

# A Zoom Primer

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## [Contents](#)

[Registering with Zoom and Downloading the free Zoom App](#)

[More help and information](#)

[First Steps with Zoom](#)

[Checking your Audio and Video settings](#)

[Joining a Zoom meeting by invitation](#)

[The Meeting Experience](#)

[Scheduling a Meeting](#)

[Finding Contacts](#)

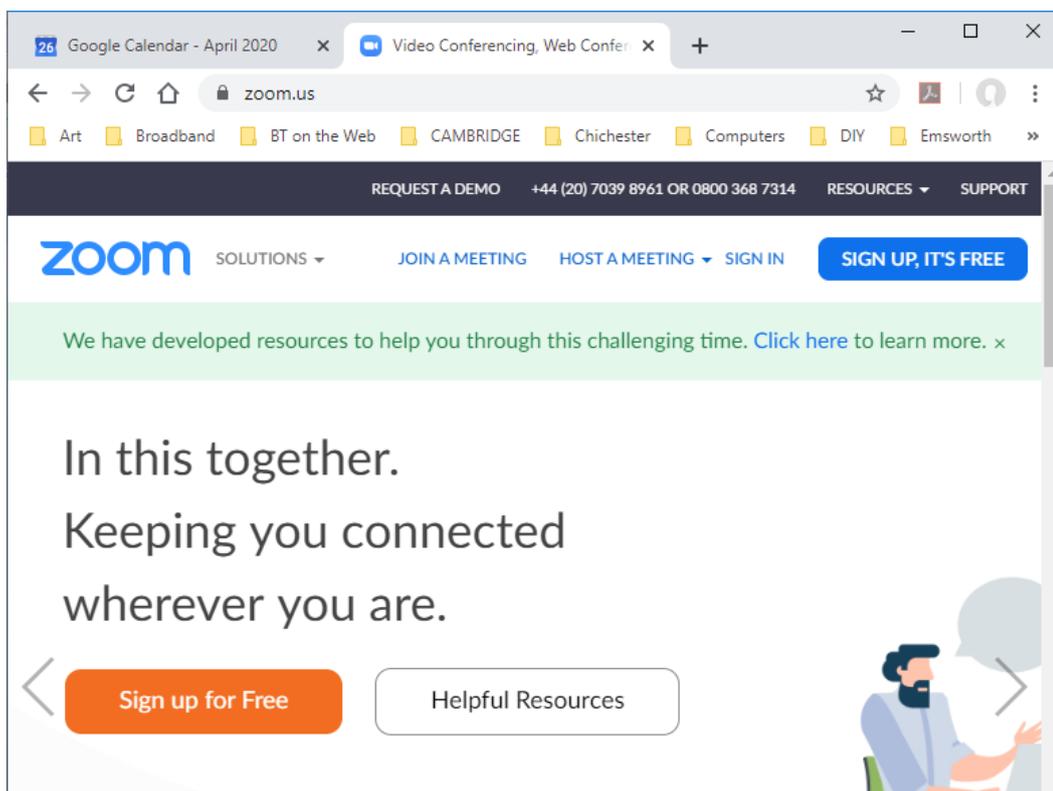
[Chatting and videoing with your contacts](#)

## Registering with Zoom and Downloading the free Zoom App

Visit the website - <https://zoom.us/>. You will find a lot of helpful information there. And when you're ready sign up and download the free version. It's available on most platforms: Windows, Mac, phones and tablets. The graphics in this document are from Windows, but the other platforms should be recognisable.

One thing to be aware of if you are planning to use a Windows or Mac computer is to check whether it has a built-in camera and microphone. These are needed to operate Zoom in meeting mode. If the computer doesn't have them built-in you can buy them separately for a reasonable price, and plug them in. Phones and tablets will all have built-in cameras and microphones.

During the installation process, Zoom will ask for permissions to access settings on your computer e.g. access your VIDEO CAMERA, microphone and audio settings etc. Naturally you will want to enable these otherwise you will not be able to have satisfactory meetings.



Once installed, Zoom should then appear as an app on your desktop or toolbar.

## More help and information

There are a number of useful tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.

