

Zoom

One of the most popular apps at the moment is Zoom. Many people are using Zoom now for work meetings, doctor appointments, exercise classes and even dinner parties. If you've been too scared to give it a go, don't be. It really is quite user friendly and you'll get more confident the more you use it.

There are many video tutorials online if you search, however I've shared a Youtube video [here](#) on how to use it on a smartphone or tablet.

Some things to keep in mind:

- You need to download the app to use **Zoom** – (onto your Iphone, Android or pc)
See our other resource on **“Downloading an App”**
- You don't need to sign up to Zoom unless you want to be the organiser of the meetings.
If you are just joining a meeting you won't need an actual account but if you become a regular user, it might be useful to have an account.

The topics covered in this basic resource include:

- **Downloading Zoom to a PC**
 - **Creating a Zoom account for PC, Phone or Tablet**
 - **Entering a Zoom meeting**
 - **The Zoom Meeting Room**
 - **Scheduling a Zoom Meeting**
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- It is important to remember that some of the steps or pictures may slightly vary on your device.
This is because every device is different, and updates can change the way things look.

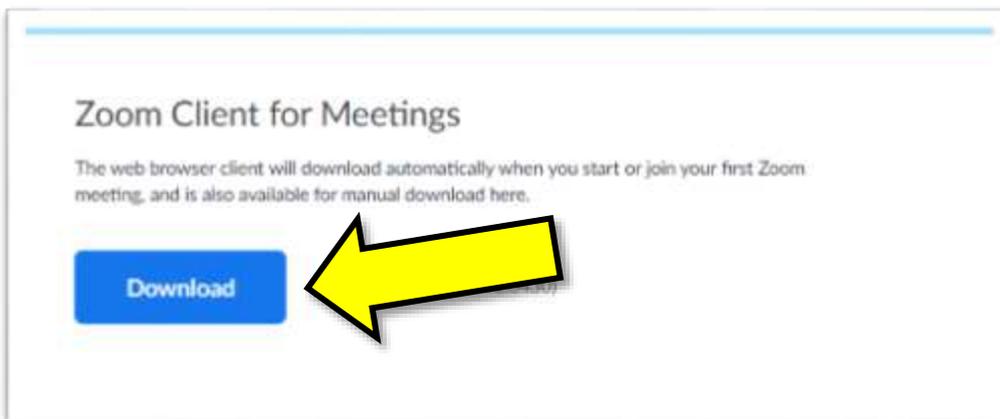
Downloading Zoom to a PC

It is much more user friendly to download the Zoom app to your computer if you are using it regularly. To download the app:

- Using your web browser (Chrome, Internet Explorer etc), go to: www.zoom.us
- Scroll to the very bottom of the webpage and click on **Download**



