Guide to using Zoom

Hosting a meeting

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How to schedule and host a Zoom meeting

To schedule and host a Zoom meeting you'll need to set up a Zoom account.

1. Go to https://zoom.us/ and click the 'Sign up, its free' button
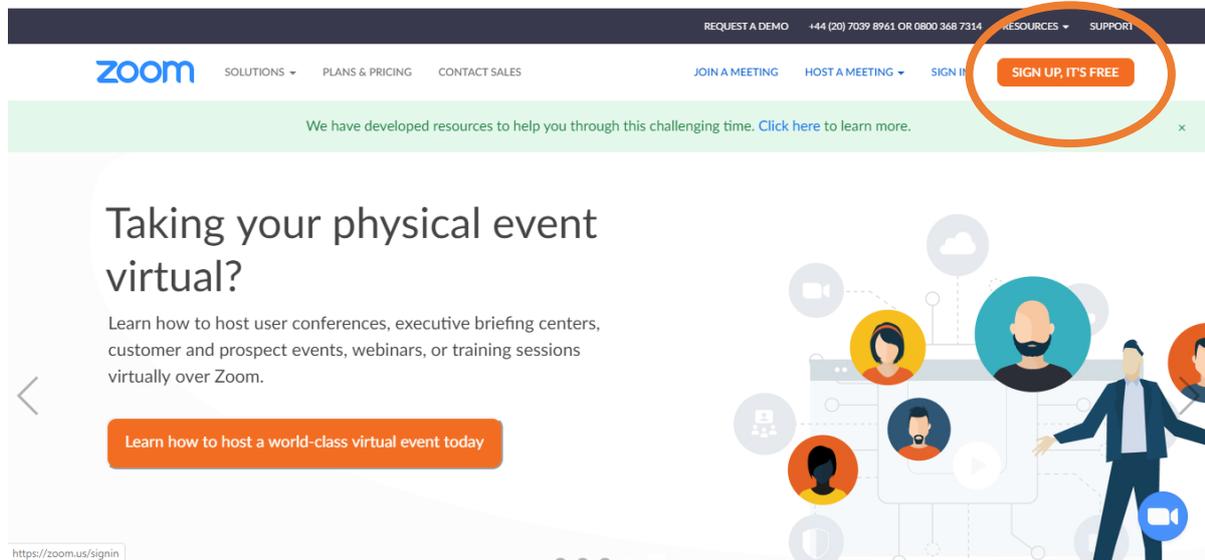
2. You'll be asked to provide your email address and your date of birth
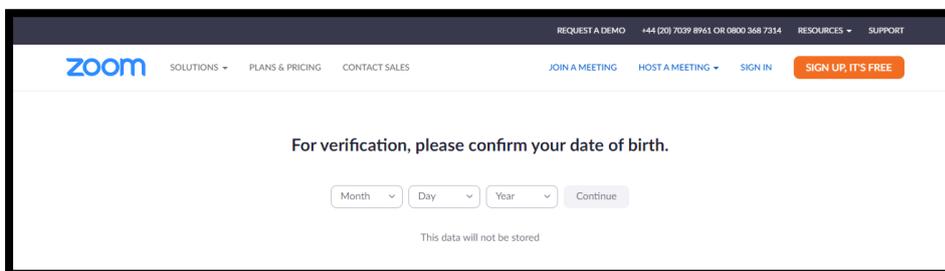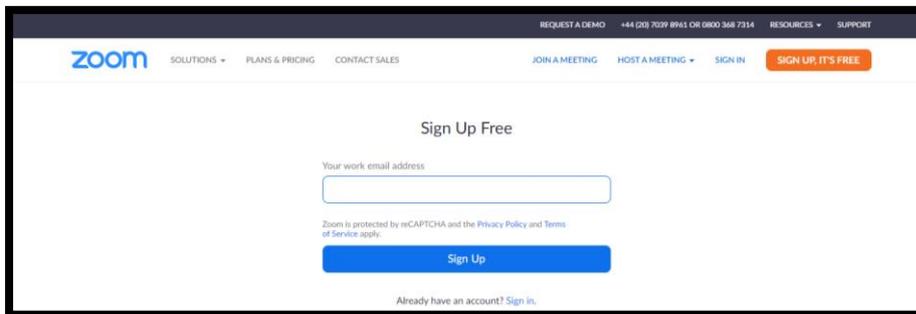
3. You'll then be sent a verification email to the email address you provided.

