### Settings

Now you have an account, log in via the link above (I would recommend bookmarking this page for easy access). First things first, click **My Account**, then select **settings** to set it up how you would like it. You'll find Settings on the left-hand menu of the screen. Click this and the details will be on the right-hand screen.

It is best for you to just scroll through all the options, turning on or off as you see fit. Some of the key ones, I'd recommend for ease of use are;

**Host and Participants video**; Select these to automatically start meetings with videos on

**Join before Host**; this way your guests can connect and don't sit in a holding screen until you join. Completely up to you, but if you are holding a bit meeting, you may want this on.

**Mute participants upon entry;** great if you are running a webinar and don't want interruptions as people join in. **Play sound when Participants Join or Leave;** Set this to host only – not everyone needs to hear the doorbell, it will interrupt the flow of the meeting.

There are quite a few options, so read them all and make your selection. You can always come back and change these later, once you've been using Zoom for a while.

## Meetings

Now you are all set, you can begin scheduling meetings. Select **Meetings** from the left-hand menu, then click **Schedule a New Meeting** from the centre of the screen. You will then see the following screen:

The screenshot shows the Zoom 'Schedule a Meeting' interface. On the left is a navigation menu with 'Meetings' selected. The main area contains the following fields:

- Topic:** A text box containing 'My Meeting'.
- Description (Optional):** A text box with the placeholder 'Enter your meeting description'.
- When:** A date picker set to '23/03/20', a time picker set to '1:00', and a dropdown menu set to 'PM'.
- Duration:** A dropdown menu set to '1' hr and another set to '0' min.

Below these fields is a warning box: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now'. There is a checkbox for 'Do not show this message again'.

Complete the onscreen form with your **Topic/Subject, Description, Date, Time and Duration.**

**NOTE :** The FREE account allows for 60 minutes for 1-2-1 calls, however if you have 3 or more participants, you are limited to 40 minutes. If you find this isn't enough time for your meetings, then you can easily upgrade via the Profile screen / User Type.

Once you have filled in the above, scroll down for more options. Most of these will automatically be set-up based on the options you selected under Settings previously. Click **Save**

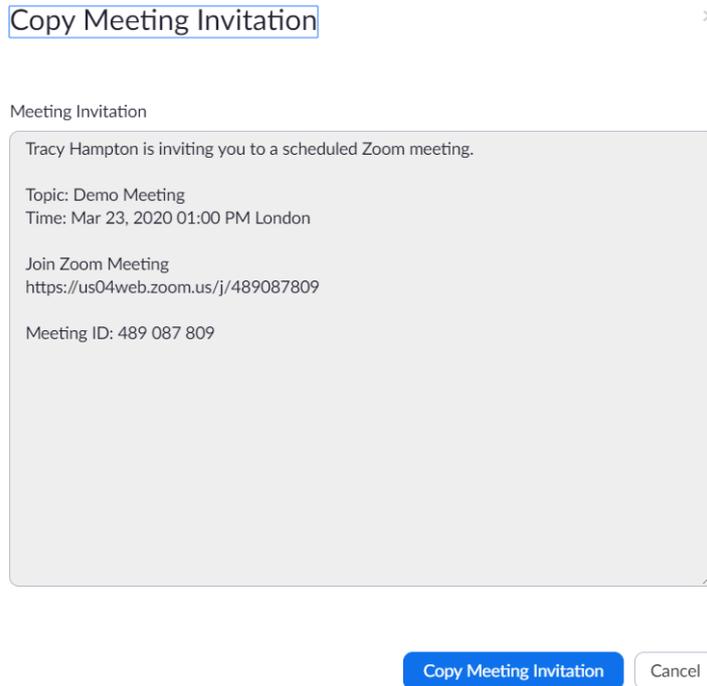
You will now be presented with the following screen:

The screenshot shows the Zoom 'Manage Meeting' interface. On the left is the same navigation menu. The main area displays the following meeting details:

- Topic:** Demo Meeting
- Description:** Demo to show how to schedule a meeting
- Time:** Mar 23, 2020 01:00 PM London
- Add to:** Three buttons for 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'.
- Meeting ID:** 489-087-809
- Meeting Password:** A dropdown menu with 'Require meeting password' selected.
- Join URL:** https://us04web.zoom.us/j/489087809

At the top right, there is a 'Start this Meeting' button. At the bottom right, there is a 'Copy the invitation' link.