## First Steps with Zoom

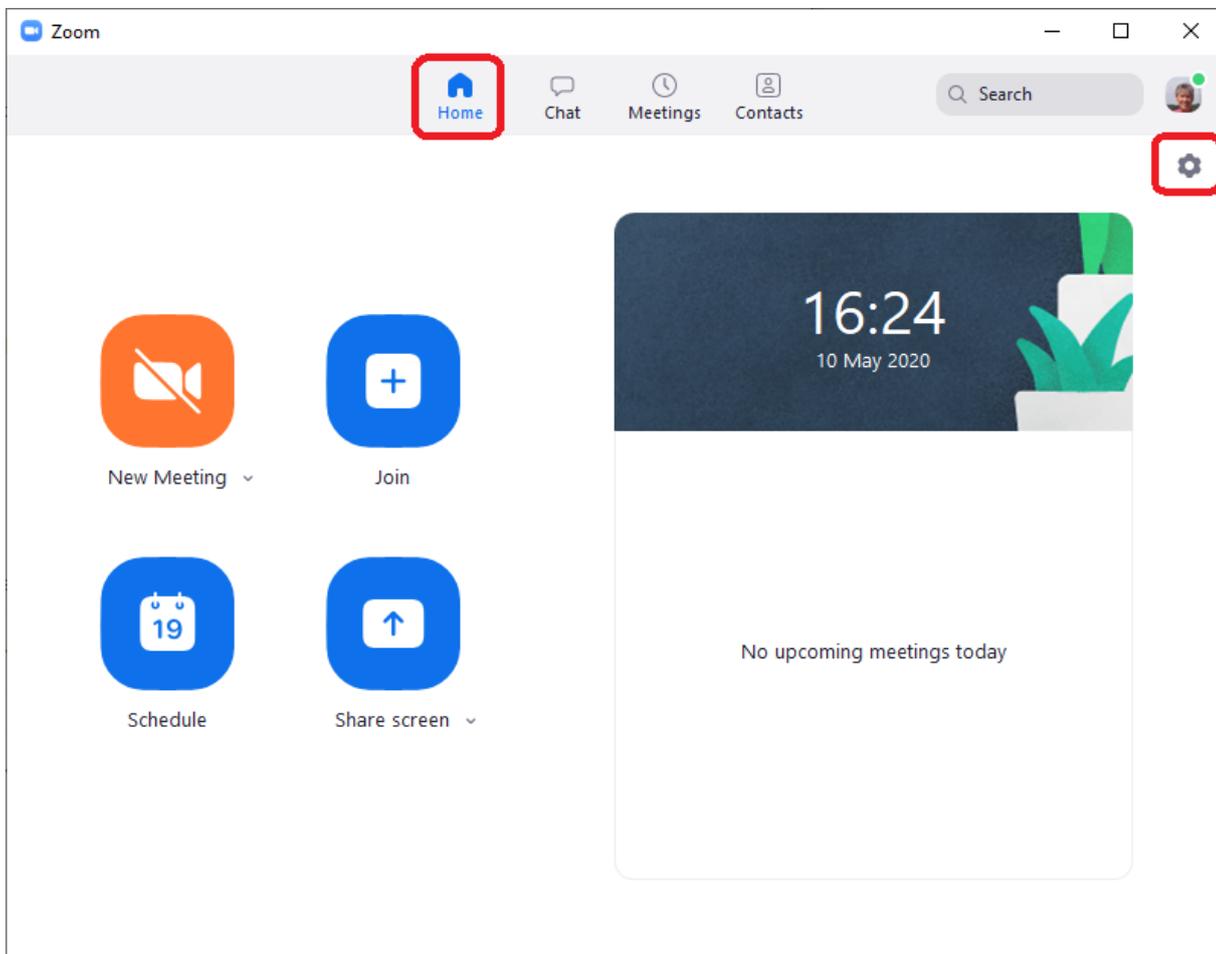
Now you have downloaded the Zoom App onto your computer, what are the next things you should think about?

- First check your computer's audio and video capabilities and making sure Zoom is using them
- Joining your first Zoom meeting by invitation
- What to expect when you do join your first meeting
- Then we'll look at more advanced topics

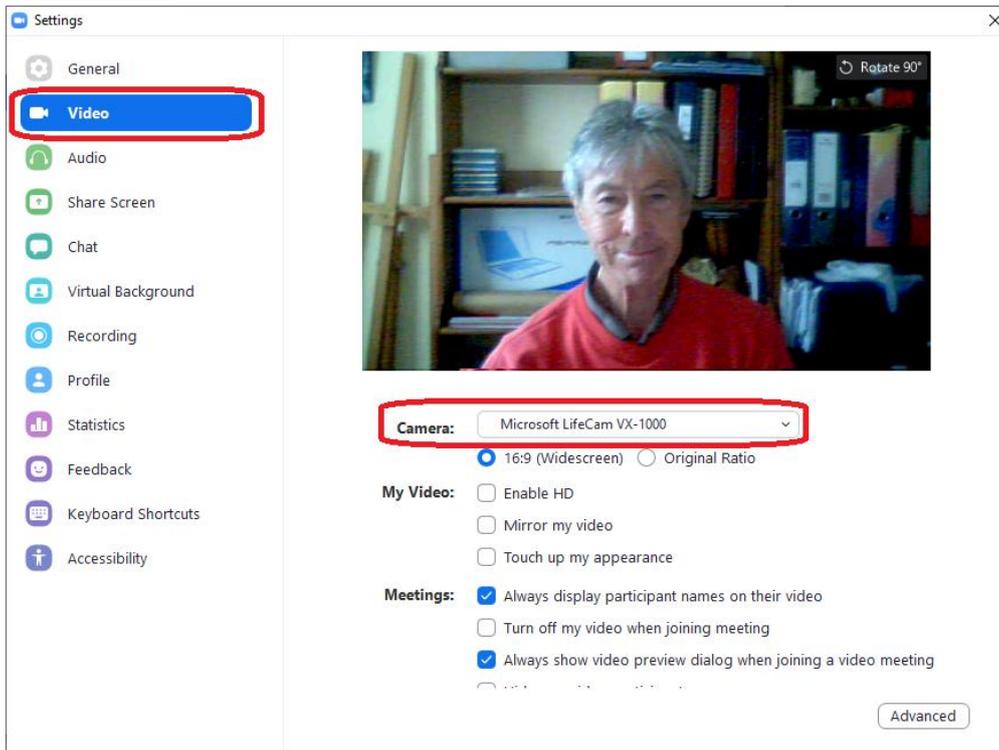
The illustrations in this guide are taken from a Windows machine. The details may be slightly different for other platforms, but the features should all be there somewhere.

## Checking your Audio and Video settings

Zoom will only work correctly if you have the right audio and video settings. To check these details first start up Zoom on your computer. Go to the Home page and select the Settings icon (shaped like a knurled knob):