4. Go to your email account and click on the verification link.

5. After clicking on the verification link, you'll be taken to your Zoom profile page where you can add a picture, and complete other details. To create a meeting, click on the 'Schedule a meeting' text.
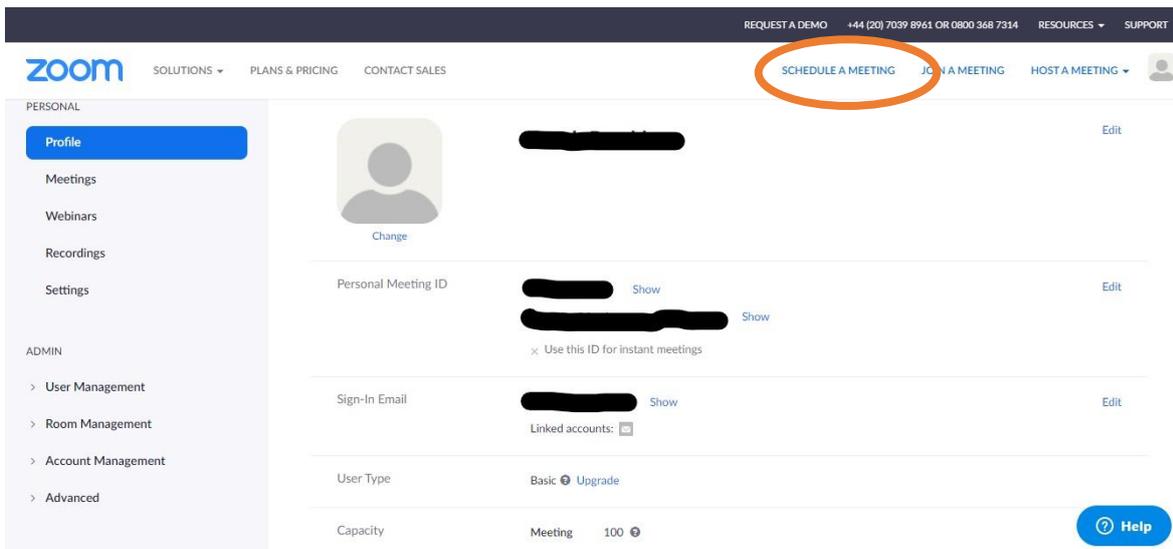
6. You'll then be able to set up details for your Zoom meeting, like date, time and duration of the meeting. You can also add the subject and add a description of the meeting.
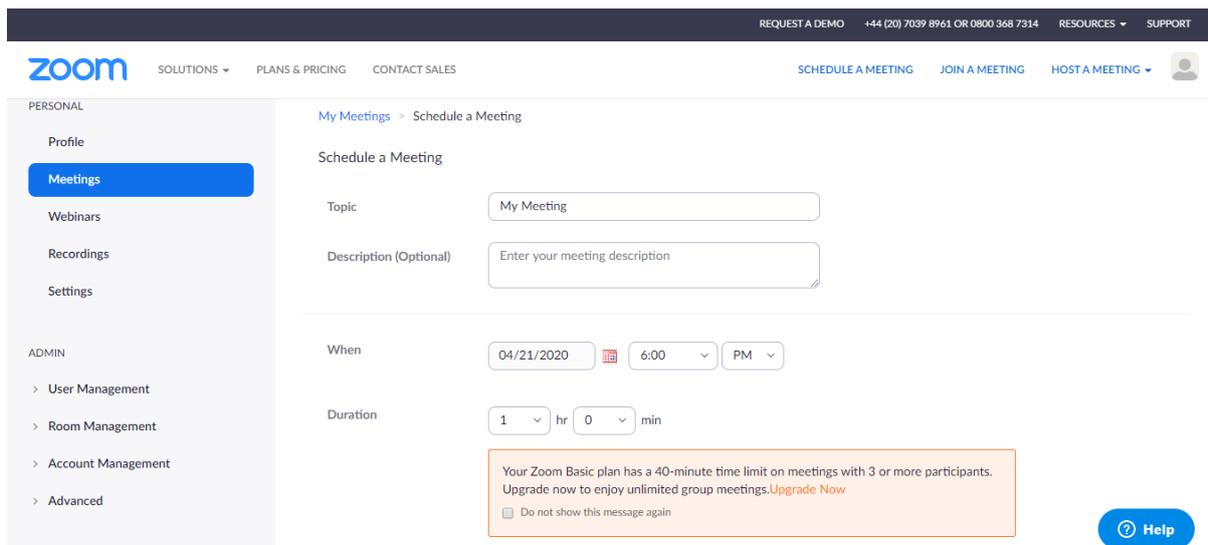
NOTE: The basic free Zoom accounts have a 40 minute meeting duration limit for three or more participants. If you're planning to host a meeting that's longer than 40 minutes, you'll have to schedule two, or more, 40 minute meetings, one after another.

