


Zoom Setup Guide

Joining a Meeting

Using Zoom

Zoom is a video conferencing / video chat platform that can be used on a computer, tablet or smartphone.

- From one-to-one chats to gatherings of 100 people
 - Simply join a Zoom meeting with a secure link and password
 - You don't need a Zoom Account to join a chat, but you will need to install a small app to launch the video
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Download the Zoom Client

Zoom uses a small app, which you need to download to your laptop, tablet or smart phone. It's best to plan ahead and download this before your meeting time

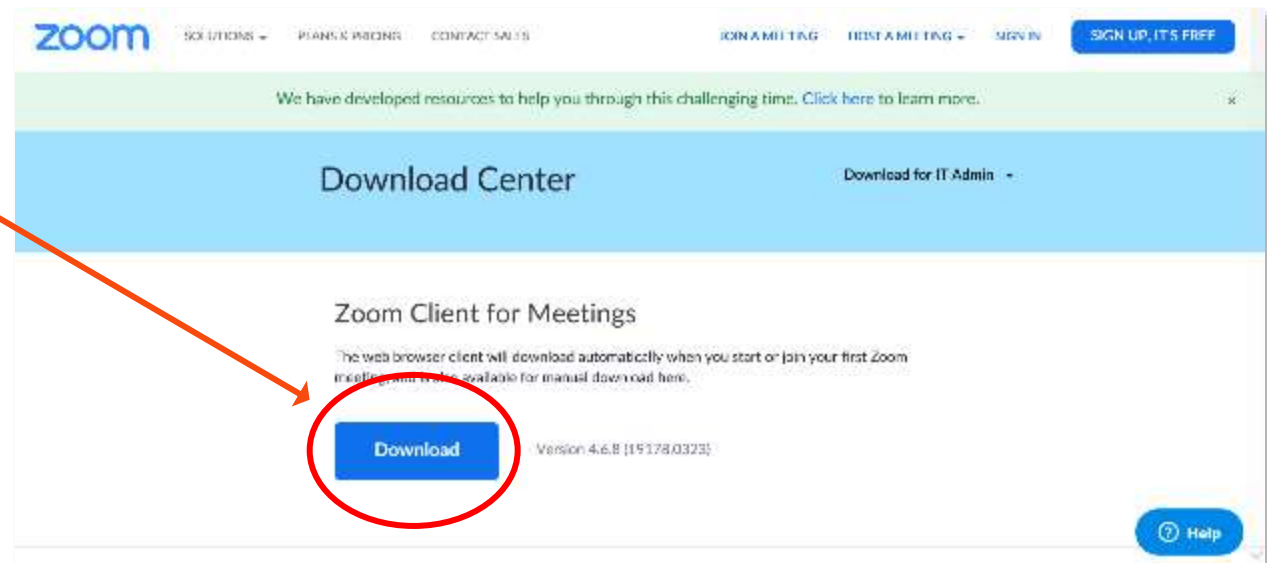
- **Computer:**

<https://zoom.us/download>

or

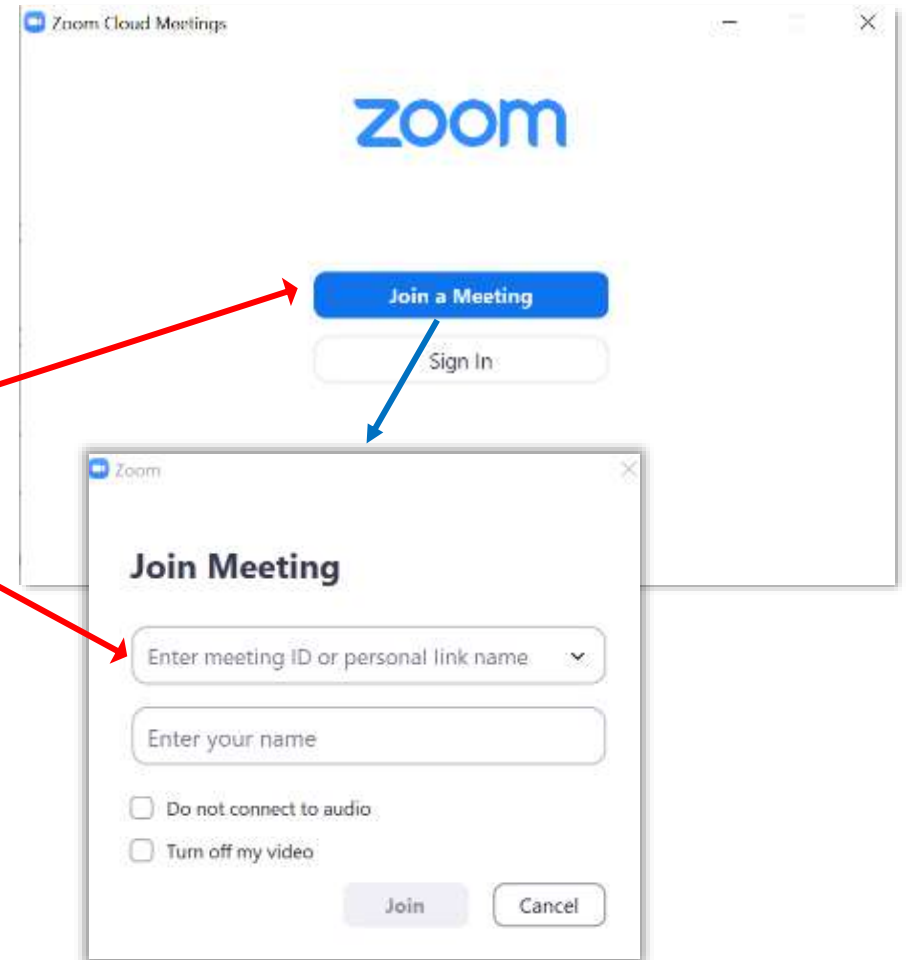
- **Phone or Tablet:**

Google Play / App Store:
'Zoom Cloud Meetings'




Joining a Meeting

- If you have been sent a link by the meeting organiser, just click the link to launch Zoom and enter the your video meeting. Enter the password if prompted
- Or launch the Zoom App > [\[Join a Meeting\]](#)
- Copy your meeting link into the box or enter the 9-digit meeting ID and password
- If the meeting is a regular event, you can use the same link for each meeting




Joining a Meeting on a Computer

- Select 'Join with Video'
- Wait for the meeting organiser to let you in
- Move your mouse over the screen to show options at the bottom
- First click  and then the text 'Join with Computer Audio' – tick to automatically join audio for future Zoom sessions
- Check that your Audio is unmuted and Video has started



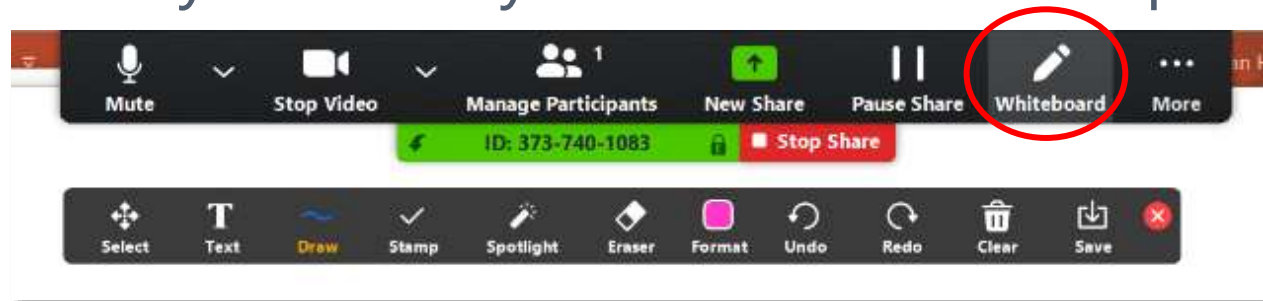
- You may need to click to Unmute and Start Video (remove the red line)

Video Views

- By default Zoom displays an [Active Speaker] view
 - To see thumbnails of all the participants click [Gallery View] at the top right of your screen
 - With more than 49 people there will be several pages which you can move between using the left and right arrows
 - You can switch between views using the top right buttons
