

Zoom video conferencing – a How To guide

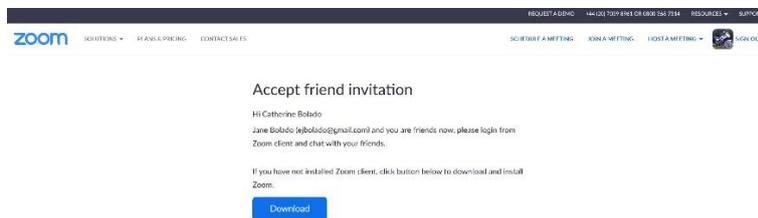
How to create a Zoom account – for attendees:

This is the Zoom home page: zoom.us

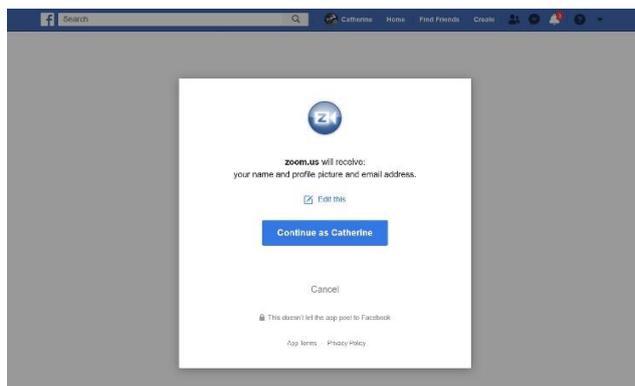


One Consistent Enterprise Experience.

- You can either go to <https://zoom.us/> and create an account, or your host will send you an email, asking you to join them on a Zoom call. Click on the link in the email.



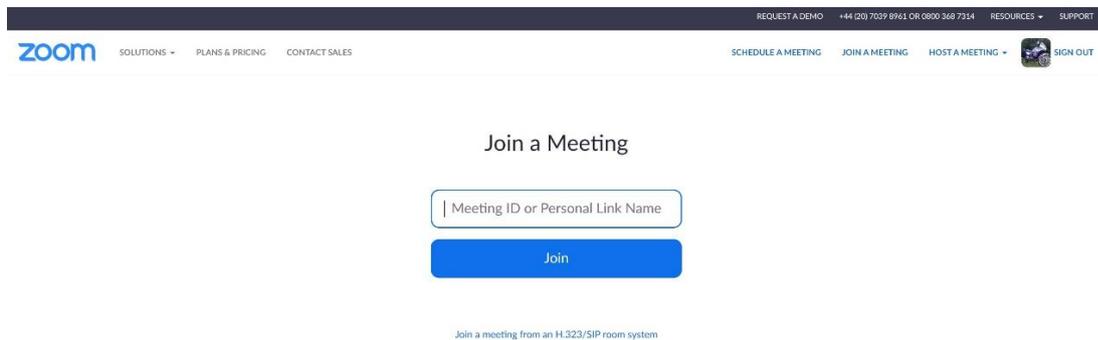
- You can sign in with your Facebook account or Google+. Zoom will ask you for permission to use your email, name and profile photo. (This does not give Zoom access to post on Facebook as you however.)
- For Facebook access, click Continue. Then in the next window click Create Account.





Once you have an account and are signed in:

- You will then have the ability to host a meeting or join one. In the top right-hand corner, you will see your Facebook profile photo and user name.
- You can now get into your meeting one of two ways – via the email you will have been sent by the host which has a link in.
- Or you can click Join a Meeting and join with a meeting ID number – which will again be in the host's email to you.



The easiest way to use Zoom is via the mobile app:

Instructions for mobile use (*See below for screenshots.)

- Download the app from Google Play or Apple Store (*see logo above.)
- Make sure you are logged into the app, this could be via an email address or it could be done using your Facebook profile.
- Then simply tap on link in the host's email inviting you to the meeting.
- The app will automatically run, and you will join the meeting.
- Tap the red video icon on the bottom left to turn on your front facing camera video on the call.
- Then you can navigate the meeting as mentioned previously.
- To leave the meeting, click on Leave Meeting in the bottom right-hand corner.

