A Users Guide To Zoom

Zoom is a conference calling service that allows you talk to up to 100 people all at once using audio and video.

You may receive and email that looks something like this.

> *"David Lewis is inviting you to a scheduled Zoom meeting.*
>
> *Topic: TEST*
> *Time: Mar 23, 2020 11:00 AM London*
>
> *Join Zoom Meeting*
> *https://us04web.zoom.us/j/972187450*
>
> *Meeting ID: 972 187 450"*

This is a zoom invite. Someone wants to talk with you using zoom, the quickest way to accept Is to click the link under *"Join zoom meeting".* If it is your first time using zoom this guide recommends that you perform the following steps at least 15 minutes before your meeting is due to start.

If it is your first time using zoom after you click the link you will see this window
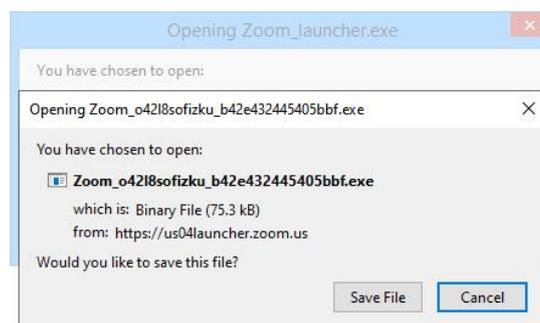
Zoom is asking you to download its client, a program that makes zoom work from your computer or smart phone. Click save file.

Once saved you'll need to run the file, you can do this from your browser by clicking on the downloads section or if you cant find that you can go start > Documents> Downloads and find the file there. Double click it to run it.

Zoom will now be installed. If you don't already have an account then it will prompt you to make one. Simply enter your email and set a password.

Now you have an account and a client. You're ready to go! Lets talk about everything your seeing.

The meeting window
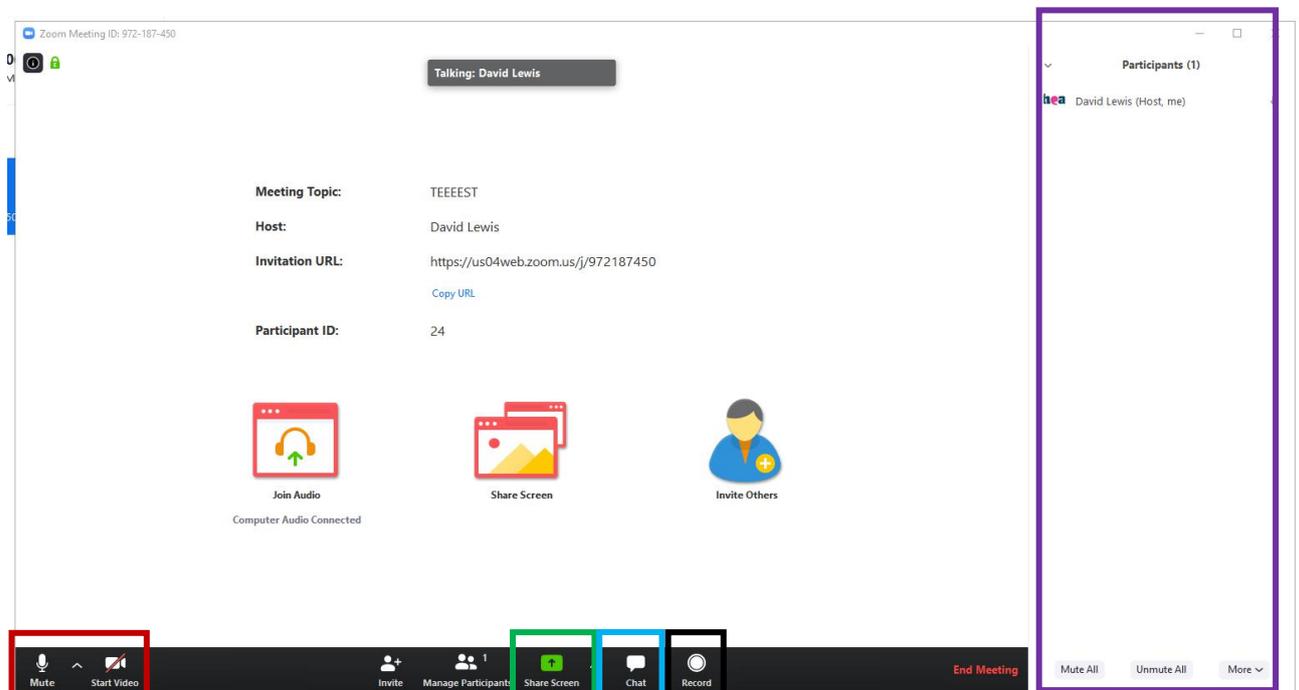
A. These are your audio and video buttons: they turn on and off your audio and video.
B. This is the participants section, here you will see everyone else in the current meeting.
C. This button will share what is on your screen. It may not be available to you as the host doesn't want participants to share their screen. Be aware of what is on your desktop and browser tabs before you click this button and make sure it wont be a distraction for other participants in the meeting.
D. This option lets you open the chat window which will let you talk via text.
E. This option will record the meeting, but be aware that recording long meetings will generate very large files that will take up space on your computer.

What to expect

You might find that when you join you are greeted to a pop-up that says the host has not started the meeting yet. You will need to wait here until the host starts the meeting, or come back and click the link at a later time.

You might be asked for a password, if you are it should be in the invite you were sent. Enter that password into the field and click ok.

You may also be prompted to use "Computer audio" select yes and your computer will automatically detect your microphone. If you need to adjust your settings you can click the drop down arrow next to the microphone.

You might find that when you join a meeting your video activates automatically. That is because the host has activated the "video on joining" option. You can still de-activate your video by clicking the camera icon in the bottom left hand corner next to the microphone.

You may also find that you are muted when you join, that is because the host has activated the "Mute on join" option. You may be able to un-mute yourself with the microphone button in the lower left corner or the host will un-mute you when they are ready.