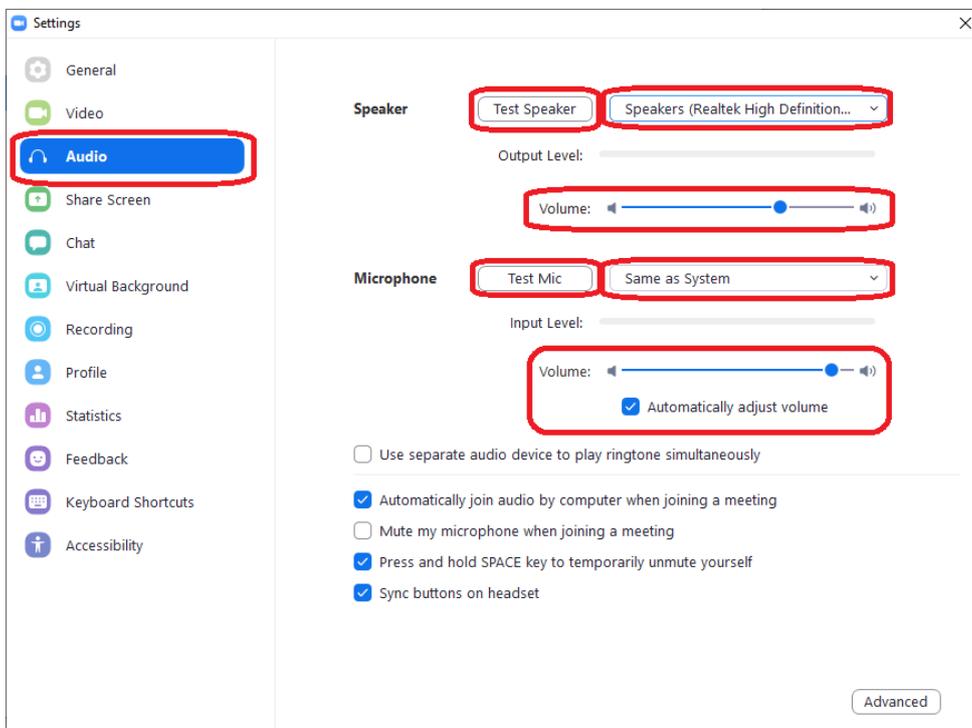


From the list you select **Video** to check the video settings:



Make sure you are using the correct camera. (Some computers have 2.) You should be able to see yourself if everything is set correctly. This is the view other attendees will see at the meeting. There are other settings here you might want to explore. And at the bottom of the list there is a “trouble shooting section in case you can’t see a picture at all.

Next check the **Audio** settings:



Here you are checking out both the speaker settings and the microphone settings.

Again check the correct devices are connected. Check the volume levels and you can test both the speaker and the microphones to be sure they are working properly.

## Joining a Zoom meeting by invitation

You will normally be invited to join a meeting by an email from the host with a message like this:

Ray Davies is inviting you to a scheduled Zoom meeting.

Topic: Chi U3A Zoom practice Meeting

Time: May 12, 2020 10:00 AM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83924430174?pwd=cGhYaUJWaDJQVzY5K0tTQ2ZMMIZpQT09>

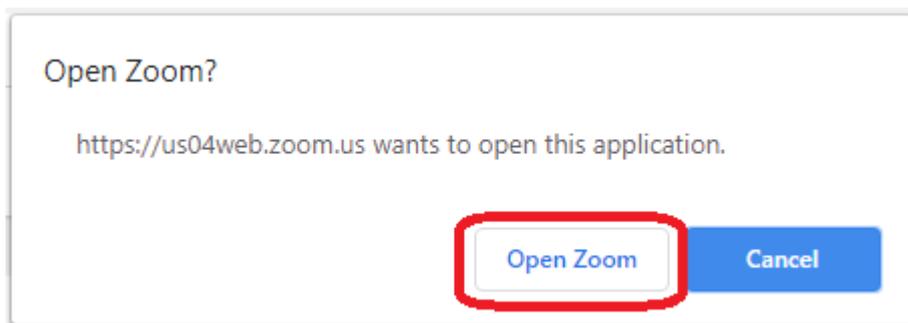
Meeting ID: 839 2443 0174

Password: 018775

There are 2 ways to join this meeting as follows:

### Joining a Meeting by the web-link

The simplest way is just to click on the "Join Zoom Meeting" link. This will take you briefly to the zoom.us website and should display a window like this:



Simply click on the "Open Zoom" button and you should go straight into the meeting.

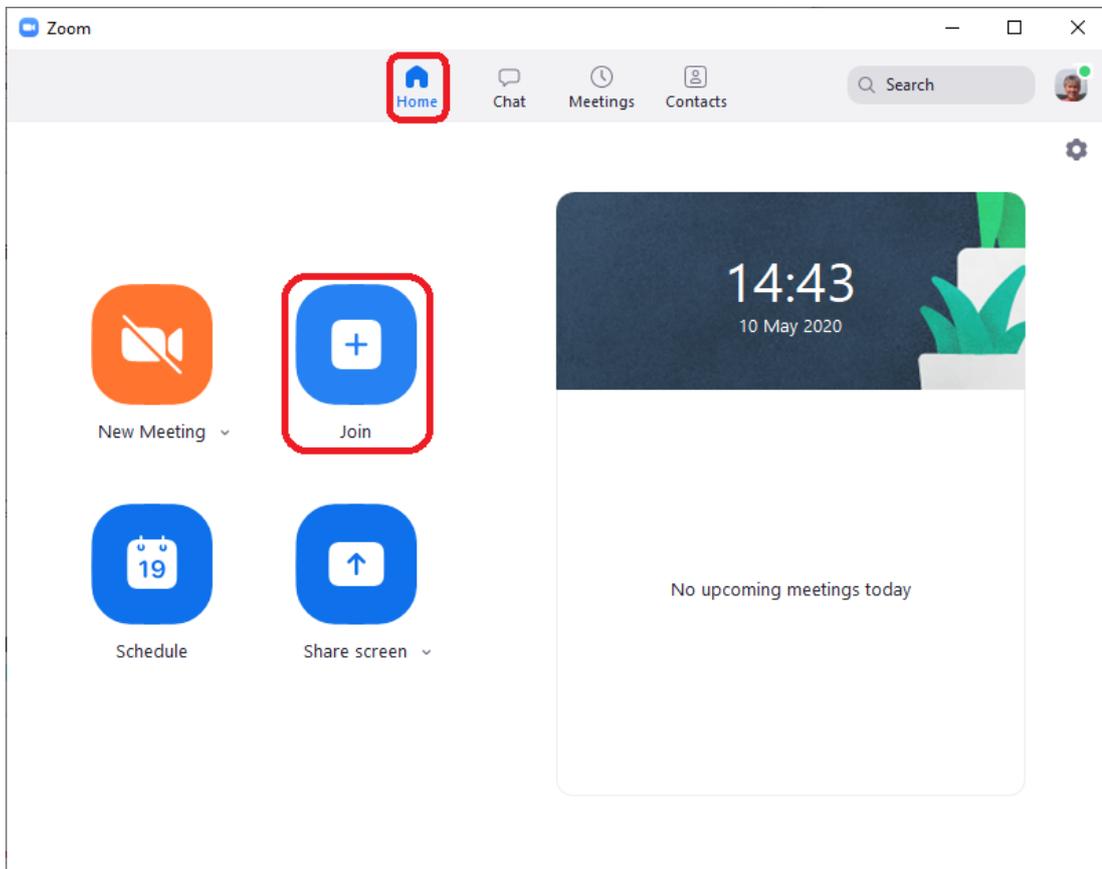
You may have to login to Zoom at this point if it is not already logged in.

