

Zoom video conferencing App

Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only, or both.

A few weeks ago most of us had never heard of Zoom but since the lock down it seems to have become one of the main tools of communication, allowing people who are locked in their bubbles to talk to friends and family locked in another bubble. There have been Zoom birthday parties, Zoom Weddings, Zoom club meetings, Zoom Happy hours as well as Zoom office meetings. Even parliament is using Zoom to hold many of its meetings.

So if you haven't used Zoom yet then these notes are targeted to help get you started.

What do I need:-

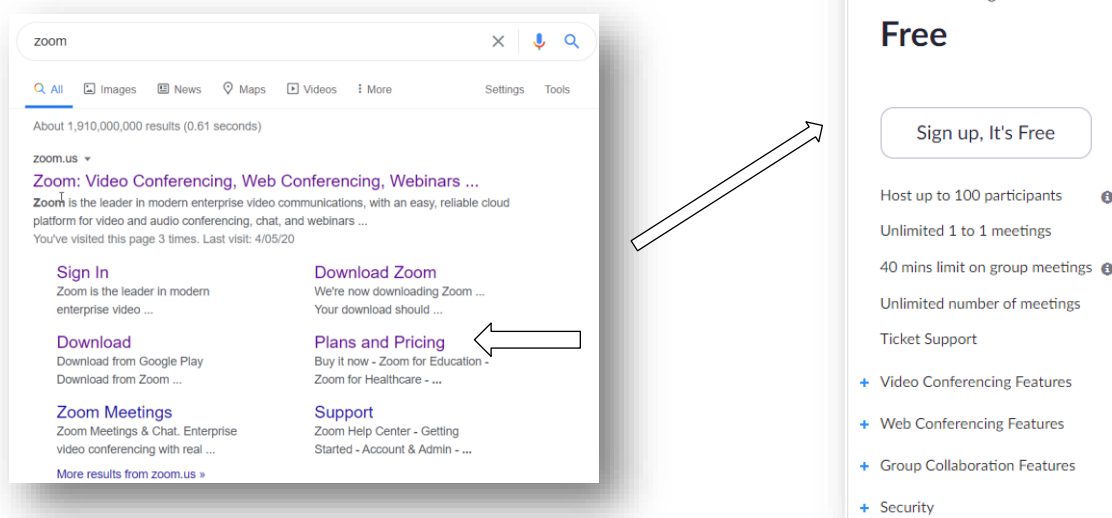
Zoom meetings can be held on all devices

- Computers
- Tablets
- Smart Phones

Whichever device you are using the first thing to do is to Head to the Zoom webpage.

- Open Google and search for Zoom.

Click on the **Plans and Pricing** link to be taken to the Zoom meeting plan page



Here you can check out the various Zoom meeting plans. The one we are interested in of course is the FREE plan.

This allows you to use Zoom to have a one on one video call for as long as you like. This is ideal for talking to one member of your family.

You can invite up to 100 people for a zoom call but you are limited to only 40 minutes. If you want to talk for longer, then you will have to pay for a plan.

A way round this is to end the meeting then start up a new meeting with the same guests when the clock resets to 40 minutes.

Note that the prices quoted on the Zoom website are in US dollars.

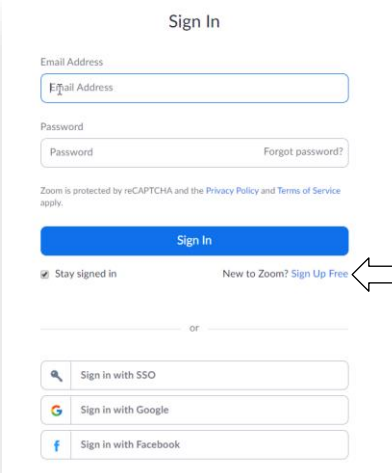
Signing in and Downloading Zoom

You don't need to have to sign into Zoom to attend a Zoom meeting or have downloaded the App. Whoever is organizing the meeting will send you a link. All you have to do to attend the meeting is to click on the link at the appropriate time. **If you haven't got the Zoom App on your device, Zoom will give you the option to download Zoom.** Accept and the App will be downloaded to your device and you will be connected to the meeting.

