

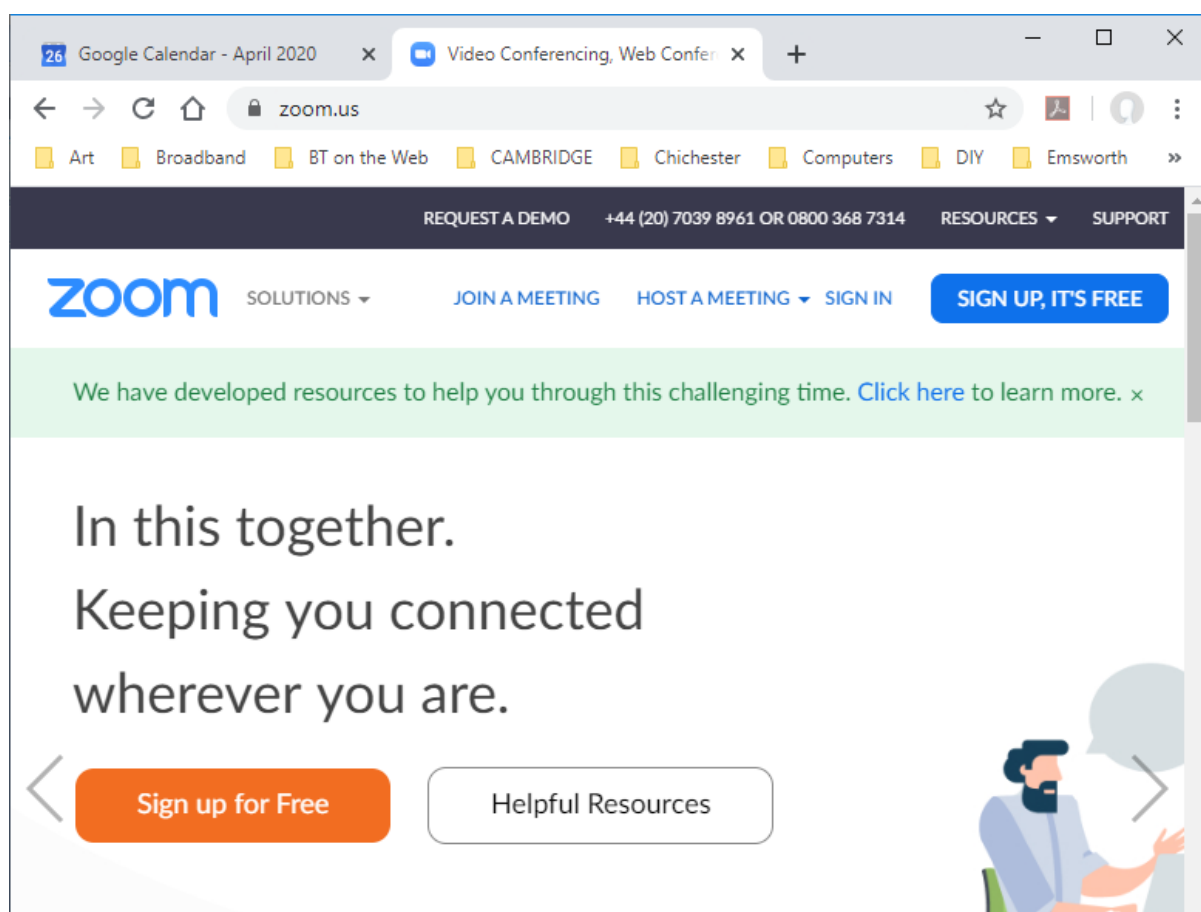
Getting going with Zoom

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.