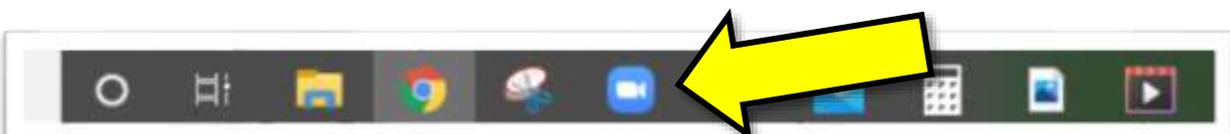
- Then click **Download**



- When prompted click **Save**



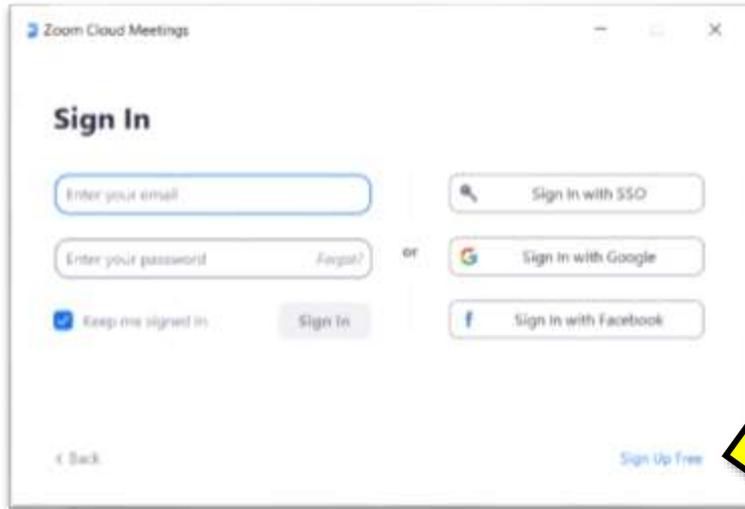
- After it has finished installing it will then copy a shortcut to your desktop or taskbar. The icon is a white movie camera in a blue square.



Creating a Zoom Account – PC, Phone or Tablet

Open your Zoom app on your device

- To create a Zoom Account, click on **Sign Up Free**



- You will then be prompted to create an account.
- You will have to enter your date of birth and email address.
- You will be asked to create a password. It would be a good idea to write down this password somewhere safe.
- You may then be advised that Zoom will send you an email in which you must verify the creation of your account. So then:
 - Open your email account
 - Click on the link provided

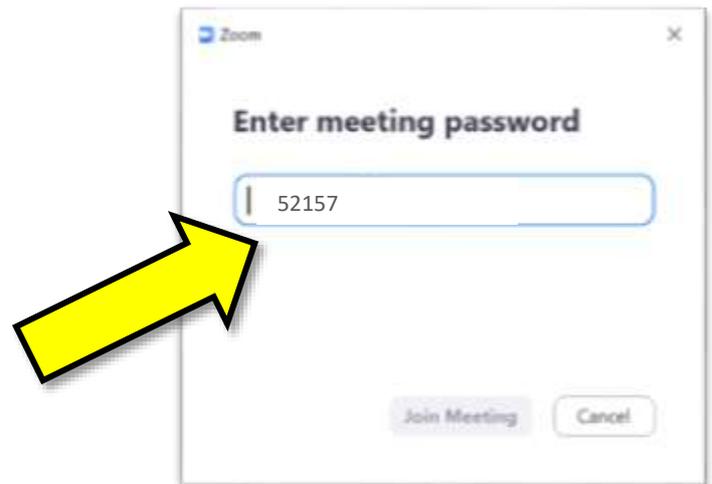
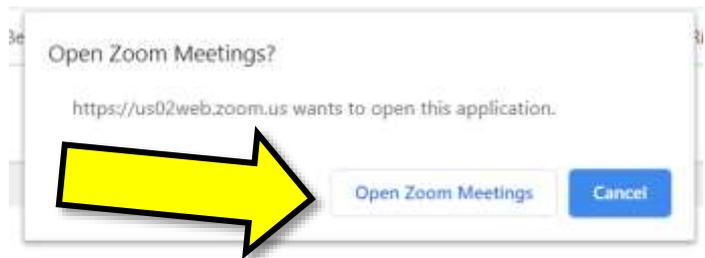
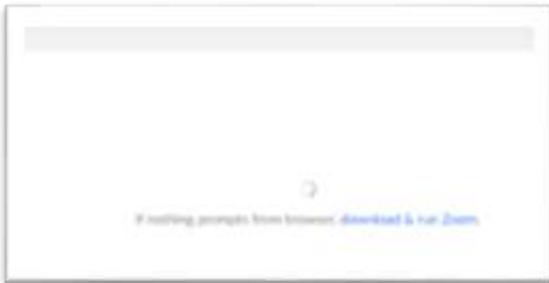
Entering a Zoom Meeting

So now you're all set and ready to go!