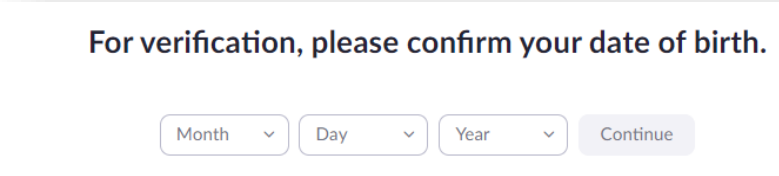
If you want to arrange a Zoom meeting yourself, you will have to have download the App, set up an account with Zoom and sign in to the account. You can use your Facebook sign in as well as your Google Sign in if you choose.

- Leave the **Plans and Pricing** web page and use the back arrow at the top left to return to the Google search page.
- Click on **Sign In**. You will be taken to the sign in Page.
- If you have an account then enter your email address and your password.
- If not then click the link below the blue Sign in button. **Sign Up Free**

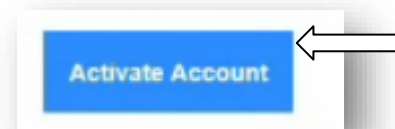
New to Zoom? [Sign Up Free](#)

The image shows the Zoom 'Sign In' page. It has a title 'Sign In' at the top. Below it are two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a placeholder 'Email Address' and a small 'x' icon. The 'Password' field has a placeholder 'Password' and a 'Forgot password?' link. Below these fields is a line of small text: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Underneath is a large blue 'Sign In' button. Below the button are two links: 'Stay signed in' (with a checked checkbox) and 'New to Zoom? Sign Up Free'. Below these links is a horizontal line with 'or' in the center. At the bottom are three social login options: 'Sign in with SSO' (with a magnifying glass icon), 'Sign in with Google' (with the Google logo), and 'Sign in with Facebook' (with the Facebook logo). A white arrow points from the 'Sign Up Free' link to the 'New to Zoom? Sign Up Free' link.

- On the next page, you will be invited to enter your date of birth.

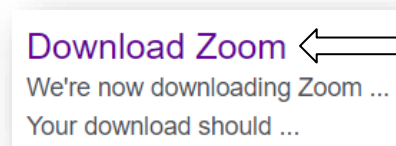
The image shows a verification page with the heading 'For verification, please confirm your date of birth.' Below the heading are three dropdown menus for 'Month', 'Day', and 'Year'. Each dropdown menu has a small downward arrow icon. To the right of these dropdowns is a 'Continue' button.

- Zoom will inform you that they have sent you an email to activate your account.
- Go to the email and press the **Activate Account** button.
- The next page asks you if you are signing up on behalf of a school. **Say No**
- The next page is the **Welcome to Zoom page** where you will enter your email as well as a password of your choice.
- Continue to the next page where you will be asked if you want to invite your colleagues to join **Zoom**. Click **Skip this step**
- You are now ready to use zoom.

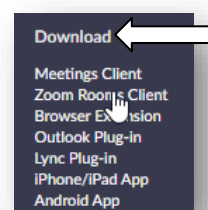


Download Zoom

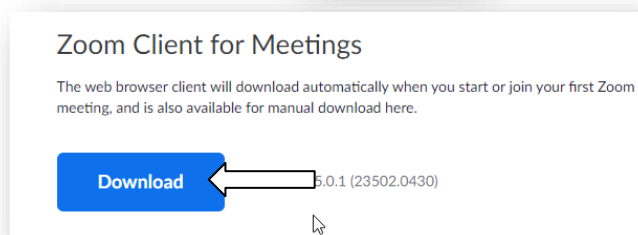
- Go back to the Zoom website
- Click on the **Download Zoom** Link.



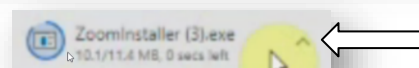
- **Alternatively** Scroll down to the very bottom of any of the Zoom web site pages to the black area at the bottom and Click on **Download**.
- Both actions will take you to the **Zoom Download Centre**.



- Click on the **Download** button and Zoom will begin downloading



- Once the Zoom installer has downloaded **Click the Chevron** at the side to open the menu and Click **Open**.
- The Zoom App will **install**

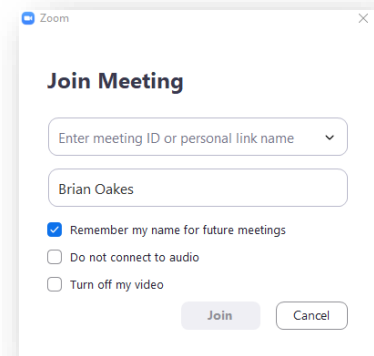


Tablets and Phones

- To download the Zoom App to a Tablet or Phone
- Go to the **App Store** or **Google Play** and search for Zoom.
- Download the App to your Device.