You also may have to wait a short time if the host has not yet started the meeting, or if the host is checking attendees to make sure they are expected invitees.

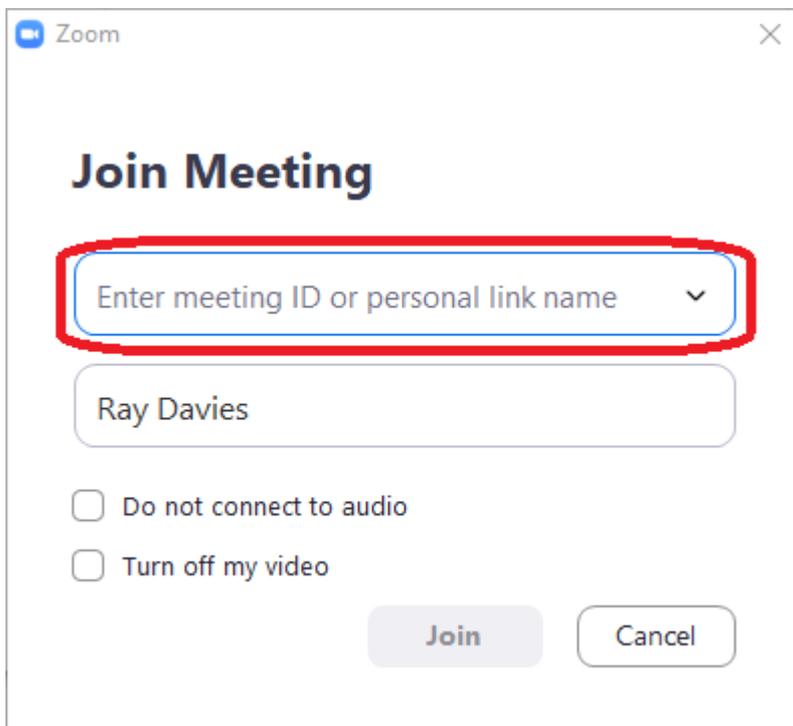
### Joining a Meeting using the Meeting ID and Password

First start up the Zoom App on your computer (and login if necessary).

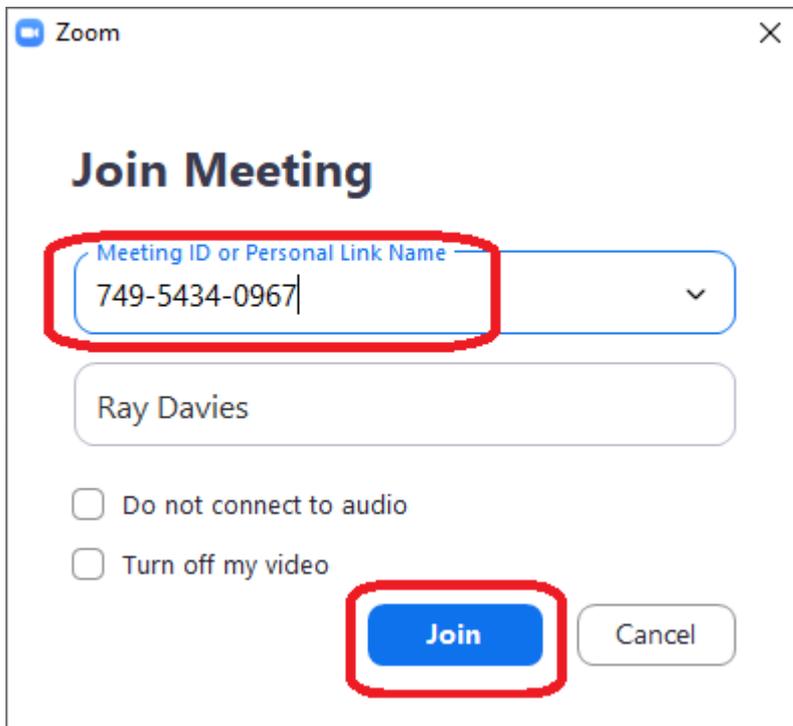
Go to the Home page and press the Join button:



This will bring up a window looking like this:



Enter the Meeting ID from the invitation and press the Join button:



Zoom

## Join Meeting

Meeting ID or Personal Link Name  
749-5434-0967

Ray Davies

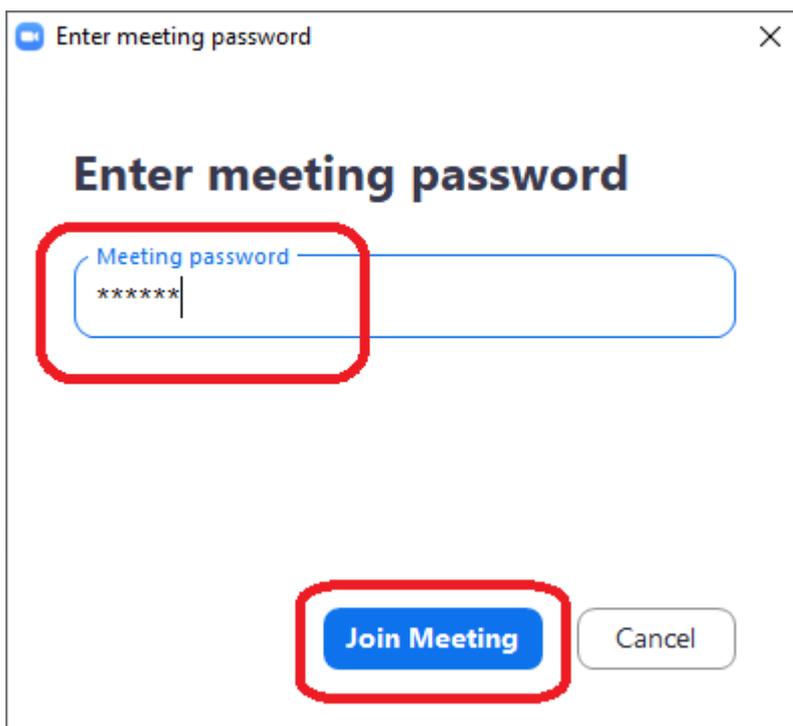
Do not connect to audio

Turn off my video

**Join** Cancel

The image shows a Zoom 'Join Meeting' dialog box. At the top left is the Zoom logo and a close button. The title is 'Join Meeting'. Below it is a text input field for the 'Meeting ID or Personal Link Name' containing '749-5434-0967'. Underneath is a name input field with 'Ray Davies'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are unchecked. At the bottom are two buttons: a blue 'Join' button and a white 'Cancel' button. Red boxes highlight the meeting ID field and the 'Join' button.

This brings up another window requesting the password:



Enter meeting password

## Enter meeting password

Meeting password  
\*\*\*\*\*

**Join Meeting** Cancel

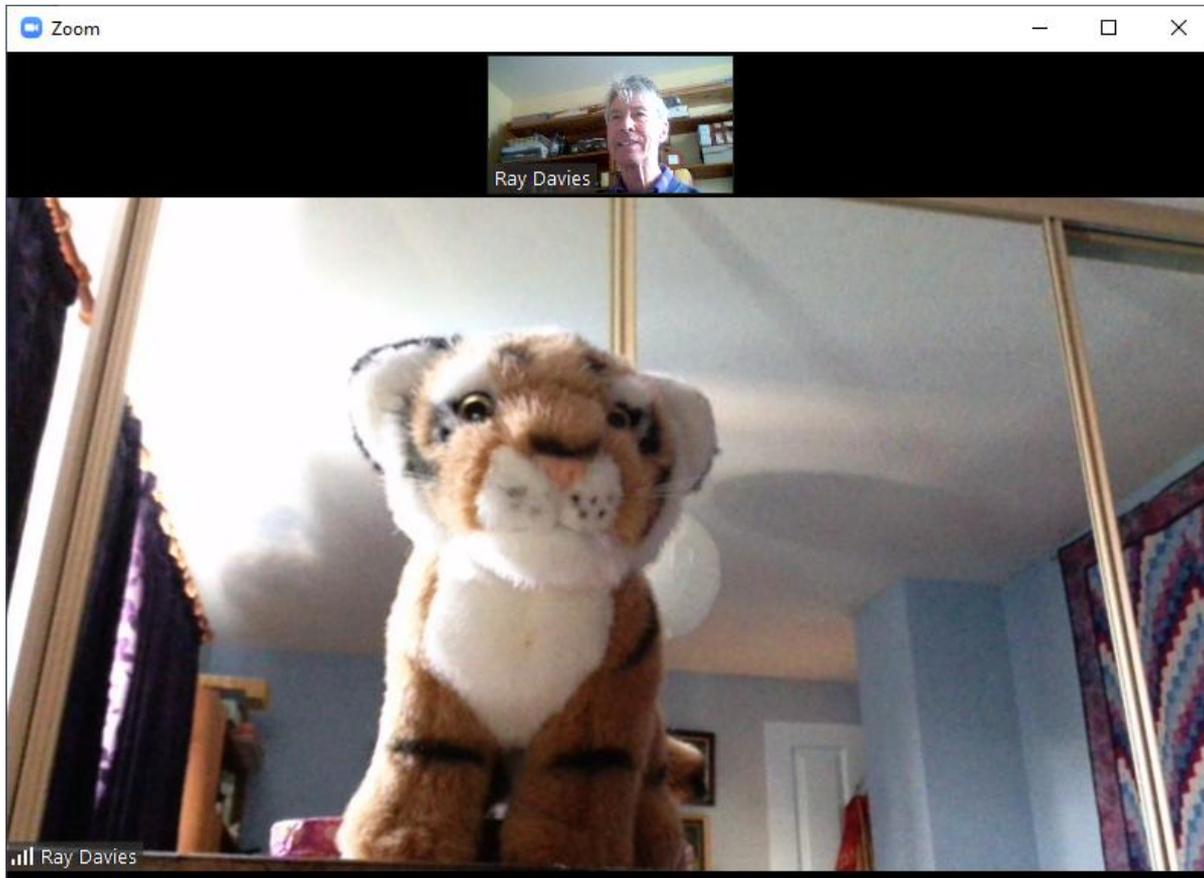
The image shows a Zoom 'Enter meeting password' dialog box. At the top left is the Zoom logo and a close button. The title is 'Enter meeting password'. Below it is a text input field for the 'Meeting password' containing six asterisks. At the bottom are two buttons: a blue 'Join Meeting' button and a white 'Cancel' button. Red boxes highlight the password field and the 'Join Meeting' button.

Enter the password and press the Join Meeting button. You should now get into the meeting.