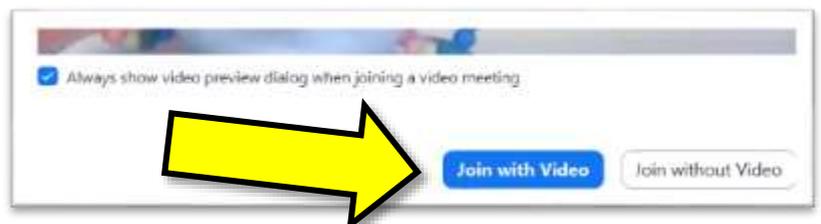
Normally you are invited to join a Zoom meeting by a host. They will send a link to the meeting to your email address. To join the meeting, just click on the link at the scheduled time.

You may see these boxes:

- Click **Open Zoom Meetings**



- You may then be asked to enter your name and or a **meeting password** (this can be found in your email)
- Then click on **Join Meeting**
- You may then see a preview of what you will look like in the meeting. This gives you a chance to check your camera angle and lighting.



When you are happy with the view, click on **Join with Video**

The Zoom Meeting Room

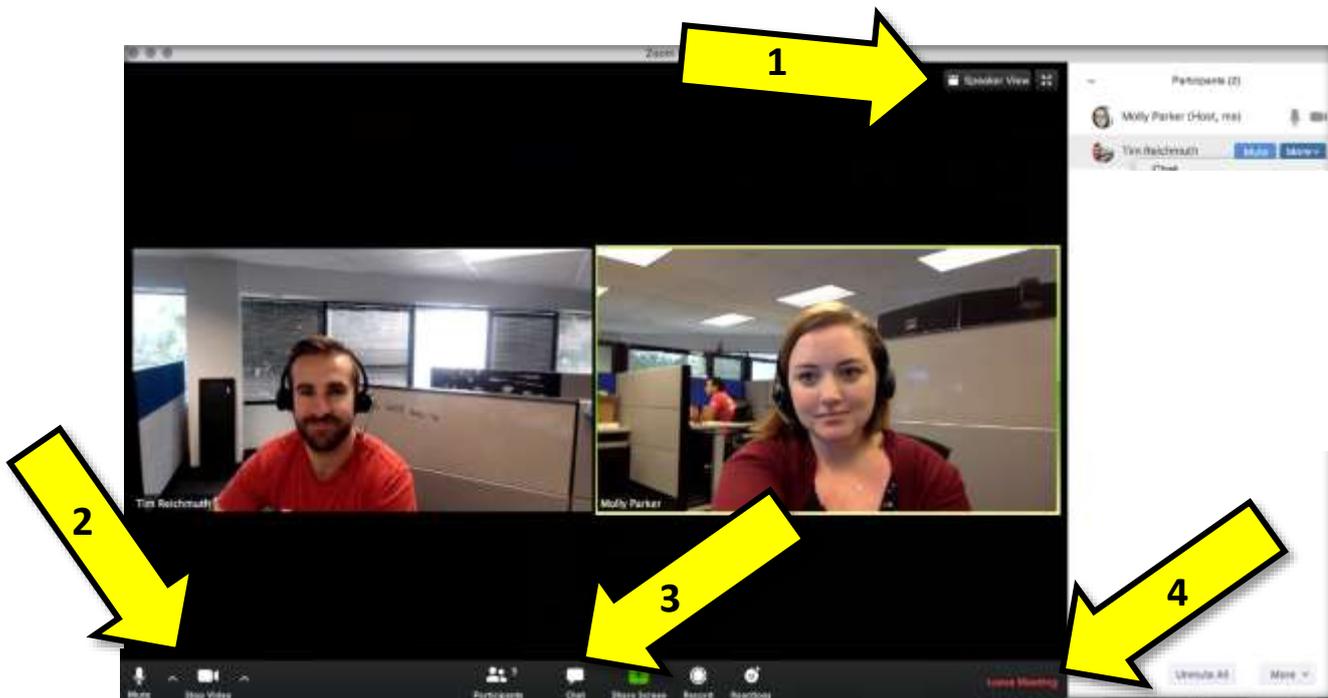
This is what it looks like in a meeting. You can see that the meeting room is framed in black. You can find most of your meeting controls in this area.