Using Zoom

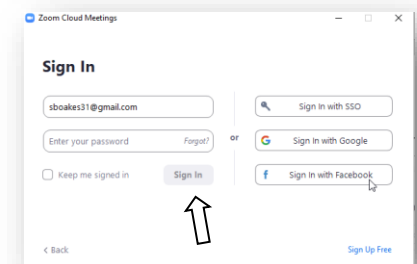
- After launching Zoom, click **Join a Meeting** This allows you to join a meeting without signing in.
- The join a meeting page opens. Here you enter the meeting ID if you know it. (*This should be emailed to you by the meeting organizer.*)
- You can add your name or the name you want to be known by in the meeting.
- Then Click **Join** to enter the meeting.
- You will need to wait until the organizer admits you to the meeting.



Signing in to Zoom

If you want to log in and start or schedule your own meeting, you need to Click **Sign In**.

To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click Sign Up Free. If you have a Zoom account but cannot remember your password, click Forgot.

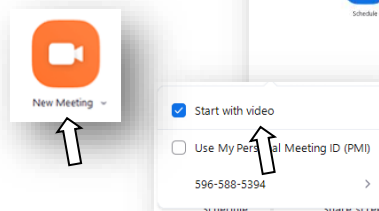


Home

After signing in, you will see the **Home** page, where you can click these options:

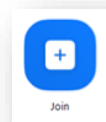
New Meeting:

- Start an instant meeting. Click the downwards arrow to start with video.



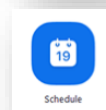
Join:

- Join a meeting that is in progress.



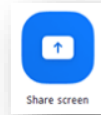
Schedule:

- Set up a future meeting.



Share Screen:

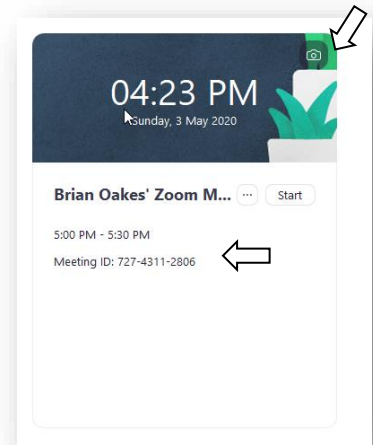
- Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

**Date and time with background image:**

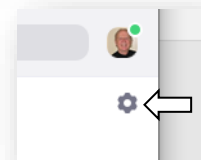
- To change the background image, hover over the picture and click the camera icon. File explorer will open where you can change the image.

Upcoming meeting:

- Displays the next meeting for the current day.

**Settings**

- At the top right of the screen is the settings Icon.
- When you Click here it opens up the settings for Zoom.
- There are a number of tabs where you can adjust various features.
- The default settings are suitable to get you started. However you should switch to the video tab to check that you see a picture of yourself.
- This comes from the built in web camera in your device. If you are using a different camera then you can change it under the video settings tab.



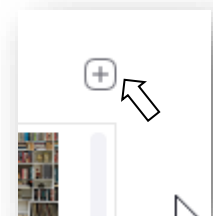
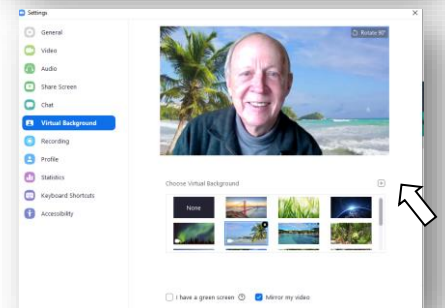
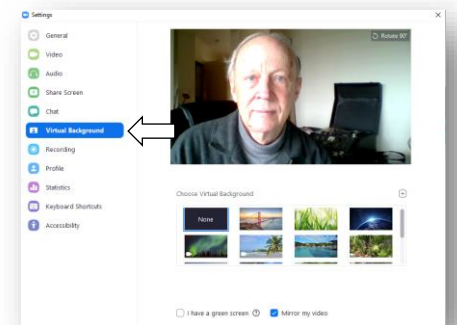
:- When using Zoom make sure the light is falling on your face. Do not have the light behind you from a window etc. as your web cam will try to adjust for the glare and the picture will be very dark.