You may want to schedule a short break between your consecutive meetings, to give your participants time for a comfort break or to get a drink.

Your group can purchase a full membership for a monthly payment, which can be cancelled at any time. You can then use Zoom with no time limits.

For information on how to upgrade to full membership, click here.
To cancel visit 'How do I cancel my subscription page' here.

7. Once you've set up your meeting, send an invitation to your intended participants. You can either do this via a calendar invitation, or by including a link in an email.
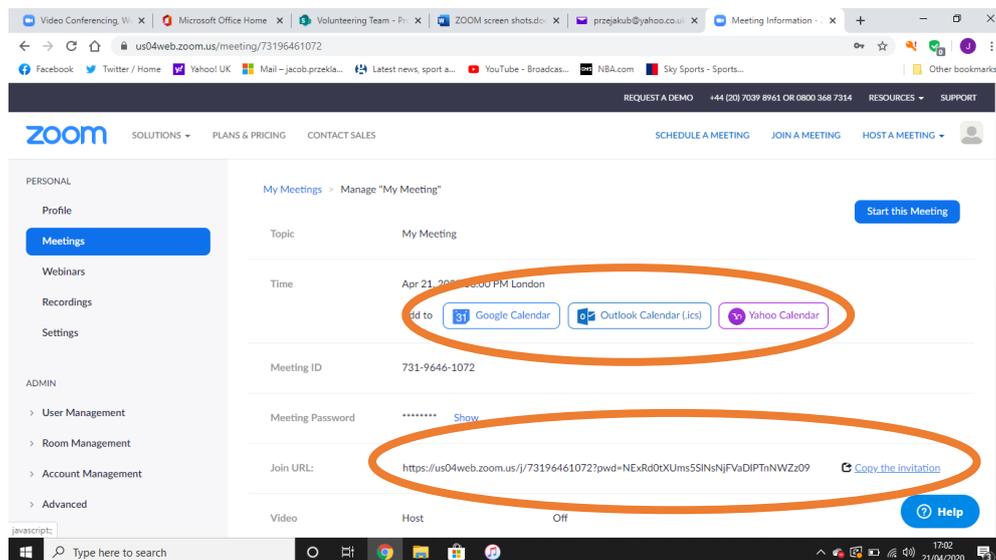
Online security - Making your Zoom session secure

If you're considering exploring Zoom as a way to host your team meetings or socials, here are five ways to make sure your Zoom meeting is safe for you and your users.

When setting up your Zoom meeting:

1. Don't make meetings or classrooms public. In Zoom, there are two options to make a meeting private. Require a meeting password or use the waiting room feature and control the admittance of guests – or both! If using the waiting room, ensure you are checking each attendee name and exercise caution admitting anyone whose name you don't recognise.