1. This button swaps between Speaker View and Gallery View- you can have a play around with it and see what suits you best for each different meeting.

Speaker View shows the active speaker and you on the screen.

Gallery View shows all the meeting participants.

The grey square button just next door to this is used to switch between full screen mode and an adjustable sized black Zoom box.



The main toolbar is located at the bottom of the black square. You may have to wiggle your mouse around or touch the screen for the tools to appear.

1. The first tool is the **Mute** button. If you press the button you are able to mute yourself. This means that other participants will no longer be able to hear you. This is a useful function if it is a big meeting and you have a lot of background noise going on.
2. The next button is the **Stop Video** button. This will stop your video from working, it will just show you as a black square with your name. It means the participants will no longer see you, but you can still see and hear them. This is useful if you have a slow internet connection or are just a bit shy on screen.

You can turn both the **Mute** and **Video** buttons on and off as needed.

*The tiny little up pointing arrows next to them indicate other options you can check out.

3. Another useful tool is the **Chat** button

This will bring up a chat menu down the right hand side of the meeting. Here you can type in questions or comments without interrupting the speaker.

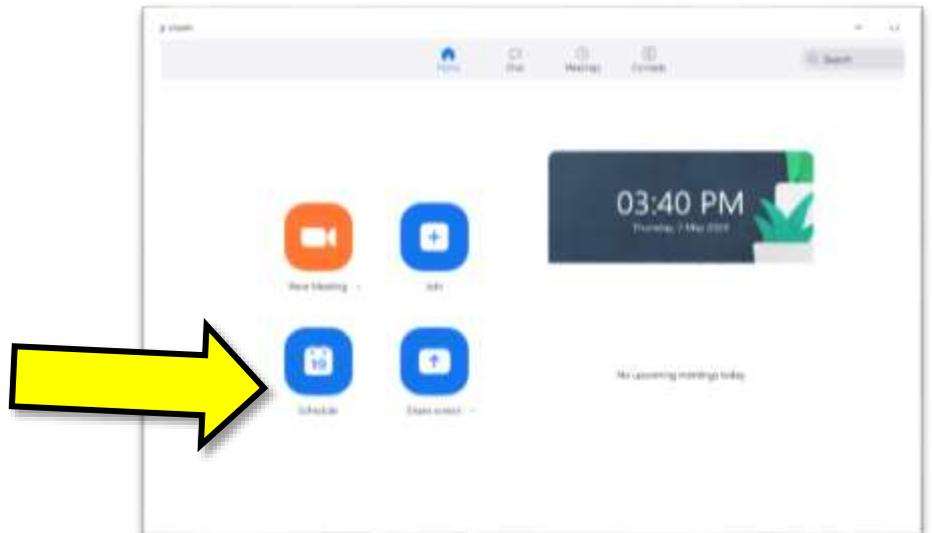
4. Click on **Leave Meeting** if you want to leave the meeting.

(if you are the host of the meeting it will read: **End Meeting**, this will end the meeting for all the participants)

Scheduling a meeting

To set up a Zoom meeting and invite other people, here are the steps:

- Open up your Zoom app on your device
- Click on Schedule



1. Fill out the required information ensuring you include the topic of the meeting and a start date and time.



2. Select **Video on** for host and participant



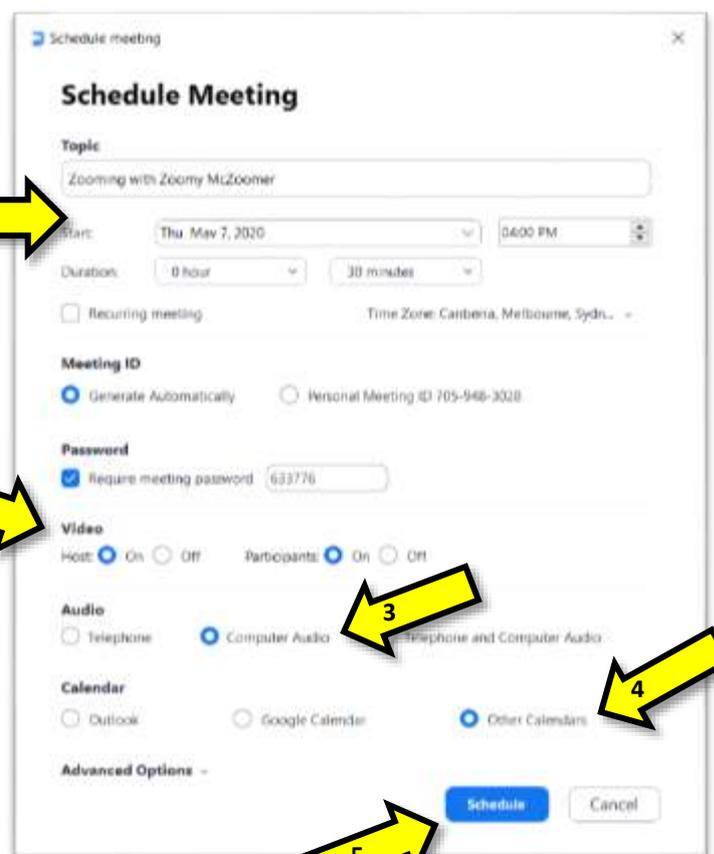
3. Select **Computer Audio**



4. Select **Other Calenders** unless you want to add it to you Outlook or Google Calender



5. Select **Schedule** when you are finished

Schedule Meeting

Topic: Zooming with Zoomy McZoomer

Start: Thu, May 7, 2020 04:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Canberra, Melbourne, Sydn...

Meeting ID: Generate Automatically Personal Meeting ID 705-948-3028

Password: Require meeting password 633776

Video: Host On Off Participants On Off

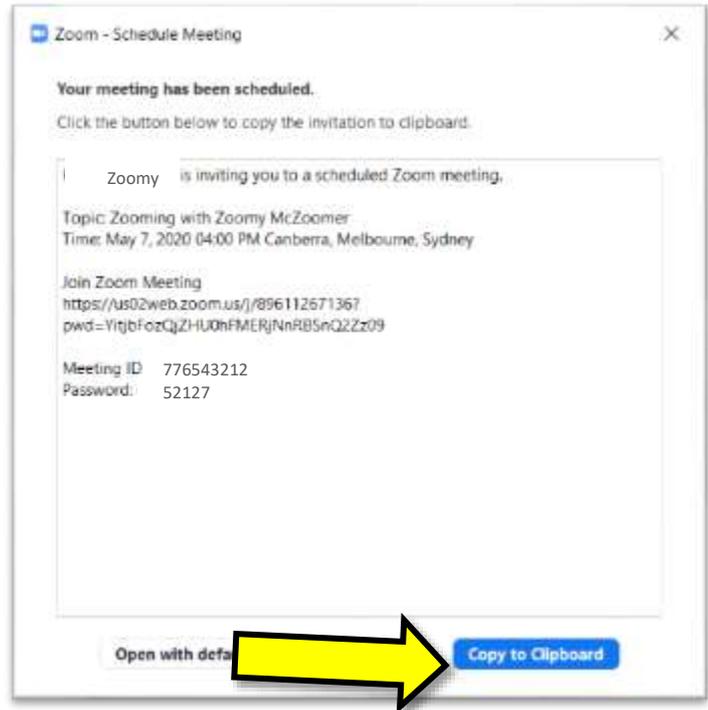
Audio: Telephone Computer Audio Telephone and Computer Audio

Calendar: Outlook Google Calendar Other Calendars

Advanced Options -

- You will then see this box that tells you that your meeting has been scheduled.

This is the information you need to email to the people who will be coming to the meeting.



- Select **Copy to Clipboard** to copy the information.
- You will then have to open up your email account, compose a new email and paste the invitation into your email. You are then able to send it to as many people as you like.