If you are using a different mike such as a headphone mike then you change this in the Audio tab.

A great feature of zoom is that you can change the background that shows behind your image. The default setting shows the actual view of what is behind you, your office or the room you are sitting in. However if you don't want to show this you can choose a virtual background. A still image or a moving image. Zoom gives you a number of options to choose from but you can add others stored on your computer.

Virtual Background

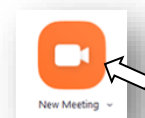
- **To add a virtual background.**
- Open the settings tab at the top right and select the **Virtual Background** Tab.
- Under your image you will see thumbnail pictures of virtual backgrounds. Try clicking on them to see the different backgrounds.
- *Note that the first time you do this Zoom will ask you if you want to download the backgrounds. Agree to this and the virtual backgrounds will be downloaded.*
- Zoom cuts out your image and superimposes it over the selected background. It works pretty well but you may notice some weird effects around your face when you move.
- Zoom uses the difference in colours between your face and the background to make the effect and if the background is busy then it has difficulty with the superimposition.
- For best results you will need to use a green screen (Green cloth hung behind your image) However this is taking things too far for casual home use.
- *If you have a green screen, tick, I am using a green screen box below the thumbnails.*
- You can also add your own backgrounds by Clicking the **Plus** sign at the top right of the thumbnails. File explorer will open and you can select a photo or video of your choice.
- If you don't like your own office as a background why not download an office image from Google.



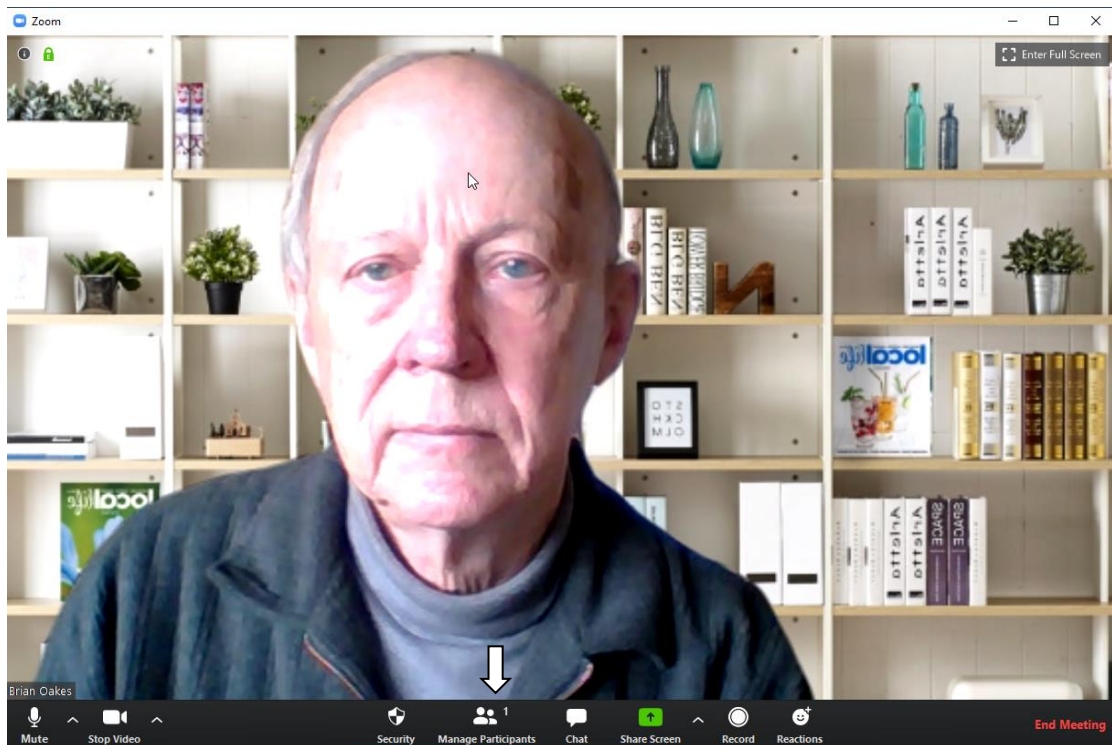
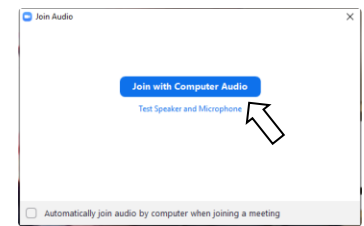
Setting up a Zoom Meeting

You can Start a Zoom meeting immediately or Schedule a meeting to start at a later time and date.

