

Guide to using Zoom

Joining a meeting



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Zoom: What is it and what does it do?

Zoom is web-based video technology that lets us see each other (if you have a camera).

Zoom has lots of different functions including connecting via video and/or audio, an in-meeting 'chat' function, recording sessions (with permission of all participants), break out rooms for smaller conversations and a poll function.

This guide will help you to:

- Set up Zoom as a participant
- Learn about some of the main functions of Zoom
- Learn how to set up a Zoom meeting as a host

What equipment do I need to use Zoom?

To use Zoom, you'll need some basic kit:

- A computer, laptop, tablet or a 'smart phone', preferably with a camera, speakers and microphone. If not, don't worry we can work around that, so keep reading.



- A stable internet/broadband connection, either via cable (Ethernet) or wireless (WiFi)



- Access to an Internet Browser such as Internet Explorer, Chrome, Firefox or Safari.



How can I join a Zoom meeting via my computer?

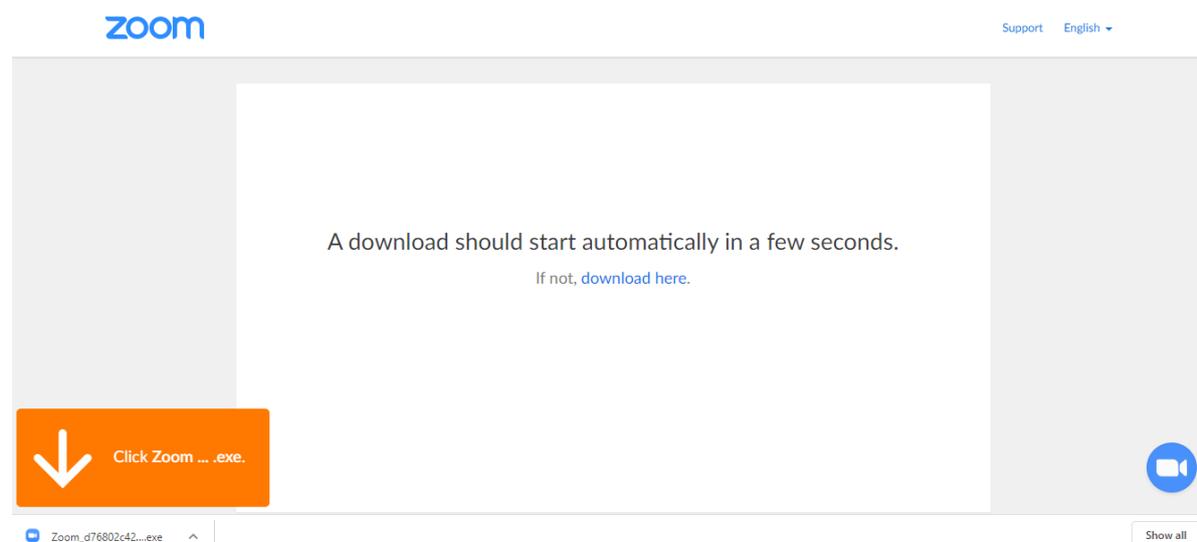


If this is your first time using Zoom and you are using it as a participant, allow yourself some time before the meeting start time to complete your set up and get comfortable with Zoom functionalities.

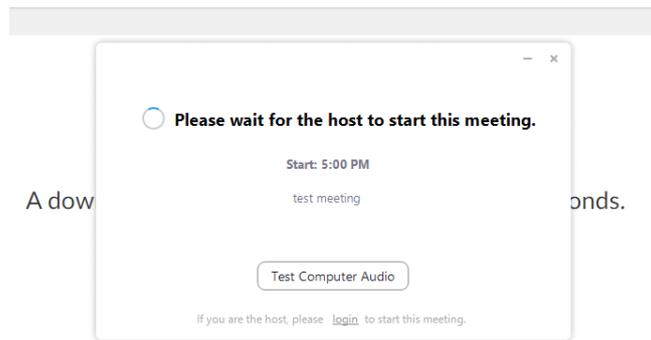
Note: If you have previously used Zoom on your computer, you will not have to go through the software installation to participate in the Zoom meeting.