Fig 1

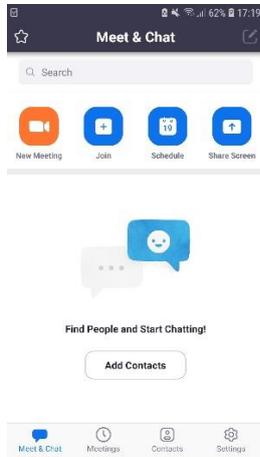


Fig 2

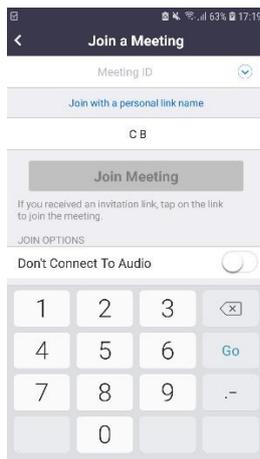
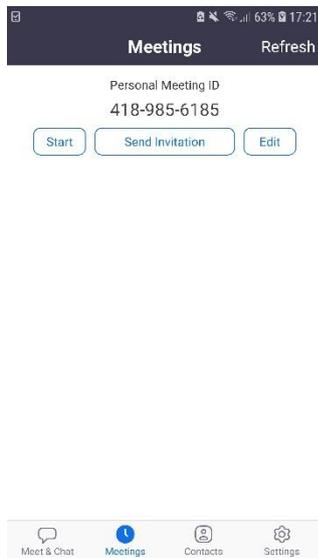


Fig 3

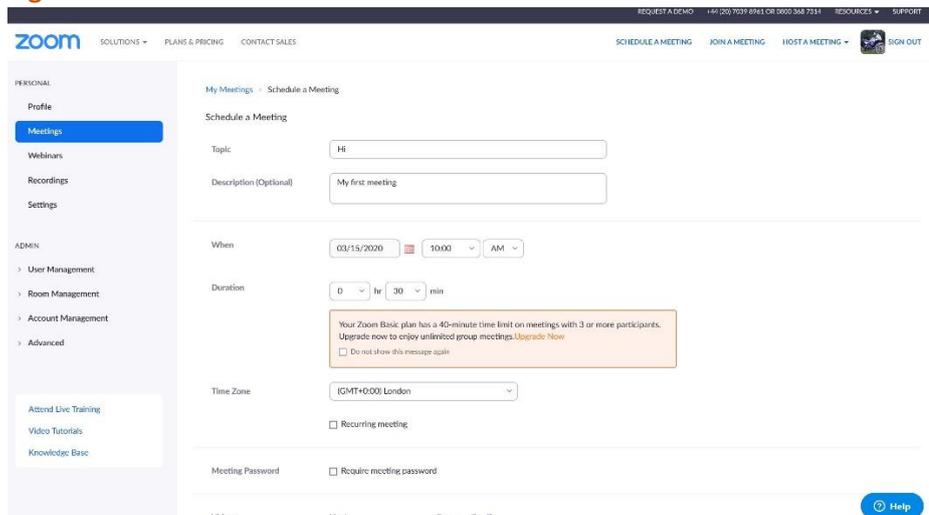


How to use Zoom - As a host:

To Schedule a meeting. Option1 (*See below for screenshots.)

- On the Zoom home screen, click Schedule a Meeting.
- Give your meeting a name and time. Remember to set you meeting to GMT time or you might find you can't host it when you want to!
- Choose your options for audio and video.
- Then press start.
- It will give you the ability to add to your Gmail / Yahoo calendar and give you a meeting ID. You can share this with people you want to invite to the meeting.
- Next to the join URL, click Copy this Invitation.
- You can then paste this link into an email to invite people to it
- You can then click Start This Meeting.

Fig 1



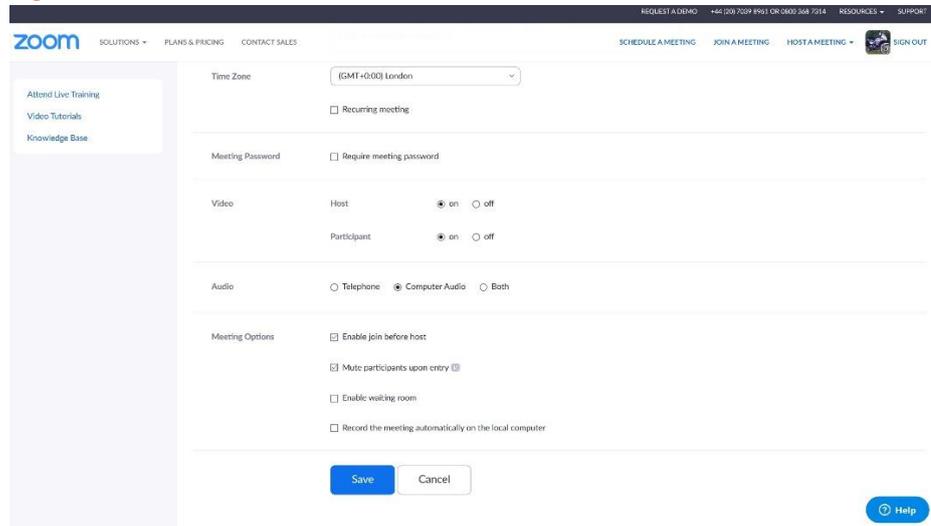
The screenshot shows the Zoom 'Schedule a Meeting' page. The left sidebar contains navigation options: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings), ADMIN (User Management, Room Management, Account Management, Advanced), and Attend Live Training (Video Tutorials, Knowledge Base). The main content area is titled 'Schedule a Meeting' and includes the following fields and options:

- Topic:** HI
- Description (Optional):** My first meeting
- When:** 03/15/2020, 10:00 AM
- Duration:** 0 hr 30 min
- Time Zone:** (GMT+000) London
- Meeting Password:** Require meeting password
- Recurring meeting:** Recurring meeting

A warning message is displayed: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now'. Below the message is a checkbox: Do not show this message again.