To start a zoom meeting immediately.

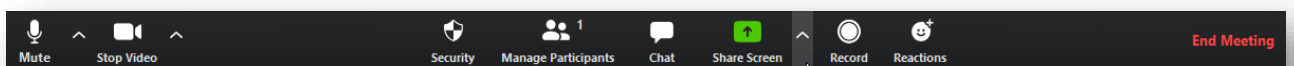


- Click on the **New Meeting** button.
- Zoom will open the meeting room (Your Office) and your image will be displayed. At the top it will say connecting.
- A menu will appear
- Select join with computer Audio.

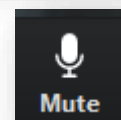


You have now started a Zoom meeting. However you are the only participant as seen in the **Manage Participants** tab in the bottom menu bar. (Participants shown as 1)

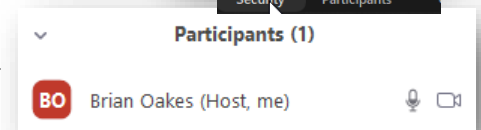
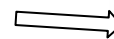
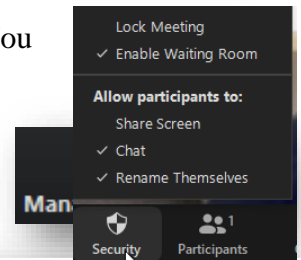
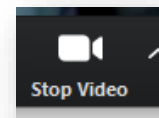
As you are the only member of the meeting this gives you a chance to explore the buttons in the bottom menu bar.



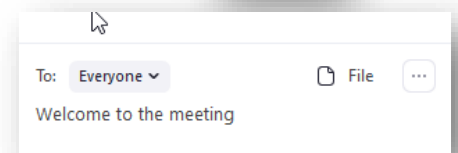
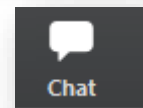
- The **Mute** button mutes your microphone so that people can't hear you talking. When you click on it a line is struck through the symbol.



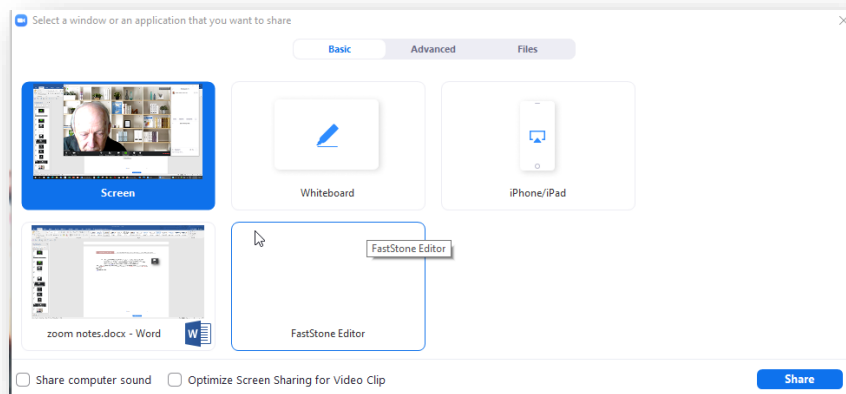
- The **Stop video** does what it says. Stops the video to prevent people seeing you.
- **Security** gives you some options allowing you to control what participants can do in your meeting such as share their screen, Lock Meeting, Share Screen, Chat, Rename themselves etc. You can also **lock** the meeting to prevent anyone else joining it.
- Click on the **Manage Participants** button. A side bar at the right shows the participants of the meeting. Only you until more join.



- The Chat button open up a window where you can Type messages to "Chat" with members of the meeting. You can select to Chat to everyone or individual members.