2. Change screen sharing to "Host only."

You can manage all the options described above from the 'Meetings' page of your Zoom account (scroll down to see all available set up options).
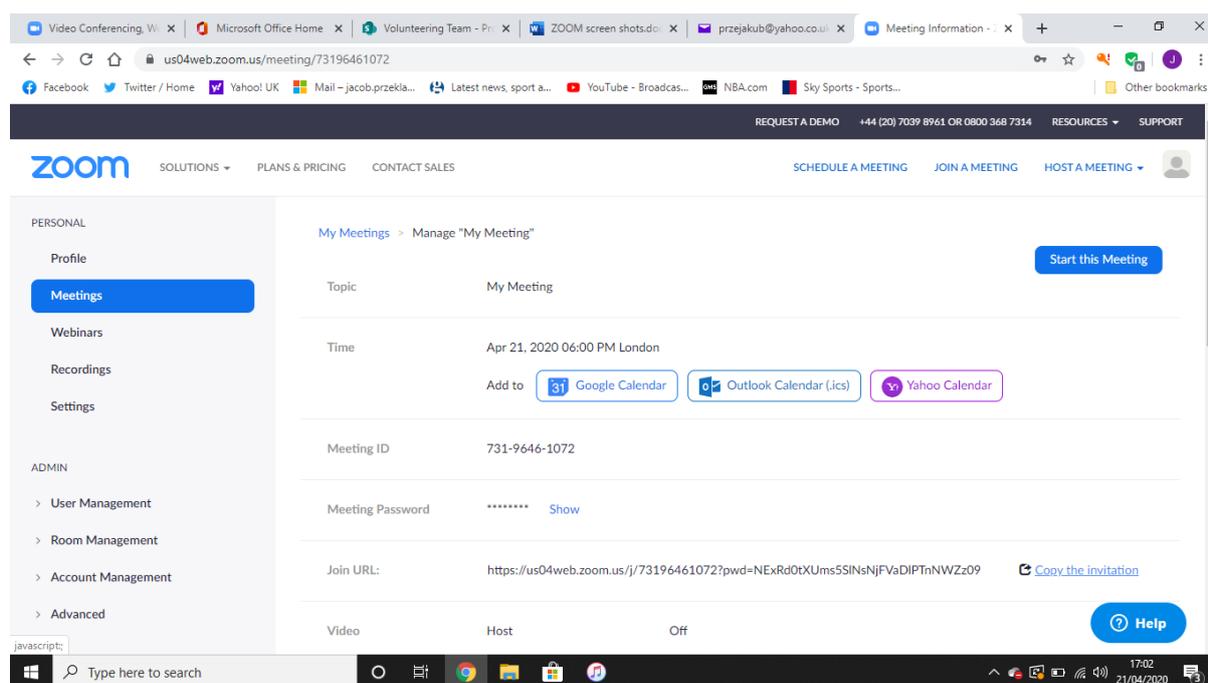
Prior to your meeting:

3. Don't share your Zoom links publicly, for example sharing them on social media. Instead, provide the link directly to specific people.

During your meeting:

4. Zoom has a chat function, so people can type messages to other participants. If you're going to use this function, let your participants know if you're not going to share links via chat. And if they do see a link shared here which is not from you, ask them not to click on it.

5. If all else fails and someone does behave in an inappropriate way on your session, as meeting host you have the option to mute their microphone, stop their video or remove them from the session. You can do this through the 'Manage Participants' function in your Zoom tool bar.
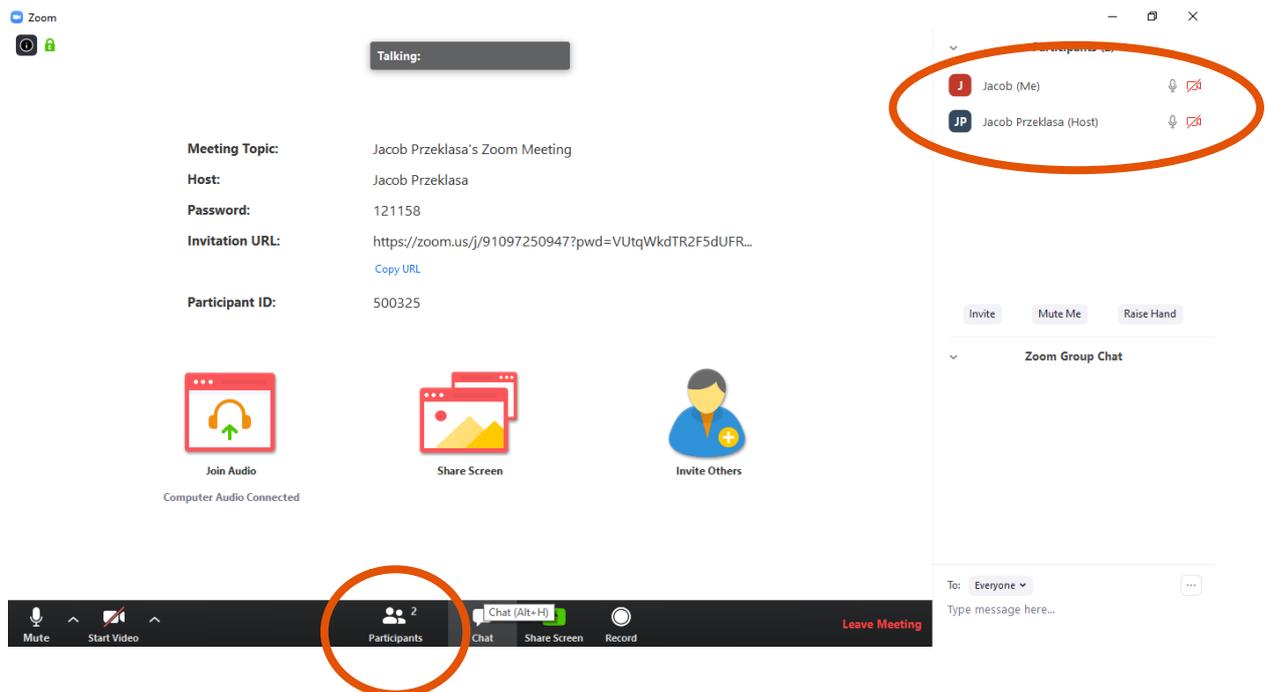
What Zoom looks like and how to use its functions

