

ZOOM

THE SIMPLE GUIDE FOR A PC OR MAC

Open a browser and go to <https://zoom.us>

Click on “Join a meeting” link in the top right of the screen.

Type in the Meeting ID given to you by the meeting holder (usually an email invite).

If you haven’t used Zoom before (or haven’t used it for a while) the Zoom software will start downloading (or updating).

If the app version is up-to-date then Zoom will just ask to start the app (*https://zoom.us wants to open this application.*) to which you click Open and then Zoom prompts for the password. Type in the password sent with the meeting invite.

You will then be told you are in the waiting room and the host must let you in. The host of the meeting has to let you in before you can be part of the meeting as an extra security measure.

When the host lets you in, the prompt will change to ask you to Join with Computer Audio. Click this blue button. (You have an option underneath that button to test your PC speakers and microphone before joining)

You are now in the meeting. You will see the other participants. If there are many participants then you can choose the Gallery View option in the top right of your screen to see them all.

You can mute your microphone using the Mute button in the bottom left. It’s good etiquette to mute yourself when you are not talking to reduce background noise. N.B. Remember to unmute yourself if you want to be heard again!

You can Stop/Start your video screen in the bottom left too.

You can see the list of participants by clicking Participants on the bottom menu and a list will appear on the right-hand side of your screen. You can see all the participants in the list and if they are using video and/or muted or have raised their virtual hand.

Here you have the option to “Raise your hand” yourself if you wish to be noticed. A blue hand icon will appear by your name for others to see.

If you wish to read the meeting’s documents on your screen as well as take part in the meeting then you can minimise your Zoom window. Your audio will still work, as will your camera – they can still see you!

At the end of the meeting, close the Zoom window and it will prompt you if you would like to leave the meeting. Click ‘Leave Meeting’.

That’s it – and a less than a page of instructions – phew!

THE SIMPLE GUIDE FOR AN IPAD OR IPHONE OR ANDROID DEVICE

Download the iOS or Android app – it's called "ZOOM Cloud Meetings". When you open the app for the first time, you'll be presented with the options to **join a meeting**, *sign up* for Zoom, or *sign in* to a Zoom account.

If you do not intend ever to invite to your own meetings then you can just join another's meeting using the details (the Meeting ID and password) sent to you in an email invite straight from this first screen.

Click on the "Join a meeting" blue button.

Type in the Meeting ID given to you by the meeting holder and click Join.

Zoom then prompts for the password. Type in the password sent with the meeting invite and click I Agree to the policies.

Allow Zoom access to use your notifications, microphone and camera if asked.

You will then be told you are in the waiting room and the host will let you in. The host of the meeting has to let you in before you can be part of the meeting.

When the host lets you in, the prompt will change to ask you to Call using Internet Audio (click these words). (You have the option underneath that button to test your PC speakers and microphone before joining)

You are now in the meeting. You will see the other participants. If you want to see more participants then swipe left.

You can mute your microphone using the Mute button on the top menu on an iPad, the bottom menu on an iPhone. It's good etiquette to mute yourself when you are not talking to reduce background noise. N.B. Remember to unmute yourself if you want to be heard again!

You can Stop/Start your video screen in the bottom menu on an iPhone, top menu on an iPad.

You can see the list of participants by clicking Participants on the bottom menu (iPhone), top menu iPad, and a list will appear on your screen. You can see all participants and if they are using video and/or muted.

You have the option to "Raise hand" if you wish to be noticed. Click on yourself in the participants list. A blue hand icon will appear by your name.

If you want to read the meeting documents on your screen you can minimise your Zoom window. Your audio will still work. Your own camera still works too!

At the end of the meeting, click Leave and Zoom will prompt you if you would like to leave the meeting. Click 'Leave Meeting'.

That's it – and less than a page of instructions – phew!

Using ZOOM

No need to tidy your own room before the meeting starts, you can add a virtual background to your video that hides all but yourself. Here's how...

PC/Mac

Open up your Zoom client

Click on the gear "Setup" icon on the upper-right corner

Select "Virtual Background" in the left-hand menu

You can also set the background from inside a meeting... In your Zoom client, click on the up-arrow next to the video symbol on the bottom left, choose Virtual Background

iPhone/iPad/Android (you have to join the meeting first)

Download the Zoom app for iOS to your iPhone or iPad.

Open the app, sign in and join a meeting.

Tap the three dots at the bottom right to open the More menu.

Tap Virtual Background.

Select one of Zoom's defaults or upload your own.