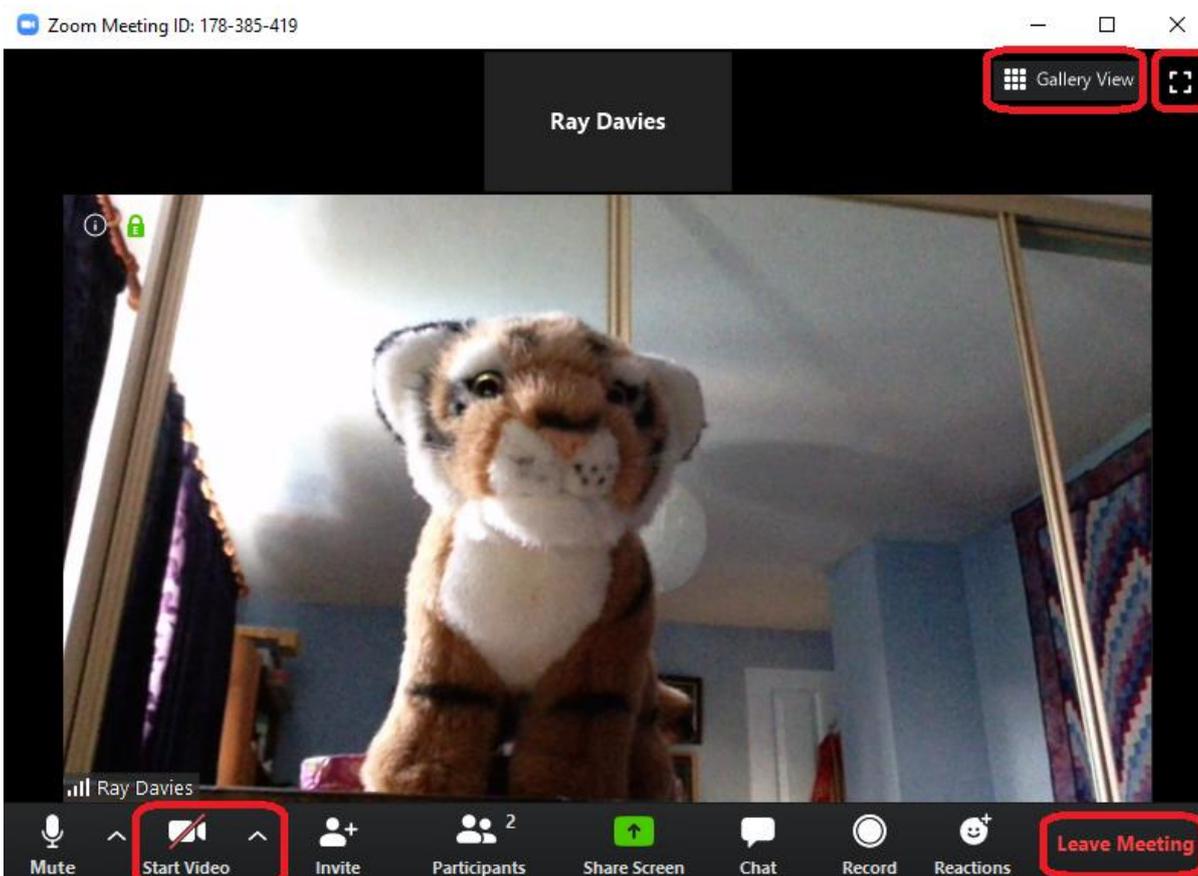
You also may have to wait a short time if the host has not yet started the meeting, or if the host is checking attendees to make sure they are expected invitees.

## The Meeting Experience

This is what a typical meeting screen looks like. The main picture is typically the person currently speaking (a friendly tiger in this example!) and the small one at the top is you. If there are more than one other person in the meeting you will see a row of other callers at the top of the screen, If there are enough other callers (eg a conference) you will see scrolling arrows at the end(s) of the row indicating other callers and you can scroll along to them if you wish. With multiple callers the main picture is the person currently speaking.



If, when you start a meeting you cannot see yourself on the screen, then your contact won't be able to see you either! You can fix this problem by showing the floating control menus and pressing the "Start Video" button – shown on the next page. To view the floating control menus simply move your cursor (your mouse) and they should appear. (On touch screen devices you will need to touch the screen to see these menus appear.) The "Start Video" button is at the bottom of the screen towards the left hand side.



There are several other things you can do from these floating menus. Some of the important ones are highlighted here.

At the top right hand corner is the control to go to full screen (or reduce the size if you are already at full screen).

The button next to it, here showing "Gallery View", gives you other options for laying out the screen. Try experimenting with it.

And in the bottom right hand corner is the control to allow you to leave the meeting.

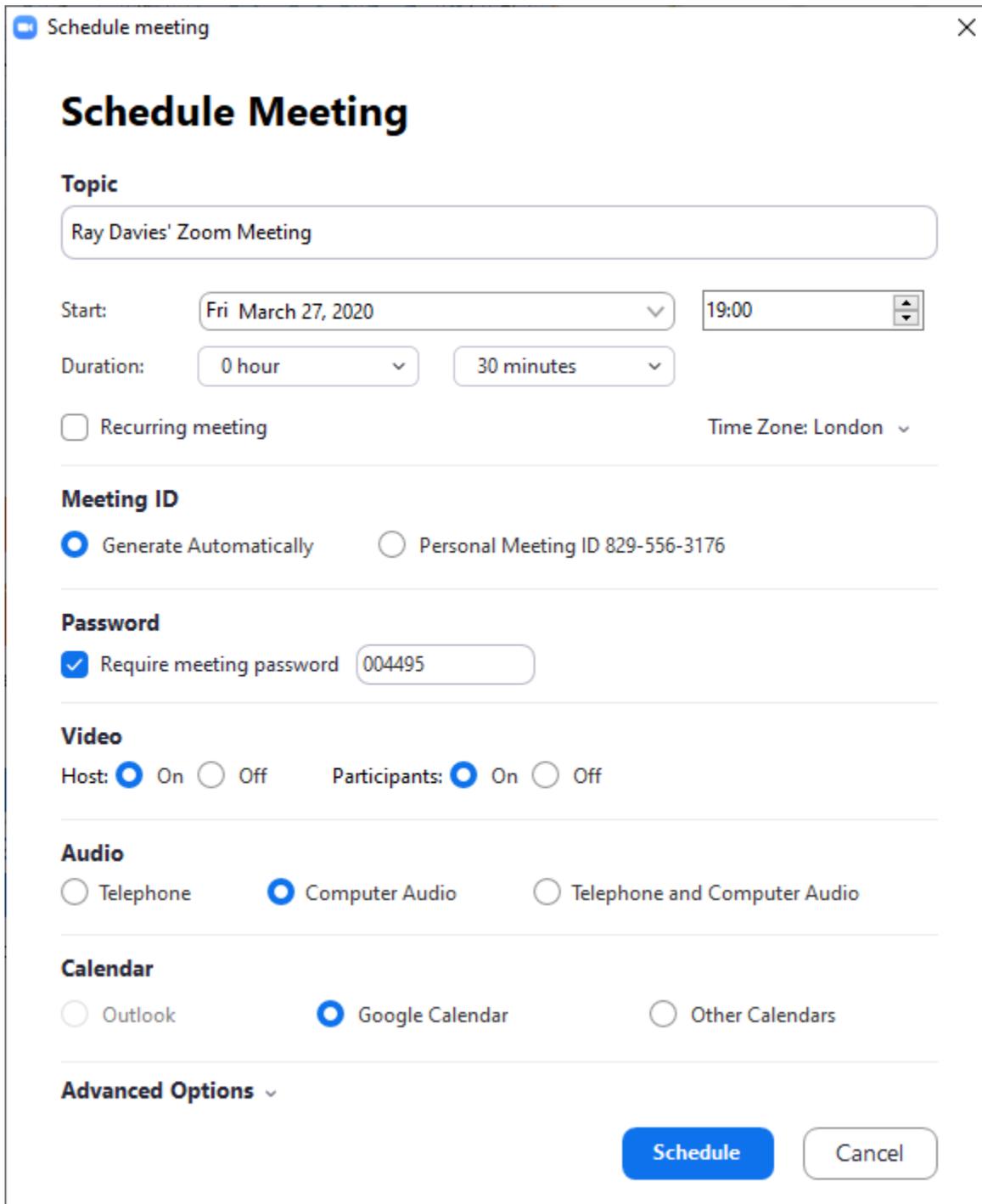
The "Invite" button (not highlighted) allows you to invite another contact to join the meeting.