At the bottom right, there is a 'Help' button.

Fig 2



zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Time Zone: (GMT+00:00) London

Recurring meeting

Meeting Password: Require meeting password

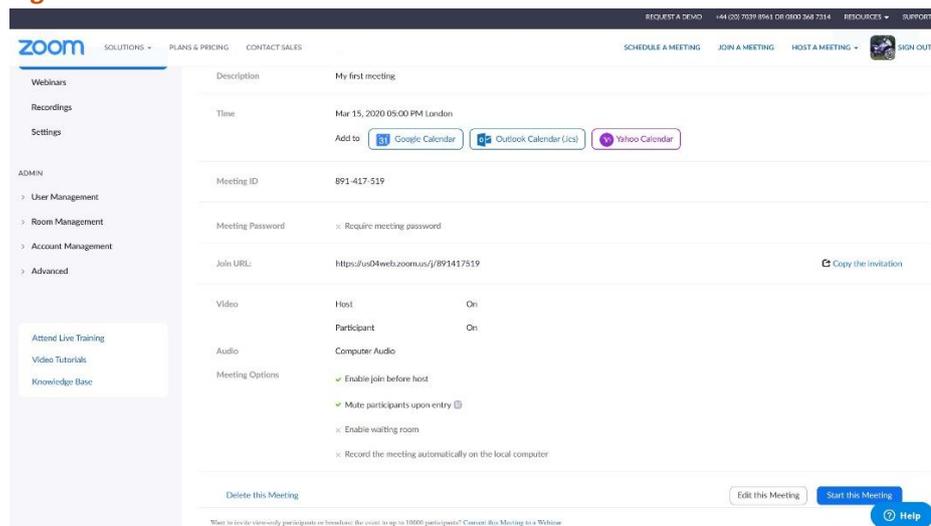
Video: Host on off
Participant on off

Audio: Telephone Computer Audio Both

Meeting Options: Enable join before host
 Mute participants upon entry
 Enable waiting room
 Record the meeting automatically on the local computer

Save Cancel Help

Fig 3



zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Webinars Recordings Settings ADMIN > User Management > Room Management > Account Management > Advanced Attend Live Training Video Tutorials Knowledge Base

Description: My first meeting

Time: Mar 15, 2020 05:00 PM London
Add to: [Google Calendar](#) [Outlook Calendar \(iCal\)](#) [Yahoo Calendar](#)

Meeting ID: 891-417-519

Meeting Password: Require meeting password

Join URL: <https://us04web.zoom.us/j/891417519> [Copy the Invitation](#)

Video: Host On
Participant On

Audio: Computer Audio

Meeting Options: Enable join before host
 Mute participants upon entry
 Enable waiting room
 Record the meeting automatically on the local computer

Delete this Meeting Edit this Meeting Start this Meeting Help

Want to include video-only participants or broadcast the event? Try to 10000 participants? Convert this Meeting to a Webinar

Option 2

You start a meeting and then once the video is working, at the bottom of the screen click the Add Participants button. You can then send an email with a link to join the call via Gmail or Yahoo to people in your contacts list.



After you start a meeting:

- When prompted say, Use Computer Audio. You will be given an option to test your speakers and microphone.
- At the bottom of the screen you can Add Participants. This will give you a prompt to send an email to anyone you wish to invite.
- As the host, you can choose to Mute Participants on entry. (*This is useful so people aren't talking over each other.)

Buttons:

- **Share** - you can choose to share your screen with participants, click stop share at top to stop it.
- **Chat** - brings up a chat window, you can write messages in there, or attendees on mute can add comments in there. You can also add documents and photos in there, which participants can then download.
- **Record** - does what it says on the tin. If you wish to record meetings you can. Once a meeting is ended by the host, the recording will be sent to the host's computer (*check you downloads folder.)

You can then choose to end the meeting.

(If you are on the free version, you will get a warning just before you are cut off at the 40-minute mark. For advanced features and paid-for options, please see the Zoom website.)

We hope this was helpful. For further support and training, contact Catherine at Jurassic Creative via hello@jurassiccreative.co.uk