Using Zoom – for online meetings

Zoom is a video conferencing app that allows you to talk to several people at once.

You can set up your own meetings and invite others, or join meetings that someone else has organised.

Zoom is currently free to use for 40-minute conversations (though they sometimes allow longer chats for free).

You can use the mute button if you are listening to someone but don't want to contribute yourself. You can share your computer screen if you want to show people a document or presentation.

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How to Guide

Finding Zoom

You can download the Zoom app for free onto a computer, tablet or phone.

On a computer go to: https://zoom.us/ and click on the orange 'sign up, it's free' button

If you are using a tablet or phone search for the 'Zoom app' (e.g. in Googleplay or itunes) and then press the green 'install' button. The app should appear either on one of your screens (or if you can't see it check the 'apps' section of your device or use the search box to find it).

Signing up

When you first go to the website/open the app you will need to create a login and password.

You will be asked for your date of birth

Then your email address

You will then be sent an email (check your 'junk' or 'spam' folder if you can't find it in your main inbox)

This email should have a large blue 'Activate account' button – click on this (if this doesn't' work the email will also have a link that you can copy and paste into your internet browser).

Welcome to Zoom

Hi, rac***@***uk. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue

You will be asked to create a password.

Follow the instructions (you will need to scroll down and type your password in twice), then click the 'confirm' button.

The next page asks you to invite friends. You don't need to do this. Sign-up is now complete.

Remember your password/user name so you can sign in next time

You can close the page/app for now if you just want to sign up.

If you want to set up a meeting you can do it by clicking on one of the links at the top right of the page (if using a computer): schedule a meeting, join a meeting, host a meeting.

Joining a meeting

If someone else has set up a meeting for you to join they should have sent you an email with a link in it.

The easiest way to join is by simply clicking on this link. This should automatically open Zoom for you and take you to the right place.

You can also join a meeting by going into Zoom and entering a meeting ID and password (again the person setting up the meeting needs to send this to you).
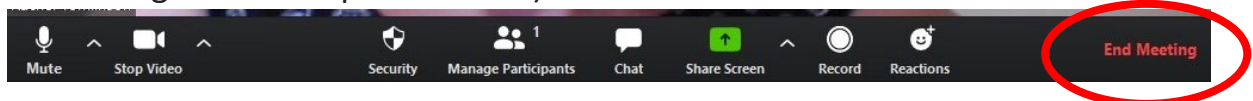
Go into Zoom, enter your username and password and click on the 'Join a meeting' button.

Then enter the meeting ID and password.

Make sure that your video and audio are both turned on by clicking on the video and audio icons in the bottom left of your screen.

Choose 'gallery' view (top right of computer screen) to see everyone.

To leave or end the meeting, click on the red 'End Meeting' button (on the bottom right of a computer screen).

Setting up a meeting

To set up your own meeting click on 'schedule'. You can then set up the time and date of your meeting and send the information to attendees.

Schedule

Make sure you complete the start time and date. You can choose whether to set a password. Choose: 'video on for host and participants', and 'computer audio'.

Click the 'Schedule' button at the bottom to confirm the details and set up the meeting.
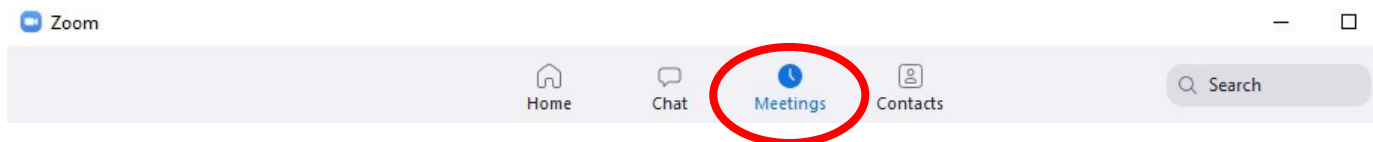
You may automatically get an email including a link to the meeting. If you don't you can copy and paste the details from Zoom into an email or calendar invite.