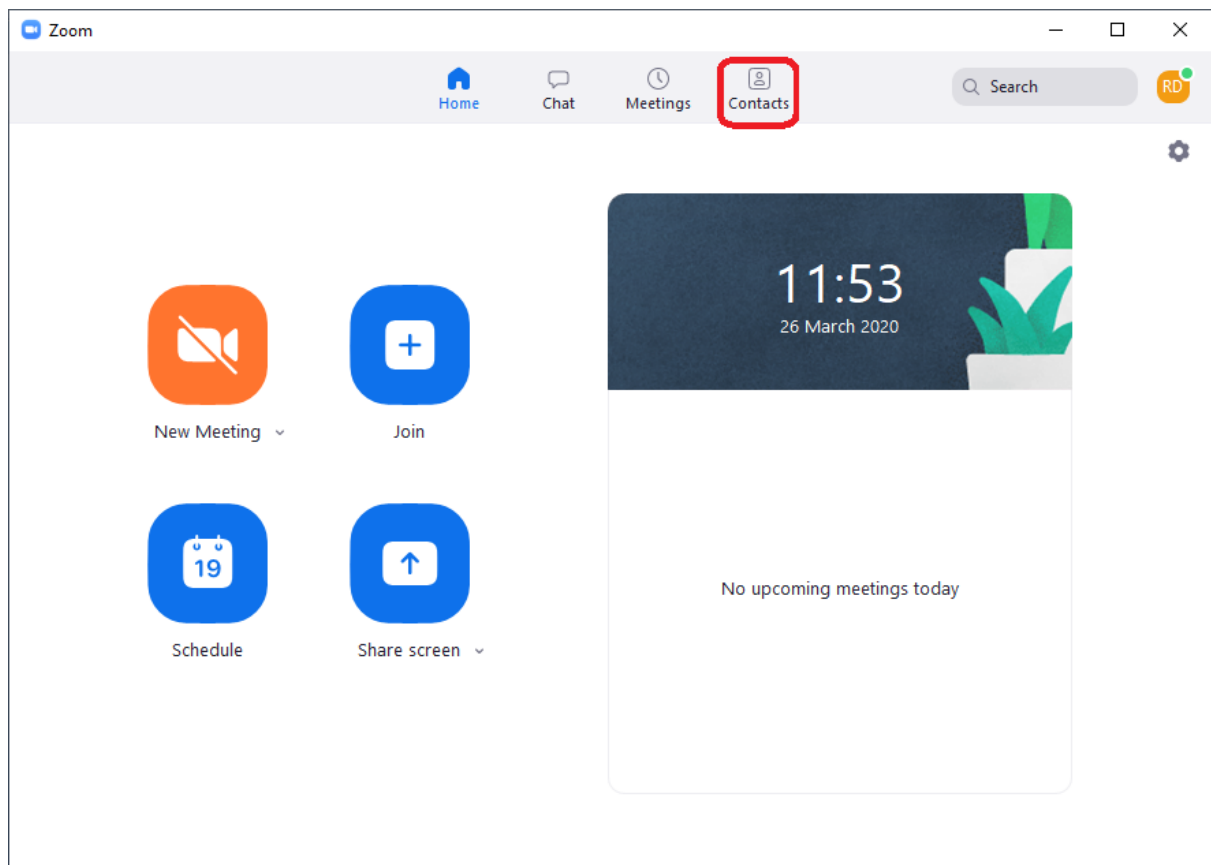
More help and information

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

The rest of this document will explain how you find contacts, then how to swap chats or do a face to face video meeting with your contacts, and finally what to expect when you join a multi-way video meeting.

The Zoom Home Screen

You can schedule and create meetings as a host, and join meetings hosted by others from here (though I'll show you another way to join meetings later).