If you are accessing a Zoom meeting via your computer for the first time, follow the steps below:

1. Your meeting host will send you a link which looks something like this: <https://zoom.us/j/605179126>. You will need to click on that link on your PC, phone or tablet. They will also send you a password, which you'll need to enter the meeting.
2. Click the invitation link, and if you have never used Zoom before, you'll be prompted to download and install the Zoom software (app).

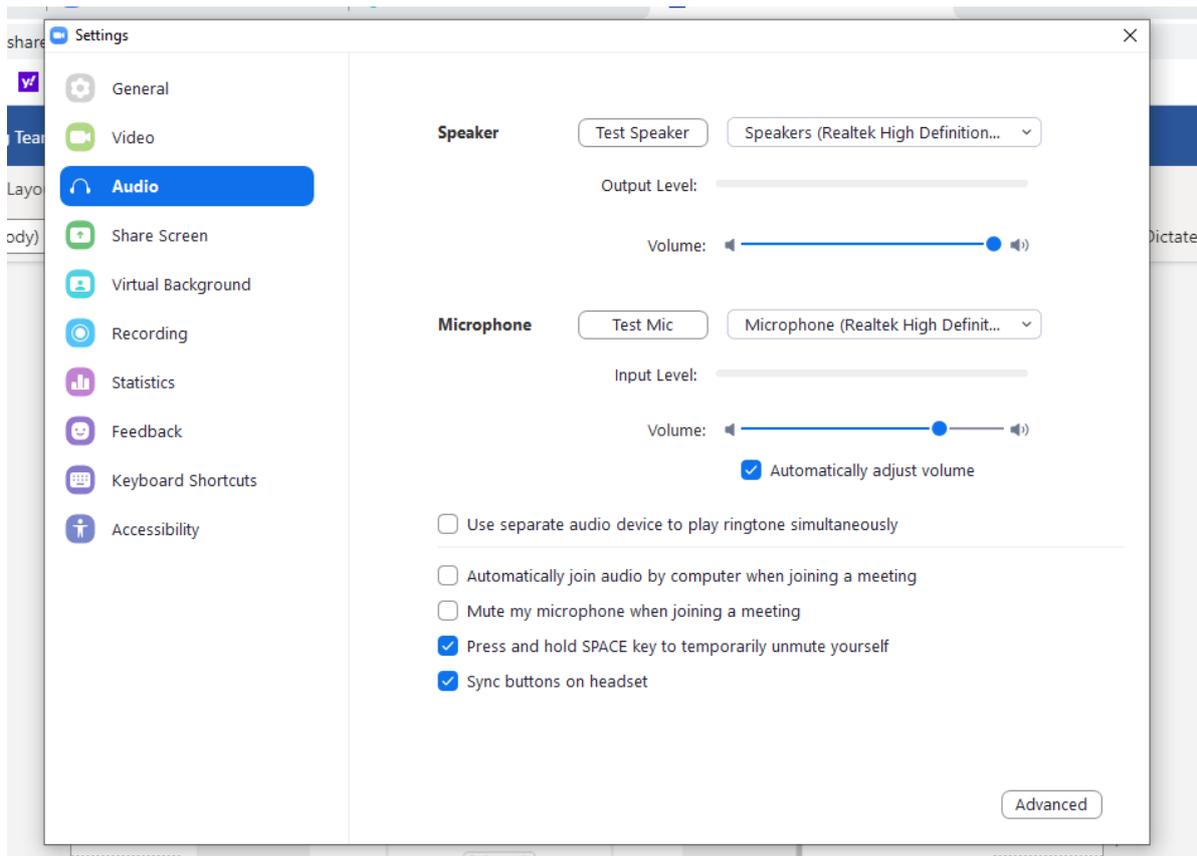


3. Once the software downloads, you may have to click on the download icon to initiate installation. With some browsers this starts automatically.
4. Once the installation is complete and you've entered the password, you'll see the screen below. This informs you that you are in the queue for the meeting to start.