View:

After connecting with a computer, laptop, tablet or smartphone with a camera, you'll be able to see the meeting participants.
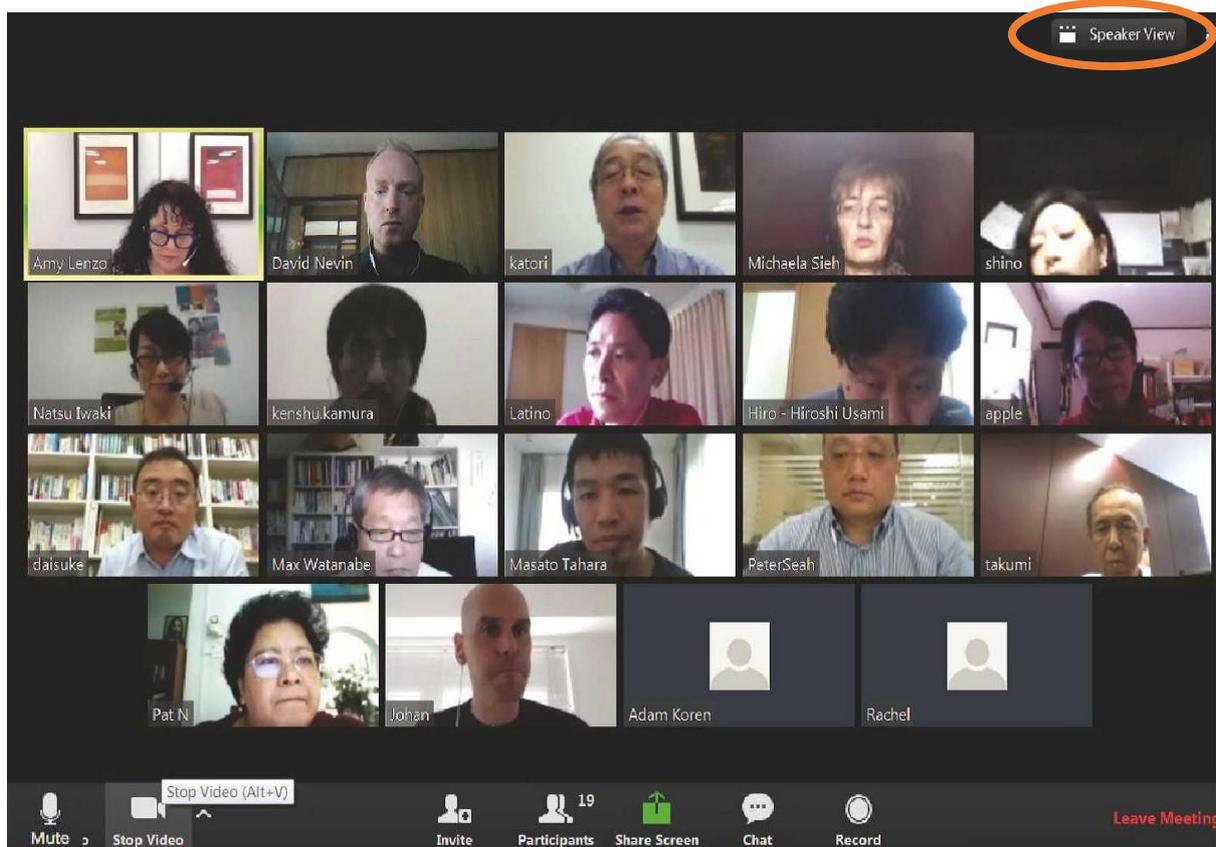
You can switch your view to 'Speaker View' (top right hand corner of your Zoom window), where you'll see only the person who is speaking. Everyone else will be visible as small images either across the top or down the right hand side of your screen.