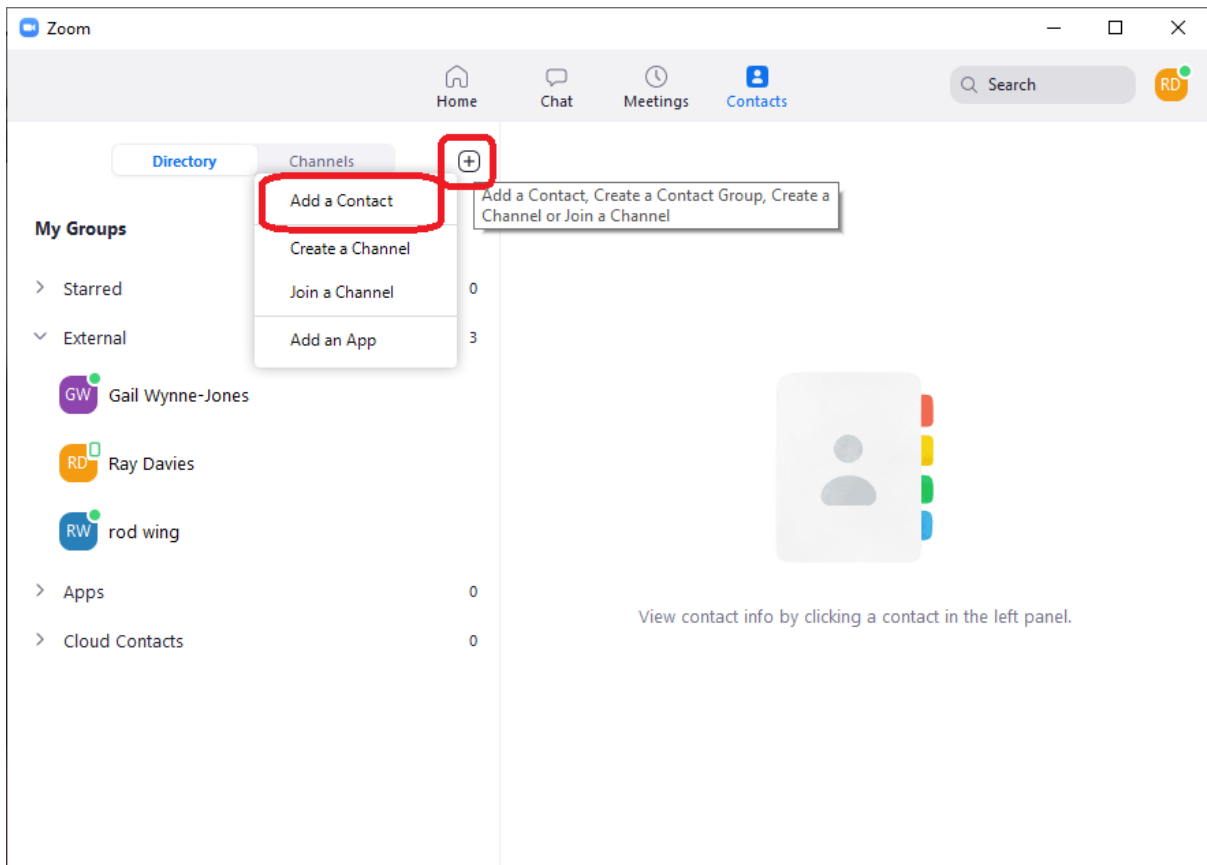


And you can have chats or video meetings with your friends and contacts by selecting the Contacts button.

This takes you to a screen as displayed on the next page. First let's find some contacts...

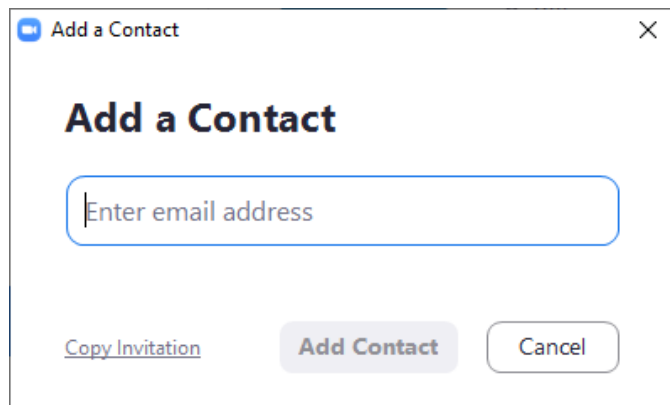
Finding Contacts

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.