Sending an invite

If you haven't got an automatic email from Zoom you can find details of your meeting and write your own.
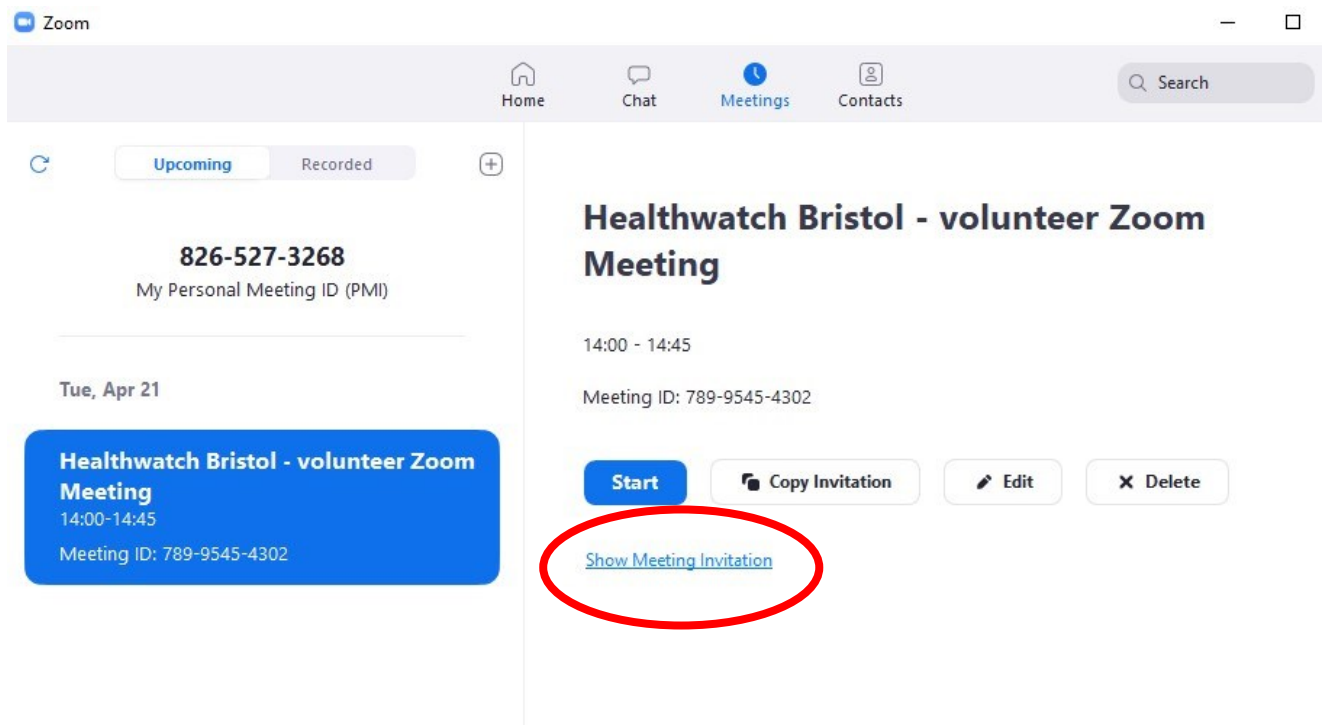
Log in to Zoom as normal