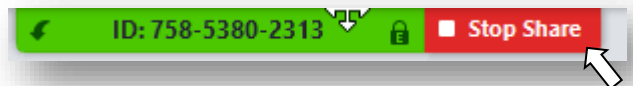
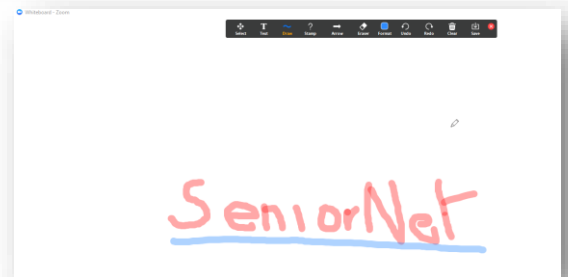


- The **Share Screen** button allows participants to share their screen with the meeting. Clicking the button opens up a menu showing the various Apps you have open on your computer. Such as Web Browser Email, Word



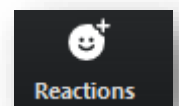
document etc. Opening up photos in your Picture Folder using File Explorer allows others to see them.

- There is also a **Whiteboard** button where a double click opens up a blank white board with various tools that allow you to draw or add Text to illustrate a point you may be trying to make.
- You can also activate screen mirroring on and iPhone or iPad to allow participants to see any content on your Phone/Tablet.
- To stop the share hit the **Stop Share** button at the top



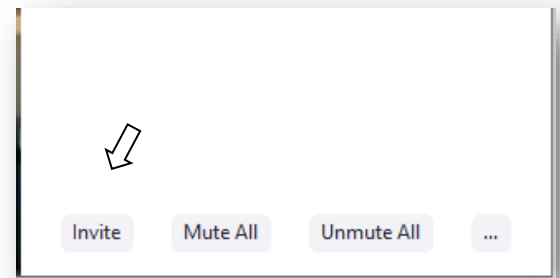
Record

- Clicking this button allows you to record the meeting for reviewing later.
- The **Reactions** button allows you to give a clap or thumbs up to a speaker at your meeting.

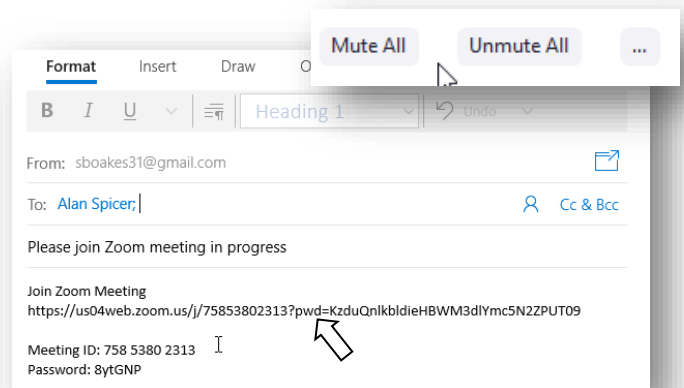
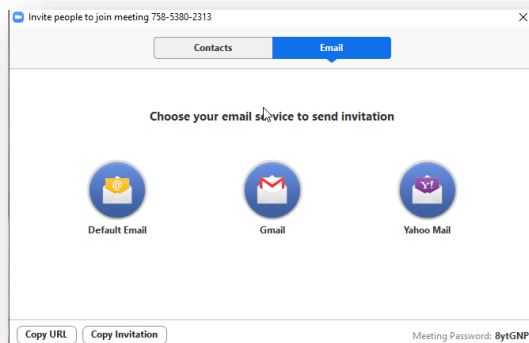


Inviting other participants to your meeting

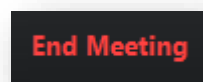
- To invite others to your meeting Click on **Manage Participants**. A window to the right opens showing the participants at your meeting. Because you haven't invited anyone yet only your name will show at the top.



- Click the **Invite** tab at the bottom.
- Select an email provider:
- Click **Default Email**:
- Invite others by using your default email application for your computer. (Windows mail, outlook etc.)
- If you invite others by using the Gmail or Yahoo accounts you will be prompted you to sign in to your account.*
- A new email will be composed automatically with the meeting information in the email body. Add your Contacts for the meeting. When they receive this email all that is required is for them to click on the **https**: link to connect to your meeting.



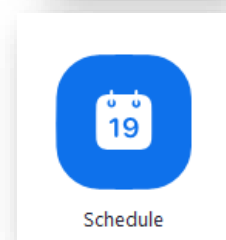
- Also in the **Manage Participants** window are two buttons that allow you to mute All or Mute individuals.
- To end a meeting Click on the red **End Meeting** button at the far right.