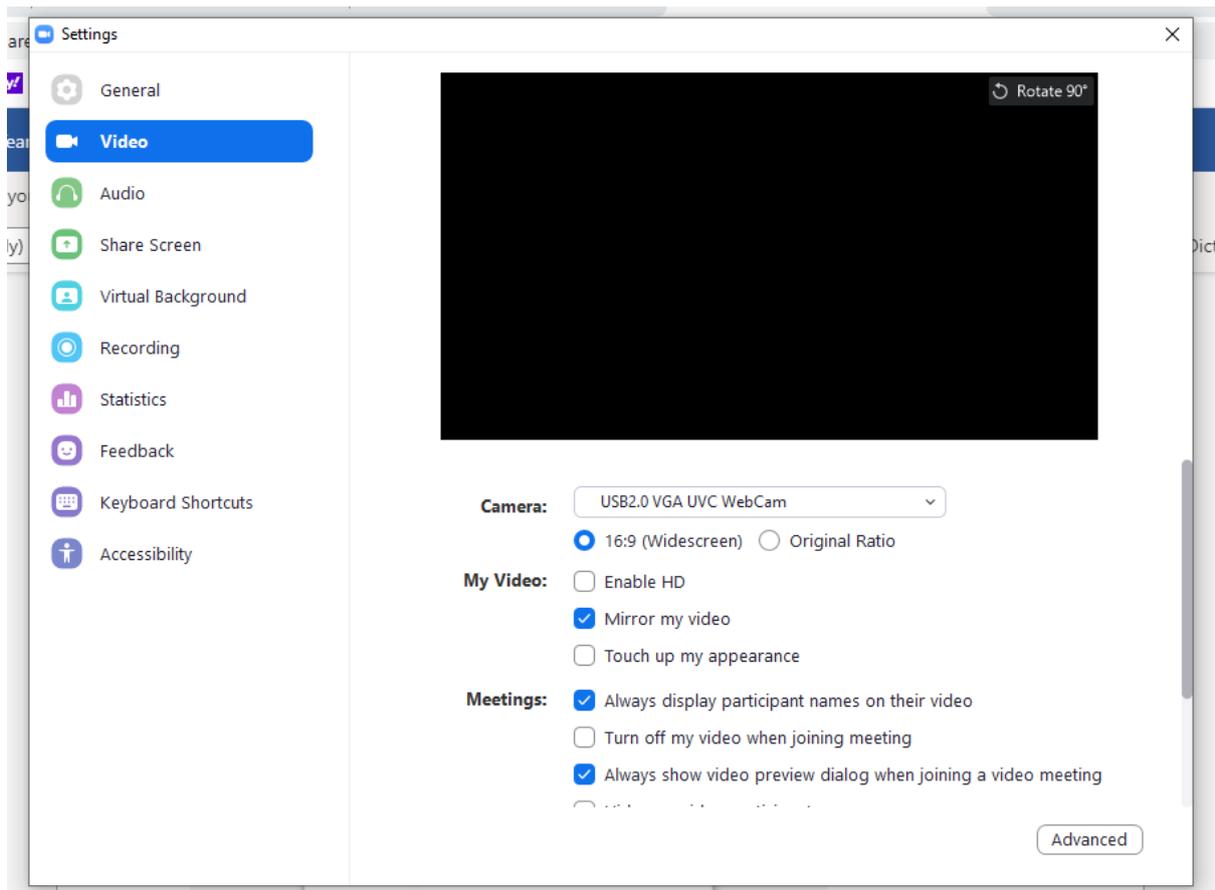
5. Once the meeting host starts the meeting you will then be connected with the other participants.
6. OPTIONAL STEP: While you're waiting for the meeting to start, you can perform equipment tests to ensure that your audio and video technology is working correctly. These are not compulsory checks, but a useful thing to do to ensure you are set up correctly for your meeting.

To test your audio, click on the 'Test Computer Audio' box. It will take you to the screen shown below, where you can see if your microphone and speakers are receiving an audio signal:



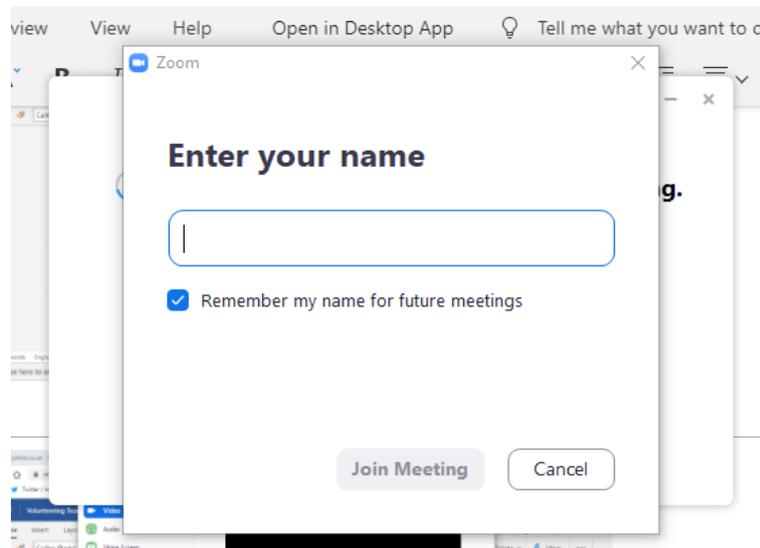
TIP: If you have a head set, use it. It may help with the audio clarity for you and your fellow users.