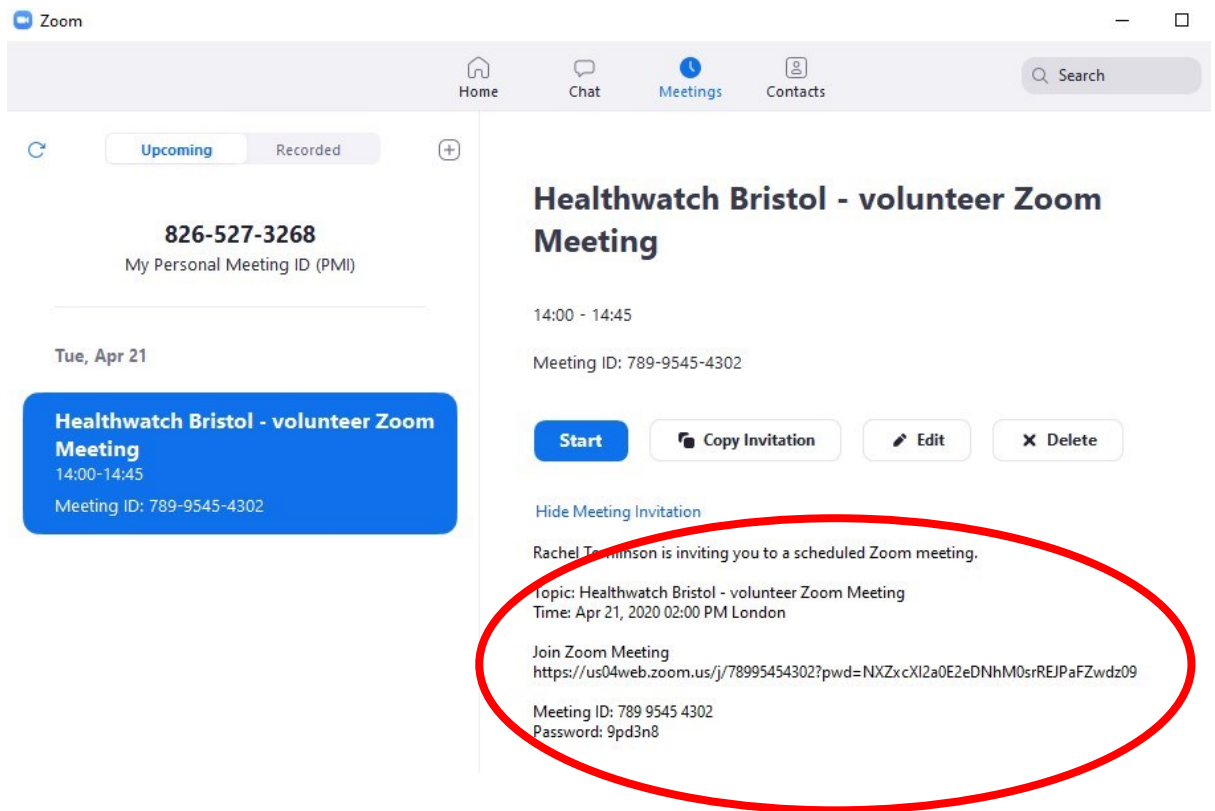Click on 'meetings' in the top Zoom menu bar.

This will bring up a page of meetings that you've already scheduled.

Choose the meeting from the blue boxes on the left-hand side. Then click on 'Show meeting details' (see below)
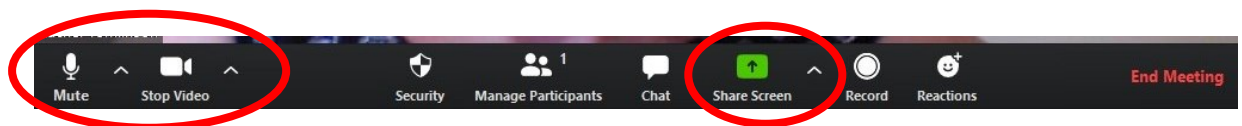
The details of your meeting will then be displayed. You can copy and paste these into an email or calendar invitation and send it to attendees.

Other Zoom features

If you are listening to someone talk but want to mute your own microphone or stop your video, you can use the buttons at the bottom of the screen

To share your computer screen at a meeting. Make sure the document that you want people to see is open and then press the 'Share screen button'.

More information

Zoom has an online Help Centre here: https://support.zoom.us/hc/en-us

Here are some one-minute video guides about using Zoom here:

How to join a meeting:
https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

How to adjust video and audio: https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1

How to schedule a meeting:
https://www.youtube.com/embed/XhZW3iyXV9U?rel=0&autoplay=1&cc_load_policy=1