From here you can quickly save the meeting to your calendar, OR you can click **copy the invitation** which will open another window which looks like this:



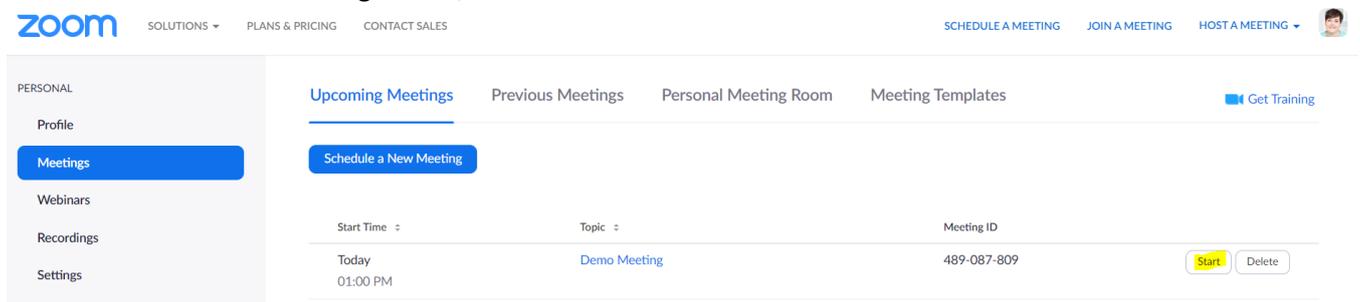
I would recommend clicking the **Copy Meeting Invitation** button then generating the meeting request via your mail client like you normally would. You can then add this to your calendar, invite attendees and page the above link into the invitation.

For anyone attending a meeting, all they need to do is click on the **Join Zoom Meeting** link. For you, as the host, you need to follow the steps below.

