

ZOOM GUIDE



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What is Zoom?

Zoom is an online tool used for video meetings. It can be used for webinars, presentations, exercise classes, workshops, group meetings, etc. Zoom uses the camera and microphone of your device to communicate with other participants in the meeting.

Check your equipment

To have the best possible experience, there are a few things you need.

- **Internet connection** – You need a reliable internet connection to send a good quality video feed to the other participants. In particular, you need a good upload speed. We recommend an upload speed of at least 5mbps for your voice and video to come through nice and clear. [Click here](#) to test your internet speed.
- **Camera** – You will need some form of webcam. Laptops, smartphones and tablets usually have one built in. If you are using a desktop computer (PC), it may not have a built-in webcam. You can purchase an external webcam that plugs into a USB port. If neither is an option, you can still participate in a meeting without video. This means others will not be able to see you on screen. Instead, they will see a box with your name.

- **Sound** – If you want to participate in any discussions during a meeting, you will need a microphone. Again, most laptops, smartphones and tablets will have built-in microphones. If you have a set of headphones with a microphone, they will also work. If no microphone is available, you can still ask questions by typing text in the Chat window.

Although it is possible to attend a Zoom meeting without a webcam, the experience will not be as good and may be a bit frustrating. You will be able to see the presenter/tutor and anyone else in the meeting who has a webcam. However, they will not be able to see you. Likewise, without a microphone, you will be able to hear everyone else, but will only be able to communicate using your keyboard.

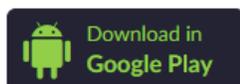
Downloading Zoom

If you are **hosting** a meeting, you will need to create a Zoom account (refer to [Creating a Zoom Account](#)). It is not necessary to have a Zoom account to **join** a meeting. However, you will need to download the free app to your device. [Click here to go to the Zoom Download Centre](#).

- **Desktop PC or laptop** – download Zoom Client for Meetings. When you join your first meeting, the client will automatically download if you have not already done so. We recommend going to the Download Centre before the meeting so that you are prepared when the meeting starts.
- **iPhone or iPad** – in the [Download Centre](#), scroll down to Zoom Mobile Apps and click



- **Android devices** – in the [Download Centre](#), scroll down to Zoom Mobile Apps and click



Join a Zoom Meeting

There are two ways to join a meeting – via a Meeting Link or using a Meeting ID.

- **Meeting Link** – The best way to join is via a link. The meeting organiser should send you an invitation, via email, which contains the meeting link. All you need to do is click this link to automatically launch the meeting.
- **Meeting ID** – The email invitation will also include a 9 to 12-digit number which is the meeting ID. If you use the link, you will not need to enter the ID number.

The meeting organiser may also require you to enter a password before joining the meeting. If so, this password will be included in your email invitation.

Depending on how the meeting has been set up, you may be placed in a “waiting room” when you join the meeting. This is an added level of security to ensure unwanted guests do not crash the party. The meeting host can check who is in the waiting room and allow them into the meeting once credentials have been checked.

Create a Zoom Account

If you will be scheduling and hosting meetings you need to create a Zoom account. Whilst there are paid plans that have more than the basic features, a free plan is more than adequate for simple meetings. Setting up an account is very simple – [click this link to view a video tutorial](#).

Note: The email field in the signup form asks for a work email address. You can enter your personal email address. Once you have activated the account, you will be given the option to invite colleagues. You can skip this step and go straight to the Test Meeting screen.

Schedule a Meeting

The host should schedule the meeting and then issue invitations to all participants.

Begin by logging into your Zoom account. [Click here to view a video on how to schedule a meeting](#).

Additional notes:

- You will see an on-screen notice advising you the basic (free) plan has a 40-minute time limit for meetings with 3 or more participants. That time limit has been waived during the covid-19 pandemic.
- Set Video 'On' for both host and participant
- Set audio to 'Computer Only'
- We recommend you enable the waiting room under Meeting Options. This is a precaution to prevent gate crashers.
- Once you have saved the meeting details, click the [Copy the invitation](#) link. Copy the text and paste it into an email to send to the people you are inviting.

During a Meeting – Host

The host of a meeting will see a control bar at the bottom of the screen. If this control bar disappears during a meeting, just hover your mouse over the bottom of the screen to make it reappear.



- Click the **microphone** to mute your sound so that others cannot hear you. When muted, there will be a red line through the microphone. Click again to un-mute.
- The **Video** icon allows you to turn video display on or off. When turned off, other meeting participants will see just your name, or your profile picture if you have added one to your Zoom profile.
- The Security icon allows you to:
 - Lock a meeting – this will prevent anyone else from joining
 - Grant meeting privileges to participants

- The **Manage Participants** icon will have a number displayed next to it. This is the number of active participants in the meeting. Click this icon to display a list in a separate panel. Use this panel to mute/un-mute individual participants.
- The **Chat** bubble allows you to communicate with written text. You can ‘chat’ with everyone in the meeting or send a note to selected participants only. If selecting individuals, other participants will not see the note.
- The green **Share Screen** button allows you to show participants your computer screen. You might want to show them a picture or perhaps a PowerPoint presentation.
- Use the **Record** button if you want to record the meeting. Both video and audio will be recorded. When you click the Record button, a small toolbar will pop up at the top of your screen. You can use this toolbar to pause and re-start recording and to end recording. Once the meeting is finished, the recording will automatically be converted to an .MP4 file on your computer.
- **End Meeting** allows you to end the meeting for all participants or you can leave the meeting and allow other participants to continue.

During a Meeting – Participant

A meeting participant does not have all the controls available to a meeting host.

When joining a meeting, your ‘name’ will appear in the bottom left corner, just above the control bar pictured below. If you do not have your own Zoom account, this name could be something like ‘My iPad’ or the name assigned to the device you are using. See below for instructions on how to rename yourself.



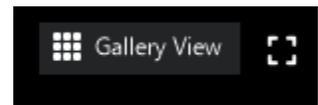
- Click the **microphone** to mute your sound so that others cannot hear you. When muted, there will be a red line through the microphone. Click again to un-mute.
- The **Video** icon allows you to turn video display on or off. When turned off, other meeting participants will see just your name, or your profile picture if you have added one to your Zoom profile.
- The **Participants** icon will have a number displayed next to it. This is the number of active participants in the meeting. Click this icon to display a list of participants. To rename yourself (if necessary), find your ‘name’ on the list and hover over it with your mouse. Then click the **More** button, which will appear to the right of your name, and select **Rename**.
- The **Chat** bubble allows you to communicate with written text. You can ‘chat’ with everyone in the meeting or send a note to selected participants only. If selecting individuals, other participants will not see the note.
- The green **Share Screen** button allows you to show participants your computer screen if the Host has given you this privilege.

- Use the **Record** button if you want to record the meeting. Both video and audio will be recorded. When you click the Record button, a small toolbar will pop up at the top of your screen. You can use this toolbar to pause and re-start recording and to end recording. Once the meeting is finished, the recording will be converted to an .MP4 file on your computer.
- **Leave Meeting** is self-explanatory.

Gallery View and Speaker View

The default view at the start of a meeting is to show the active speaker in a large window, with other participants in smaller windows. The view in the large window will change as different people speak. This is called the **Speaker View**.

In the upper right corner of your screen you will see a small toolbar with a **Gallery View** button. When you click this button, images of all the participants will be tiled on your screen. The Gallery View button will now become the Speaker View button. You can toggle between the two views.



The Gallery View is best for meetings where everyone is participating equally. If someone is presenting or teaching, the Speaker View works best, especially if the presenter/tutor is showing you something on screen.