Schedule a meeting

You will need to sign in to Zoom to schedule a meeting.

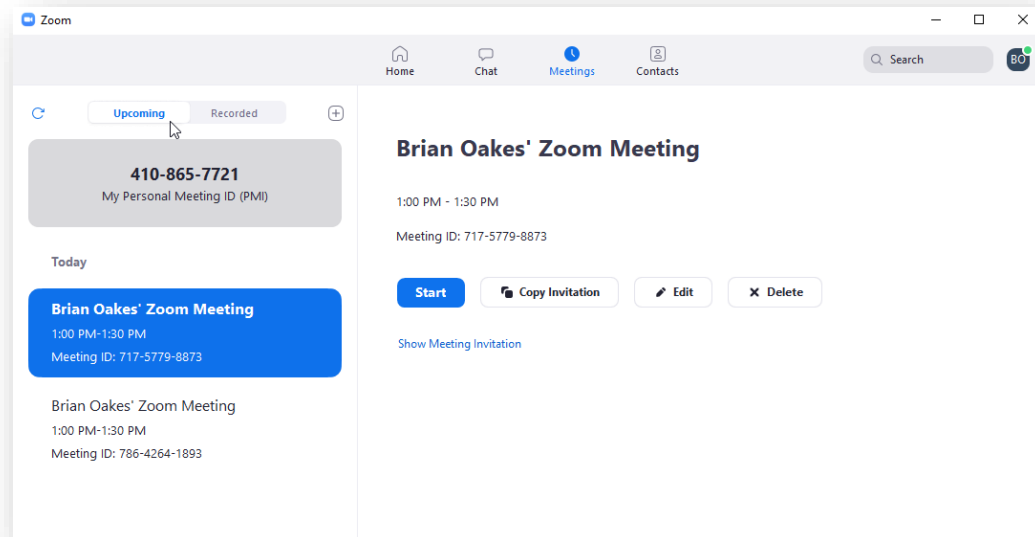
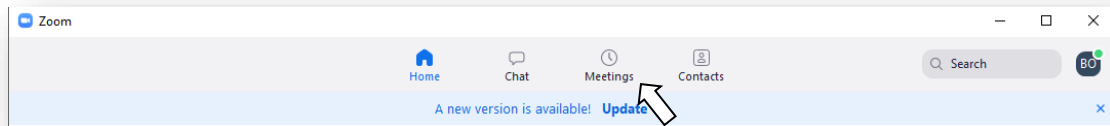
You can schedule a meeting from the Zoom Start screen by Clicking on the **Schedule** Button.



- From the menu you can set:-
- A date and time for the meeting.
- If the meeting is recurring.
- If a password is required.
- Switch the Video for the Host and Participants on and off.
- Choose Audio and Video Options.
- Link the Meeting to your Calendar.
- Press the **Schedule** button
- You will be asked to **confirm** the account you wish to use (If you have more than one)
- Click **Allow** to go to your scheduled meeting
- Your **Meeting Schedule** will open

- Check the details of your meeting and then Click **Save**
- Your meeting will be saved to your calendar.

- Return to the Zoom Home page and in the top menu bar Click **Meetings**

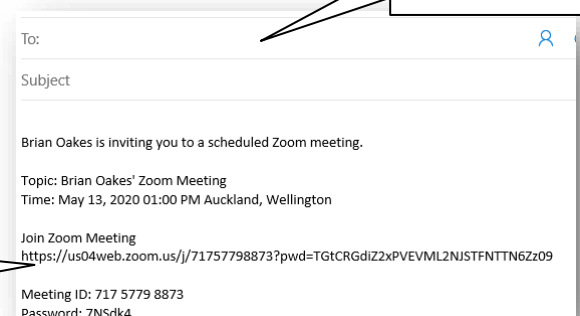


- Your Zoom meetings menu will open.
- The menu lists any meetings you have arranged.
- Here you can copy the Invitation and use it to Invite your participants.
- Click on Copy Invitation. Details will be copied to your clipboard.

Send out Invitation

- Open up your email and in the **To box** enter the email addresses of all the people you want to invite.
- Right Click** in the body of the email and select paste. Your invite to the meeting with all the information to join the meeting will be pasted into the email.
- In the **To:** box enter the email addresses of the participants to your meeting.