To test your video, click on the 'Video' option (icon above 'Audio' on the left hand side panel). You will see a pop up box as per below. This will enable you to check that your camera is connected and receiving a signal.



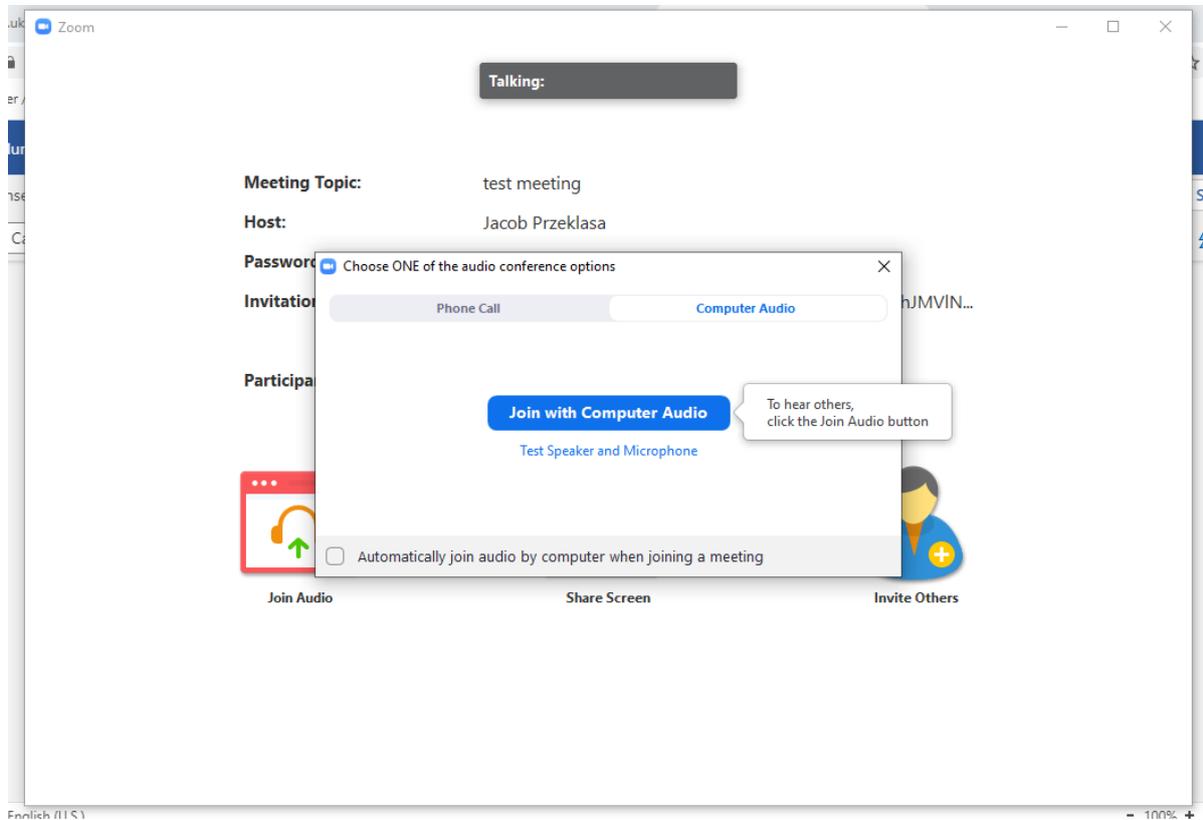
For further support on testing and adjusting your audio and video settings please [watch a video here](#).

7. At the beginning of the meeting you'll be asked to enter your name so you can be identified by your co-participants:



You can tick the 'Remember my name for future meetings' tick box so you won't need to repeat that step for future meetings.