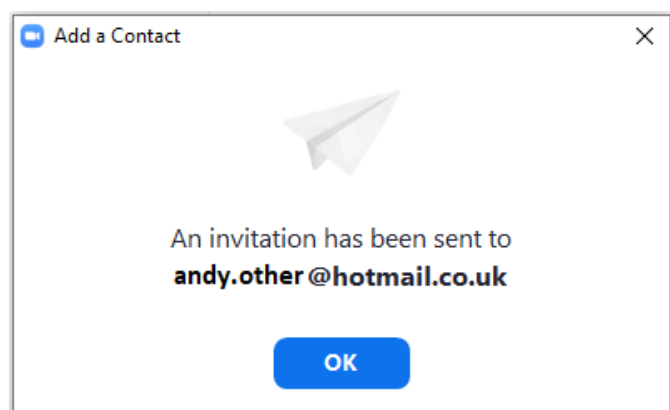


This will open up a window like this:

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

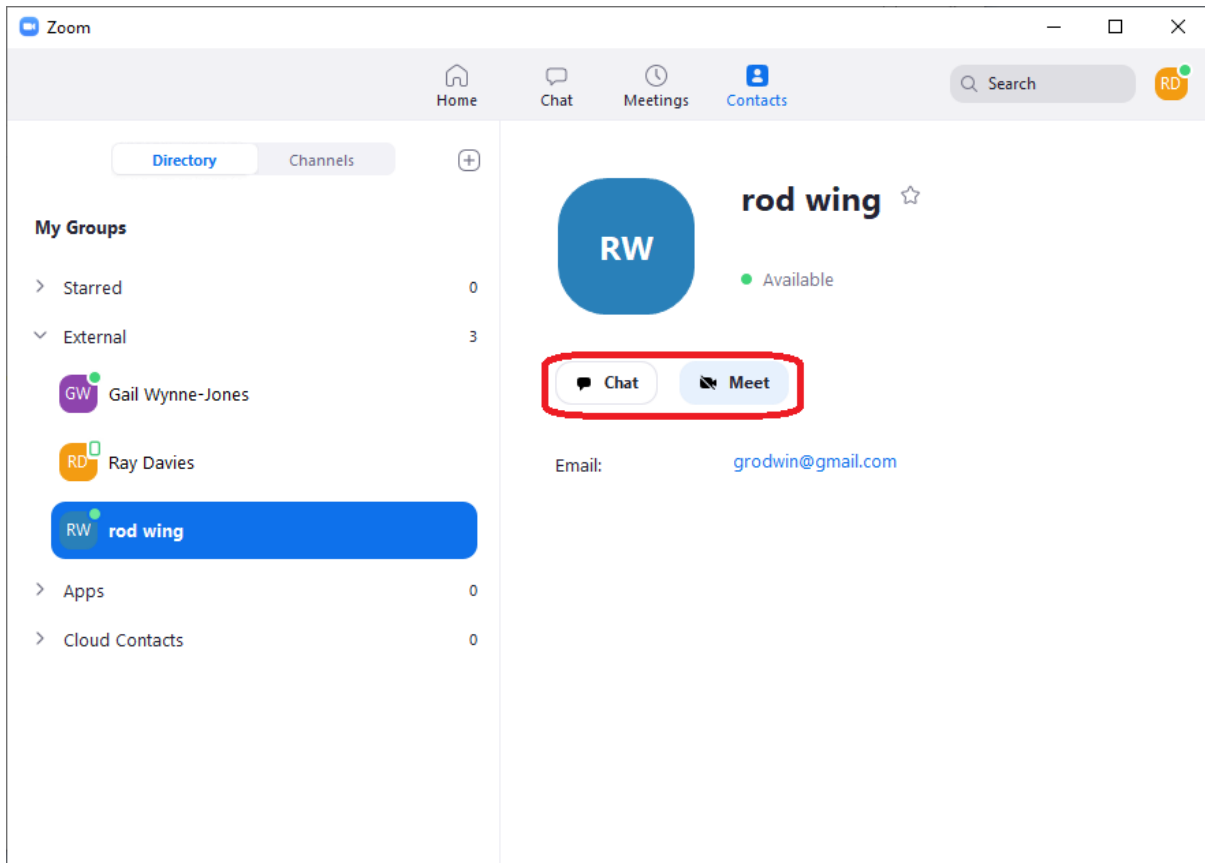


This will send a message to your potential contact inviting him/her to agree to become one of your contacts. Now wait for a response.



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.