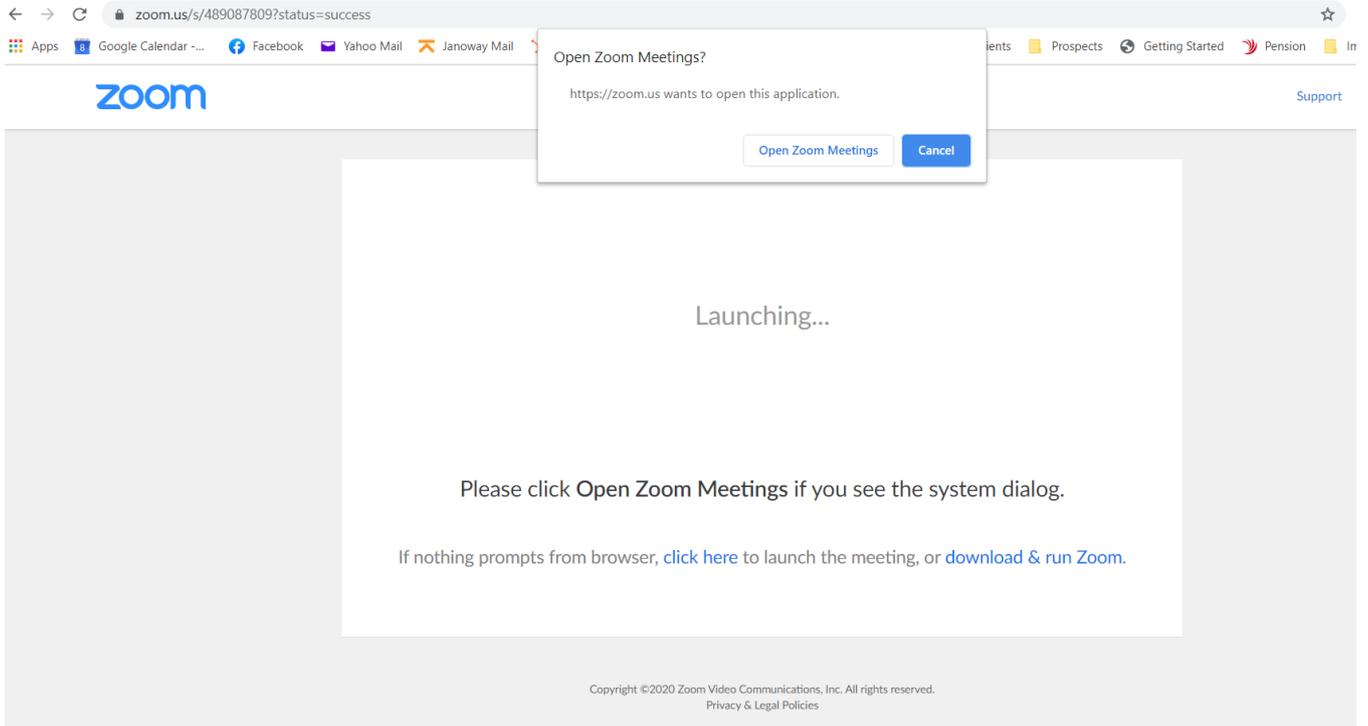
### Starting a Meeting

Five minutes before the meeting is due to start, I would suggest logging into Zoom, via the link at the beginning of this document (or your bookmark 😊) and clicking on **Meetings**. This will bring up your scheduled meetings list.

Click **Start** next to the meeting details, as shown below:



You will then see the screen on the following page:



If this is the first time you have opened Zoom, you will be asked to download/install the software. It takes about a minute and can easily be done before the meeting so long as you give yourself time.

Click **Open Zoom Meetings** as shown on the screen above. A separate window will open, and you will be presented with the following:



**Join with Computer Audio**

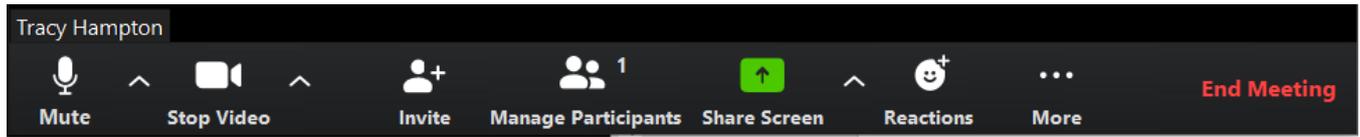
[Test Speaker and Microphone](#)

Automatically join audio by computer when joining a meeting

Tick the box to **Automatically join audio by computer when joining a meeting** then click **Join with Computer Audio**.

You will now be taken to the live meeting.

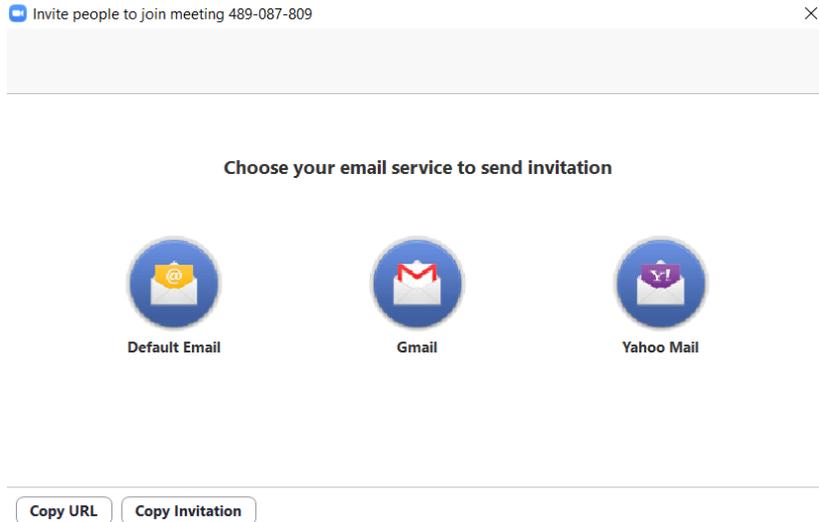
If you hover over the bottom of the window, you will see the following options:



**Mute:** Click to Mute, or click the up arrow for more options

**Stop Video:** Click to turn your video off (your name will then be displayed instead) or click the up arrow for more options.

**Invite:** If you wish to add someone to the call, click this and the following screen will pop up:



Click any of the icons to automatically load your mail client, or click Copy URL or Copy Invitation buttons to then manually paste into your require app (such as Facebook Messenger)

**Manage Participants:** If you click on this a window will open up to the right of your screen. It will look like the below and allows you to interact with everyone on the call.

You can:

- Mute individual attendees
- Mute All; recommended if you are talking, otherwise you will get interference from background noise.
- Un Mute All
- More; brings up additional options.
- Raise & Lower Hand; What you can't see on this screen since it's only me on here, is participants will also get the option to Raise their hand. When they do this a Blue hand will appear next to their name, so you know they wish to speak. You can then un-mute them.



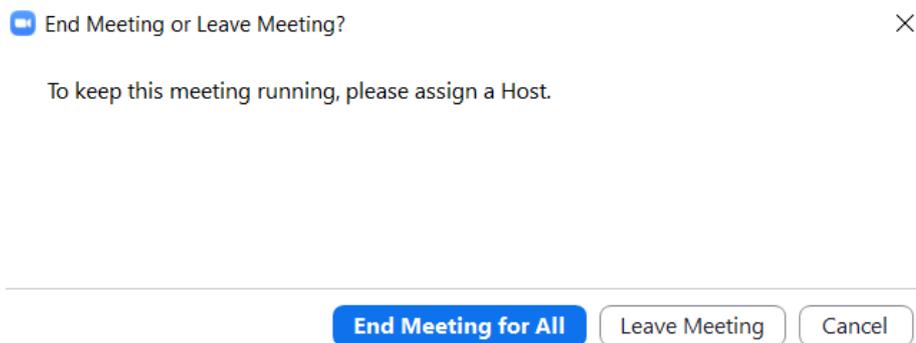
**Share Screen:** This pops up a window showing all the windows you currently have open. Select the screen you wish to share with your participants. Until you click the screen you wish to share, the participants will not see your screen. When you are sharing a screen, a box will appear in the centre of the screen saying **Stop Sharing**. That does just that and returns everyone to the normal chat view.

**Chat:** This brings up the chat box, beneath the Participants box on the right of your screen. If you are on a large group call, then participants can ask questions here for you to answer, without the need to un-mute anyone.

**Record:** You can record the zoom meeting if you wish.

**Reactions:** Click this to choose either a thumbs up or clapping emoji. These appear in the top left of your picture screen.

When you have finished, click on **End Meeting** at the bottom of your screen, and the following box will pop up:



Click **End Meeting for All**.

### **PART 3 : TOP TIPS**

**Wifi / Network Speed :** Make sure you have a good connection prior to joining. Video and voice can get very broken up if you don't have a strong signal.

**Headset :** To avoid background noise and ensure you are heard; it is advised that you use a headset. It can be your mobile phone earphone if they have a microphone on them too (most do these days).

**Mute :** Make sure you mute yourself when you are not speaking.

**Views:** In the top right of the screen, you will see **Speaker View**; this shows the speaker in the main screen, with attendees along the top. The **Classic view** will show you everyone on the call at the time, and the "speaker" will have a yellow box around them.

I hope you have found this helpful. If you have any questions, please drop me an email; my details are in the footer below.

**Happy Zooming!**  
**Tracy**