8. You will be now asked to join the meeting.



If you would like other participants to hear your voice, you need to click 'Join with Computer Audio'.

Note: Your computer camera may be disabled as a default option, so if you would like others to see you, you may have to enable it

How can I join a Zoom meeting via phone (if I do not have access to a computer, laptop, tablet or smartphone with a camera and/or microphone)?

We understand that not everyone has access to a computer, the internet or a device with a digital camera and/or microphone, so you can also access Zoom via phone.

If this is how you will be accessing Zoom, you won't be able to see the other people joining the meeting and you will lose out on any on-screen document sharing. However, you'll still be able to contribute to discussions.

Note: You may have to pay a phone charge so please bare that in mind. There is [information on costs on the Zoom website, here.](#)

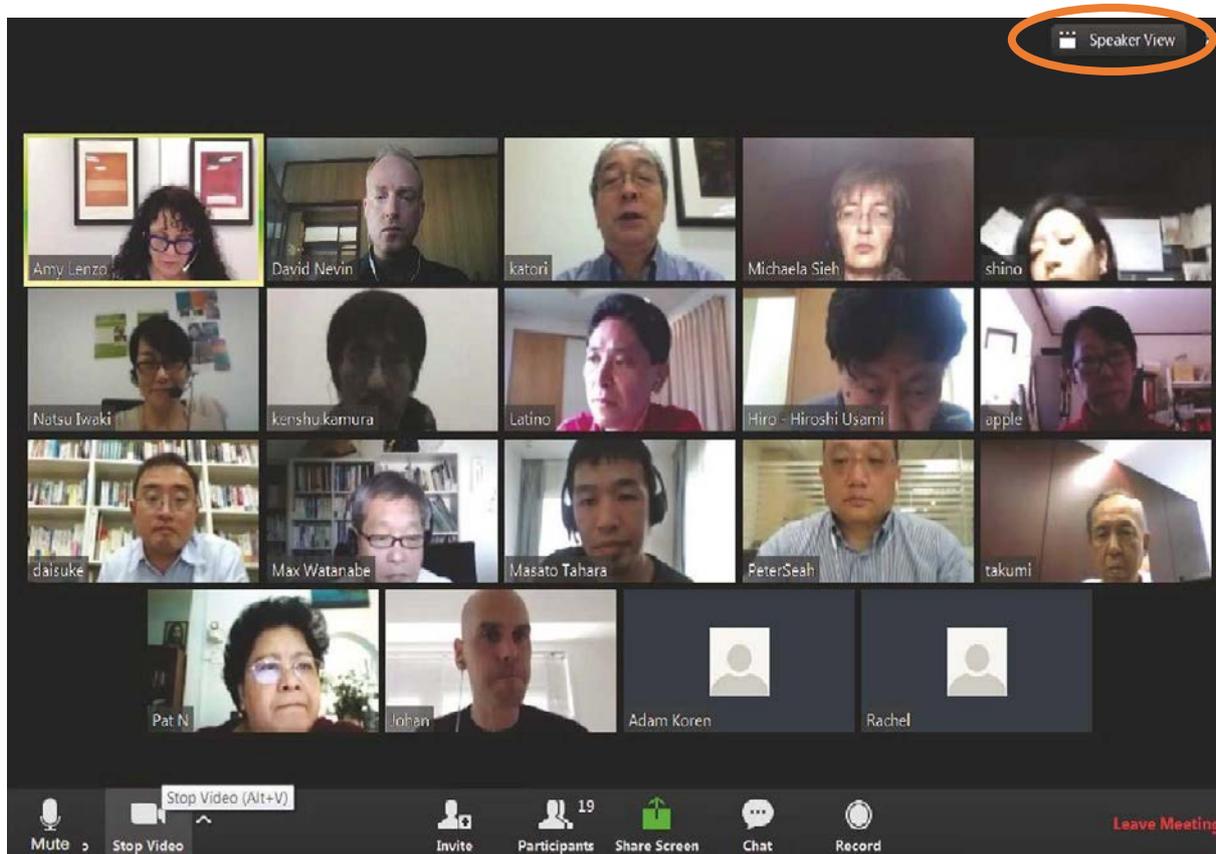
To access a Zoom meeting via phone, the meeting organiser will need to provide you with a phone number to call and a meeting password.

To join that meeting, ring that number and enter the password. Then you'll be connected with the audio of your meeting so you can participate.