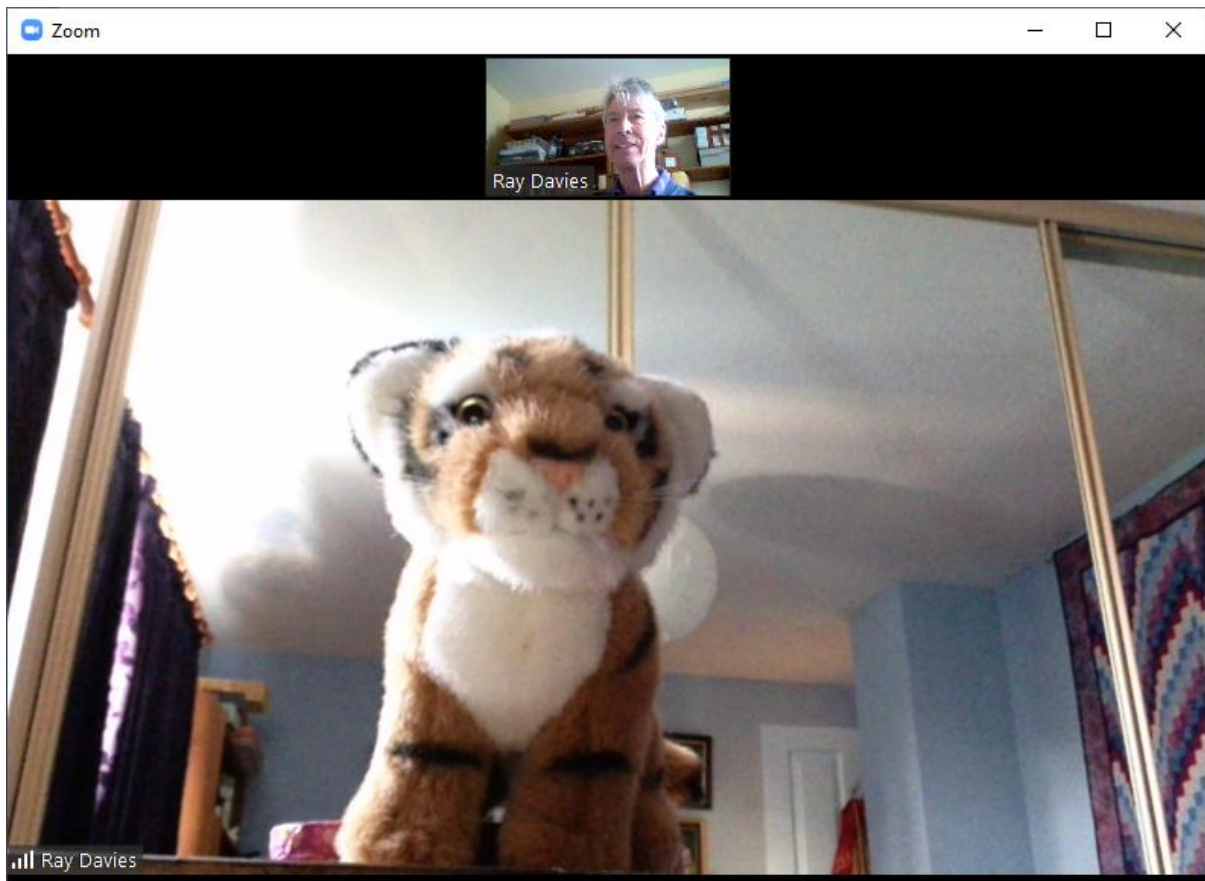


If your contact is not currently available, you can still press Chat or Meet. If you use Chat you can send a text message which will be queued and will be waiting for him/her next time (s)he logs on.