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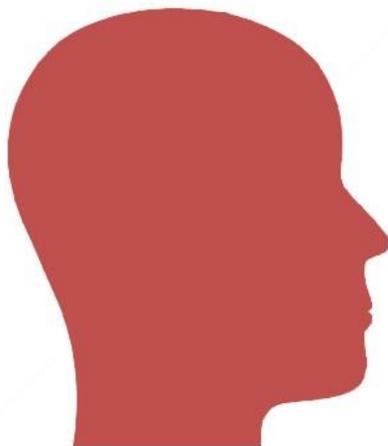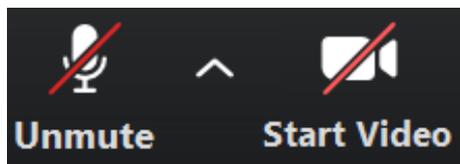
TIP: You should keep the audio muted if you're not speaking. This will help others to hear the speaker clearly and may improve the quality of your connection. But do not forget to unmute yourself (click on the microphone icon) if you would like to speak, so others can hear you.

For further support on checking your audio and visual settings (or advising your participants about their audio and visual set up) please watch this video.

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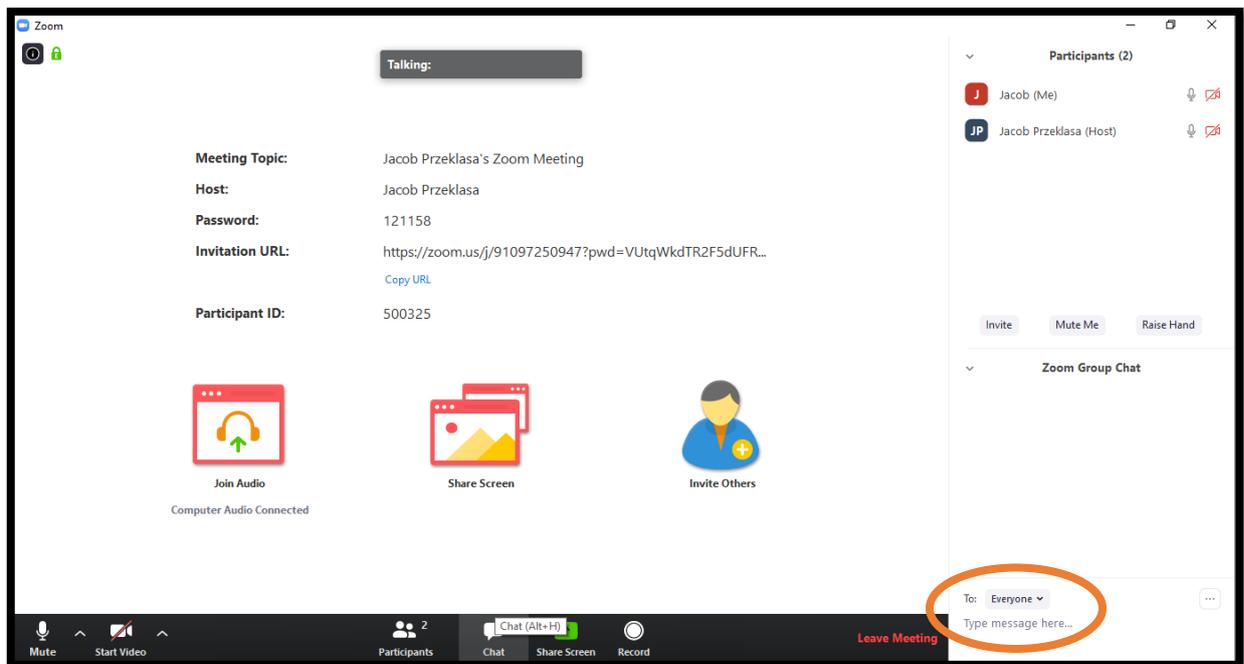
To send a private message, click the arrow to right of 'Everyone' and it will drop down a list of all participants. Click on the person's name and send them a message that only you and they can see.