What Zoom looks like and how to use its functions

View:

After connecting with a computer, laptop, tablet or smartphone with a camera, you will be able to see the meeting participants.



You can switch your view to 'Speaker View' (top right hand corner of your Zoom window), where you will see only the person who is speaking. Everyone else will be visible as small images either across the top or down the right hand side of your screen.

Or you can choose 'Gallery View', which is what you can see on the picture above, and where you can see everyone laid out in a grid of same-size images.

The little icon to the right of the 'View' button is for 'full screen' which means Zoom will fill all of your screen.

Play around with the buttons to get the view that you like best.

Note: If the host uses the 'Spotlight' function, then you will not be able to use 'Gallery View'.

Tool Bar:

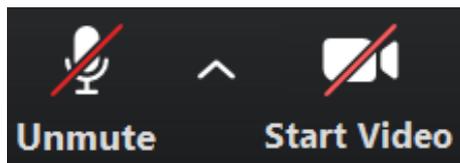
The tool bar runs along the bottom of your Zoom screen.



If you cannot see it, scroll or click towards the bottom of your Zoom screen and it will show up.

Audio and visual settings:

If you see a red line running across any of these icons it means that either audio or video is disabled. Click on the icon to change your preference (the red line will disappear once you enable the option)



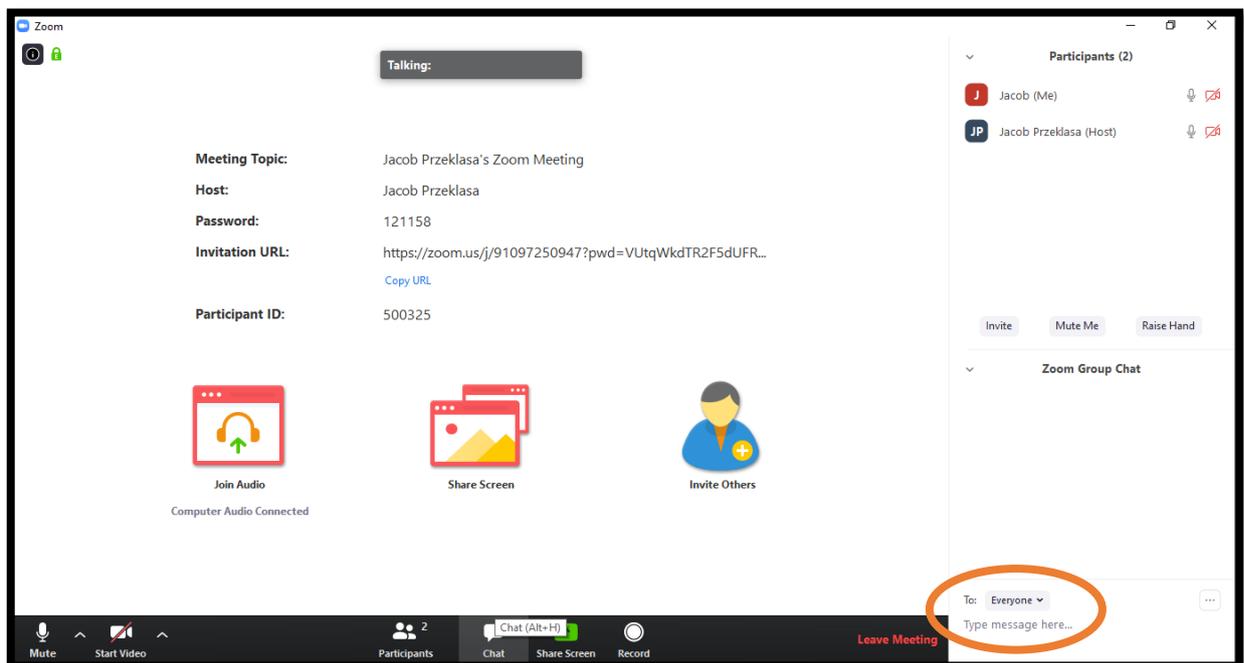
TIP: You should keep the audio muted if you are not speaking. This will help others to hear the speaker clearly and may improve the quality of your connection. But do not forget to unmute yourself (click on the microphone icon) if you would like to speak, so others can hear you.

Chat function:



Click on the 'Chat' button (in the tool bar ) to type messages to each other.