Participants
Click on link to
join meeting

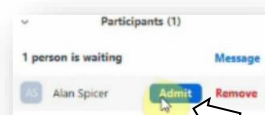
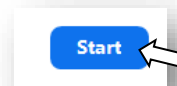


- Send out your Invite.
- When the recipient receives the email they only have to click on the link to join the meeting.

- In some browsers the link may not be active. In that case your participant for the meeting will have to highlight the link and **Right Click** and select copy and then Paste the link into the Browser address bar.
- **Note that the participant doesn't have to sign into Zoom to attend the meeting. If they haven't yet downloaded Zoom they will be invited to download Zoom. They will then join the meeting.**

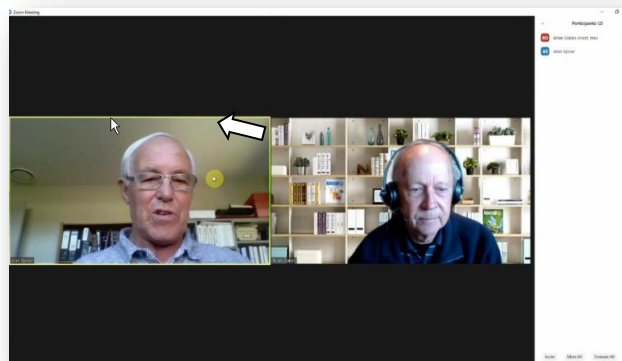
Start a Scheduled meeting

- To start a scheduled meeting click the **Start** button on your meeting page.
- You will need to **select** your account and Click **Allow**.
- Your meeting will start and you just wait for others to join.
- As they join the meeting their names will appear in the **Participants** side bar at the right .
- You will have to **Click Admit** to give them access to your meeting



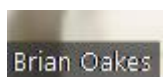
Using Zoom

If you are holding a one to one meeting your other participant will appear in a split screen with you on one side and they on the other. Zoom activates the window of the person who is speaking by putting a yellow border around the thumbnail. This is very useful when there are a number of participants and it is easy to see who is talking.

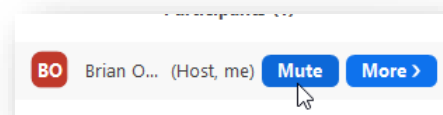


If there a number of you in the meeting then zoom begins populating the screen with a smaller thumbnails.

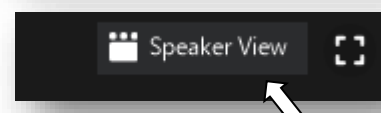
As more people join the thumbnails get smaller. Each person will have their name clearly seen in the corner of the thumbnail.



At any time the host of the meeting can mute all or individual members by clicking on the Mute button in the Participants side bar to the right.



- To make the image of the speaker larger
- Click the **Speaker View** button at the top of the screen.

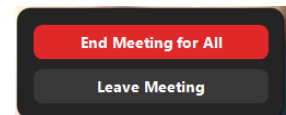
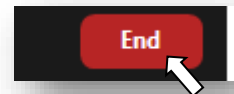




- To return to a smaller view click the button again (*now named Gallery view*)

To End a Zoom Meeting

- To End a Zoom meeting Click the red **End** button at the bottom Right.
- Click **Leave meeting**
- If you are hosting the meeting you will be given the choice to either **Leave the Meeting** or **End Meeting for All**
- As you wouldn't normally leave a meeting you were holding then you would announce that the meeting was finished and then **Click End Meeting for All**.



Zoom on a Tablet or Phone.

Whilst these notes and the video Tutorial concentrate on using Zoom on a PC you can use Zoom on any tablet or Phone.

If you have an Android device then download the Zoom App from **Google Play**.

If you have an Apple device download the App from the **App Store**.

The Zoom experience will look very similar on the different devices as to that on the PC. There will be subtle differences however due to the screen sizes but you should have no difficulty adapting these notes to the smaller format.

There are many other features in Zoom but these notes should give you the skills to both attend a Zoom meeting and organize your very own Zoom meeting to contact Family and Friends both here and overseas or hold club meetings or other Social group video get together's. **Zoom works really well is easy to use and what's more its free.**

These notes should be read in conjunction with the SeniorNet Zoom Video Tutorial which can be accessed by the link below.

https://youtu.be/9_XAHsxIR6A