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

Screen sharing:

Screen sharing means that you can show what's on your screen to other participants in your meeting. This could be helpful if you're delivering a presentation (so others can see slides or images that you're talking about). Or if

you'd like to use the 'Whiteboard' option, where you can type notes from the meeting and share those with others instantly.

To share your screen you need to click on the 'Share Screen' button in the Zoom task bar and choose which screen or 'Whiteboard' you'd like to share.

Once you've decided what you'd like other participants to see, click the blue 'Share' button in the bottom right hand corner, to start sharing your screen. Other participants will then able to see what's on your screen.
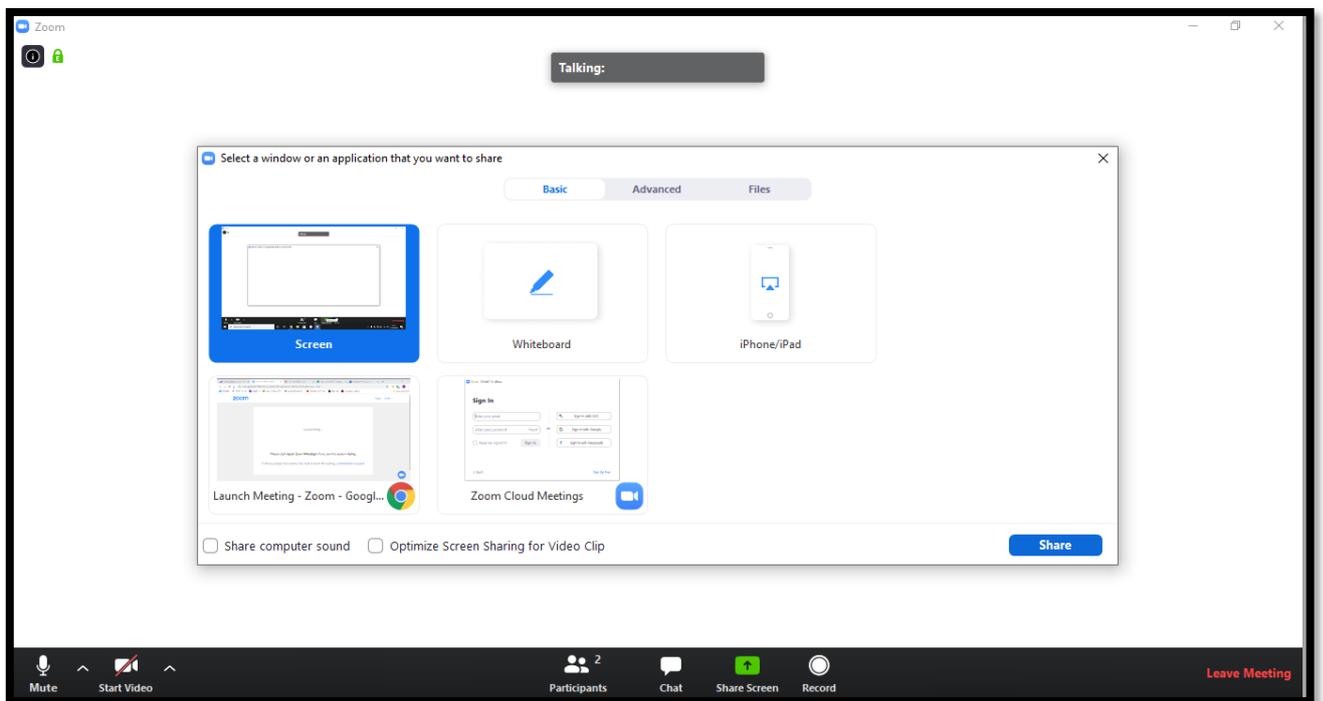
When you want to stop screen sharing, click on the red 'Stop Share' button at the top of your Zoom window.
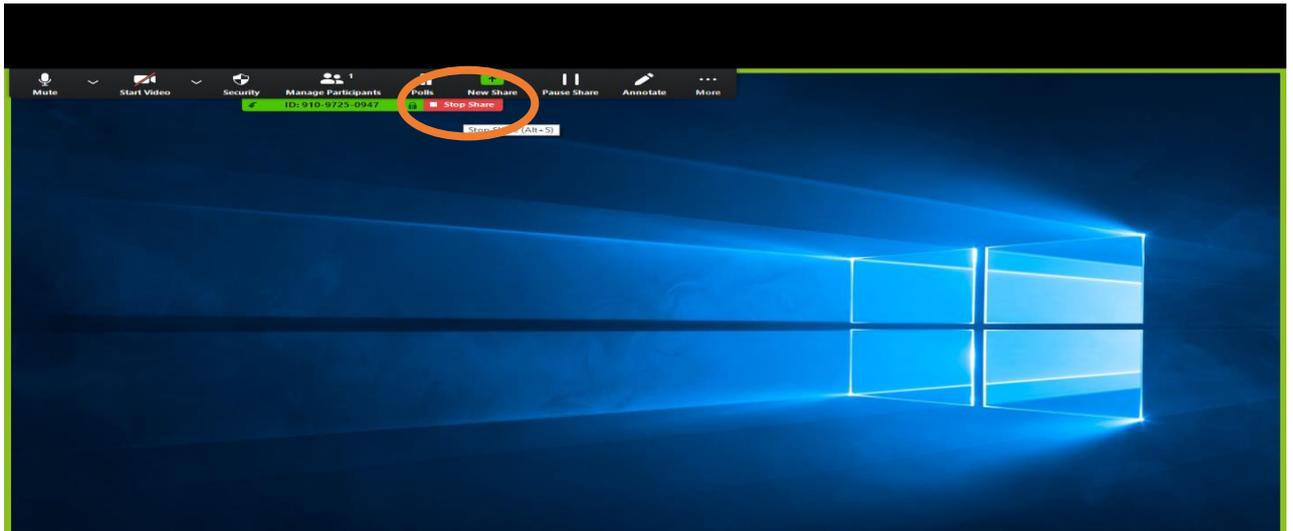
Finishing the Zoom meeting:

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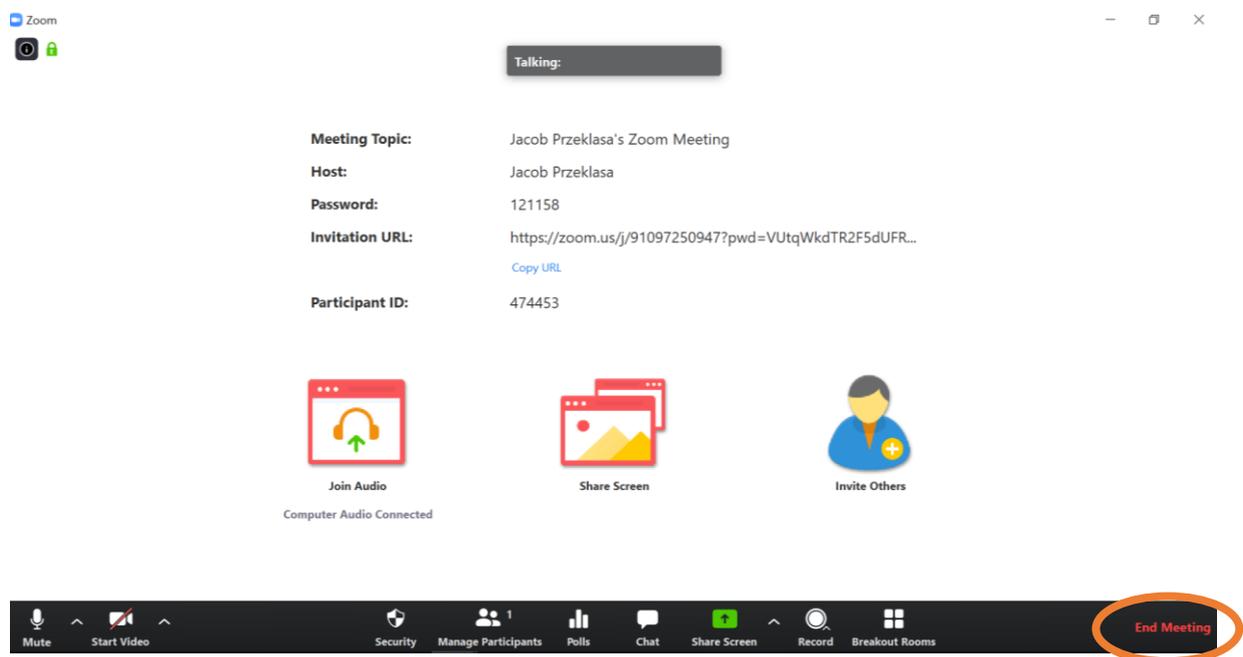
Guide evaluation

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