The "Share Screen" button (not highlighted) allows you to show to the other members of the meeting a picture, presentation or video (YouTube for example) that you have running on your computer.

Plenty of things here for you to experiment with.

## Scheduling a Meeting

If you find yourself scheduling a meeting you would click the Schedule button on the Home screen. This brings up a form to fill like this:



**Schedule Meeting**

**Topic**  
Ray Davies' Zoom Meeting

Start: Fri March 27, 2020 19:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: London

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 829-556-3176

**Password**  
 Require meeting password 004495

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**Advanced Options**

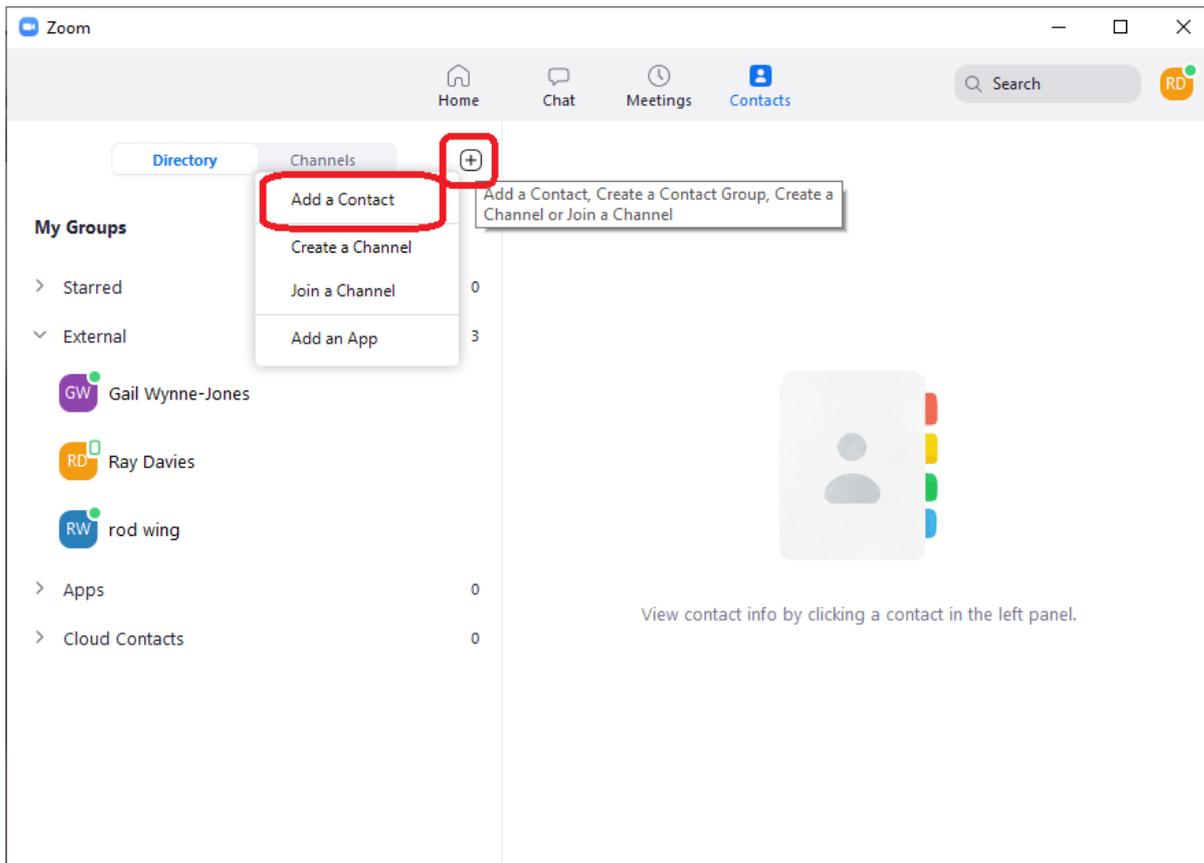
**Schedule** **Cancel**

Fill in time and date, and check the settings you want – particularly the video and audio settings you want for the meeting. The usual settings are as shown here.

Pressing the Schedule button will put the date into your calendar and generate the credentials needed by attendees to gain access to the meeting. The simplest way to notify the attendees of the upcoming meeting is to send all the invitees an email explaining the credentials they need and inviting them to join the meeting at the appropriate time as illustrated above.