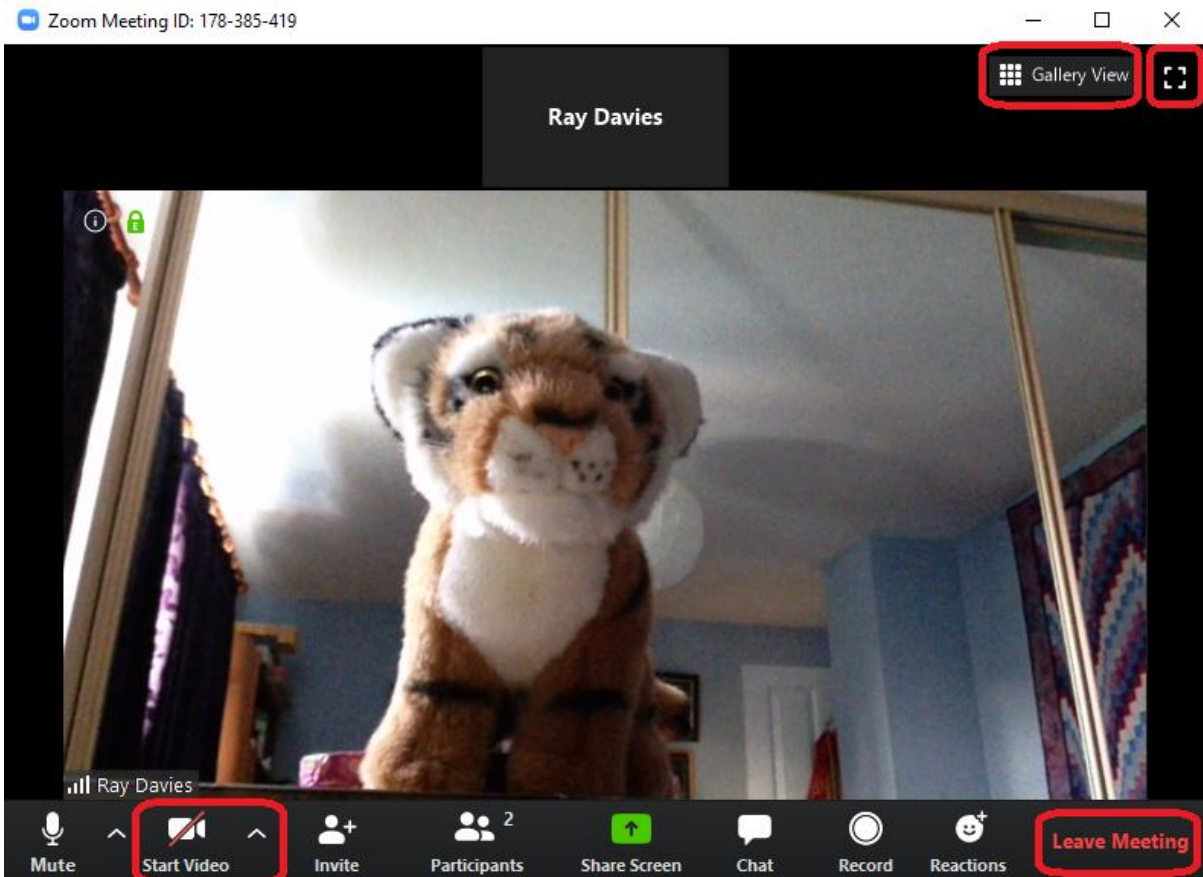
If you press Meet when your contact is not available, it will actually start a meeting but, of course, your contact won't respond!!! (If you do this by accident, don't forget to end this meeting – see below for details about how to do that.)

The Meeting Experience

This is what a typical meeting screen looks like. The main picture is your contact (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.

Joining a Scheduled Meetings

Here's what to expect if you are invited to join a video meeting. You will normally expect an invitation by email some time in advance of the meeting. This will give you a set of instructions for how to join the meeting.

Here is a typical set of instructions for joining a meeting:

Ray Davies is inviting you to a scheduled Zoom meeting.

Topic: SDG Virtual Meeting Test

Time: Mar 30, 2020 10:00 AM London

Join Zoom Meeting

<https://us04web.zoom.us/j/807639399?pwd=S3dhZEBV2MxZm5FQ1YwNy9BRVRLZz09>

Meeting ID: 807 639 399

Password: 003172

At the time and date of the meeting, you should join the meeting by typing the URL, highlighted in red, into your web browser and follow the instructions. You may or may not be asked for the Meeting ID and Password. You will normally be able to join a few minutes before the official start time.

The meeting organiser will be informed of your request to join the meeting and will (usually!) let you in. Once you have joined, the experience should be exactly as described in the previous section.

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.