 - Right click your video to 'hide self' if you find the image of yourself distracting
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Screen Sharing and Whiteboard

- There is an option to [Screen Share] during meetings – this can be any window on the sharer's computer (e.g. document or web page)
- The videos will change to thumbnails on the Right of the screen
- When [Screen Share] is active your settings move to the top of the screen and will appear when you move your mouse to the top of the screen




- If you are given permission to 'annotate', you can turn on the drawing tools by clicking 'Whiteboard'

Joining a Meeting on a Mobile Device

- Select [Join with Video]
- Wait for the Meeting Host to let you in
- Tap your screen to show a menu of options at the bottom



- First tap  and then tap the text 'Join by device audio'. You will get a message confirming that you are using device audio
- If your Audio and Video icons show red, tap to activate

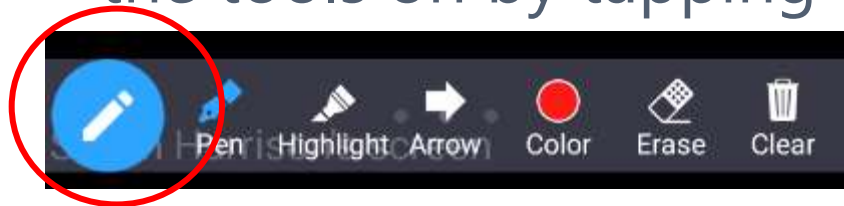


Video Views

- Swipe across your screen to change between views:
 - **Active Speaker** highlights the person who is talking
 - **Gallery View** shows participants as thumbnails in a grid
- On the Mobile App you can only see up to 4 participants on a screen. Swipe across to see more pages


Screen Sharing and Whiteboard

- The meeting host might [Screen Share] during the session, eg documents or web pages on their computer
- If the sharer has given you permission to [Annotate] you can turn the tools on by tapping the screen and tapping the pen icon



- Phones and tablets offer more limited options for the whiteboard

Leaving the Meeting

- The Host can end the lesson for all participants. This will automatically close your video.
 - Or you can choose to leave the meeting from your own screen by selecting **[End Meeting]**
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Enjoy your Video Meetings

Any Questions:

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