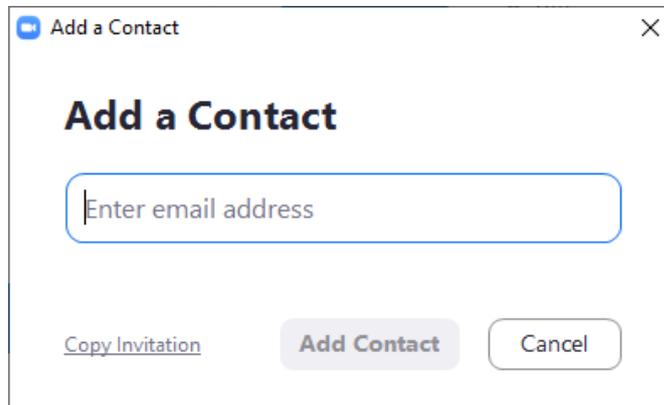
## Finding Contacts

Your existing contacts are listed on the left side of the Contacts page, and to find a new contact press the “+” symbol and select Add a Contact from the dropdown list.

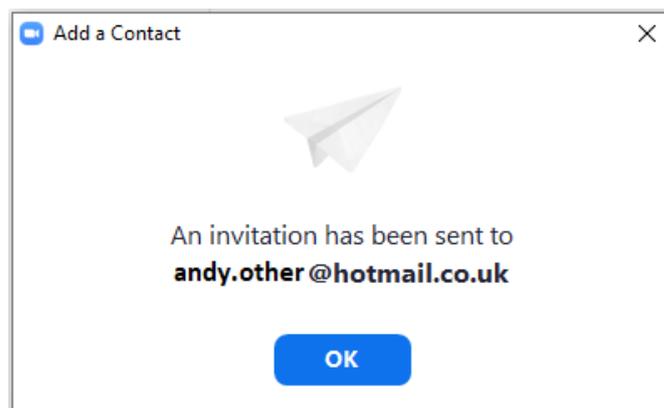


This will open up a window like this:

Locate your potential contact by typing in his/her email address, then press Add Contact.



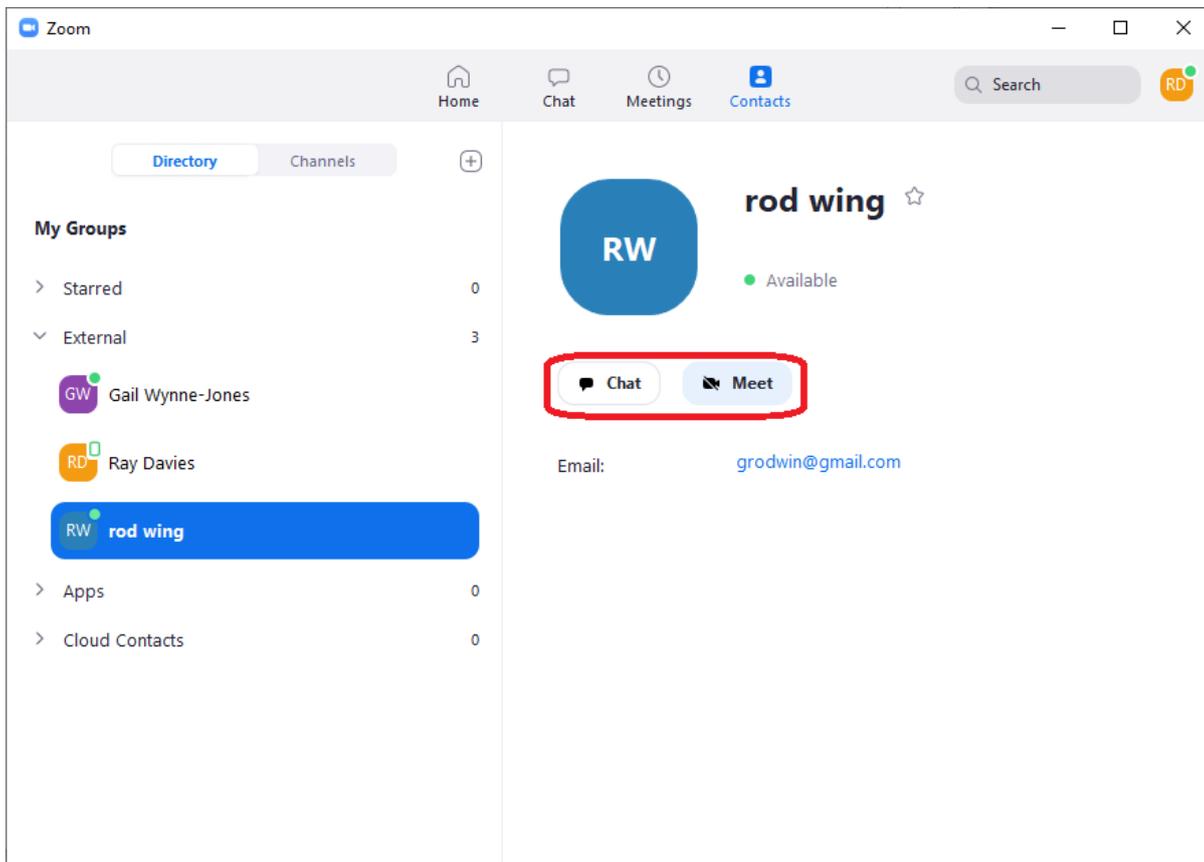
This will send a message to your potential inviting him/her to agree to become one contacts. Now wait for a response.



contact of your

## Chatting and videoing with your contacts

Select your contact from the left side of the Contacts page. The small green dot denotes that your contact is currently available. If your contact is available then you can send an instant text message by pressing the Chat button – this can then develop into a dialogue as your contact may reply immediately. If your contact is available, an alternative is to press the Meet button. This will start a face to face video meeting with him/her.



If your contact is not currently available, you can still press Chat or Meet. If you use Chat you can send a text message which will be queued and will be waiting for him/her next time (s)he logs on.

If you press Meet when your contact is not available, it will actually start a meeting but, of course, your contact won't respond!!! (If you do this by accident, don't forget to end this meeting – see below for details about how to do that.)