Clicking on 'Chat' will open up another section on your screen. This function means you can write messages to 'Everyone' in the meeting or a private message to a specific person.



To send a private message, click the arrow to right of 'Everyone' and it will drop down a list of all participants. Click on the person's name and send them a message that only you and they can see.

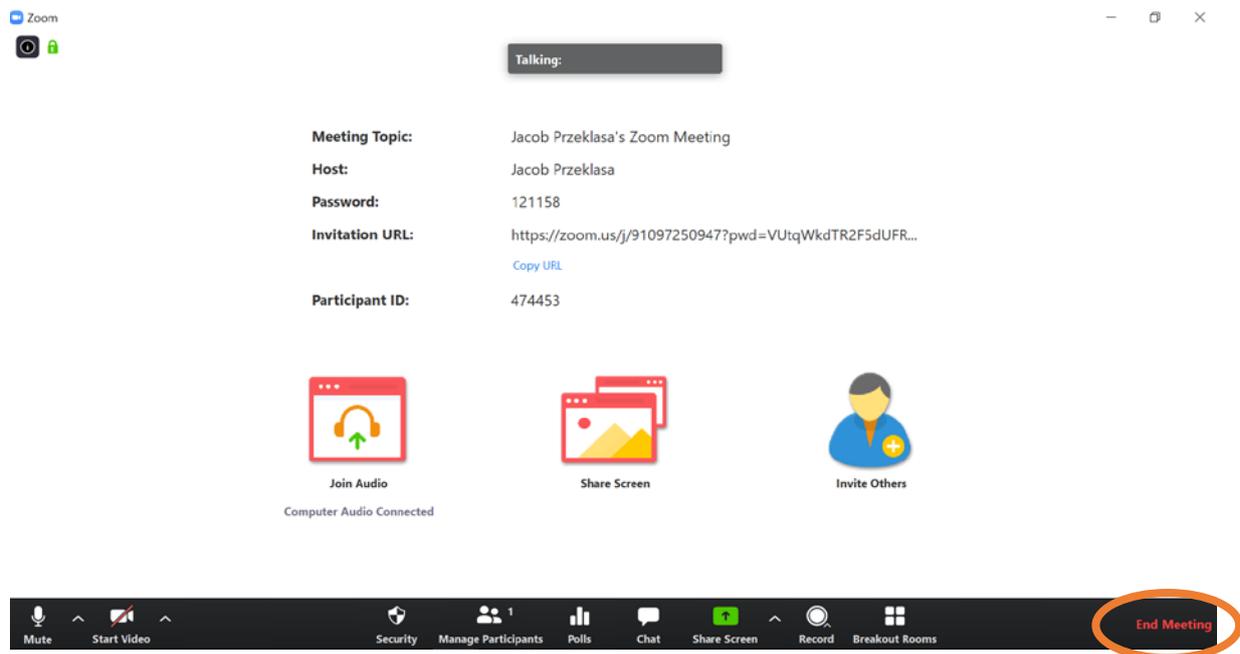
You can see a list of the participants in the meeting by clicking on the

'Participants' icon



Finishing the Zoom meeting:

To exit a Zoom meeting, click on the red 'Leave Meeting' text in the bottom left corner of your Zoom window.



Online security - make sure you're joining a secure Zoom meeting

If you are considering joining Zoom meetings or socials, here are 5 ways that you can help to make sure your Zoom session is safe for you and your users.

When setting up your Zoom meeting:

1. Ask your Zoom meeting host not to make meeting open to the wider public.

In Zoom, there are two options to make a meeting private. Require a meeting password or the waiting room feature which controls the admittance of guests. Ask your meeting host to use one or both of those.

2. Ask your Zoom meeting host to make sure only they can share the screen with participants. They can do this via instigating 'Host Only' function whilst setting the meeting.

Prior to your meeting:

3. Don't share Zoom links publicly and ask your Zoom host not to do that either. Make sure that the link was directly provided to you by your Zoom meeting host.

During your meeting:

4. Zoom has a chat function, so people can type messages to other participants. If you are going to use this function, do not share any links via chat box, as well as do not click on any links that may be provided to you by an unknown source.
5. If all else fails and someone does behave in an inappropriate way on your session, you can ask your meeting host to mute their microphone, stop their video and ultimately remove them from the session

Guide evaluation

Please fill out this short [evaluation survey](#) to help inform analysis of our learning resources.