

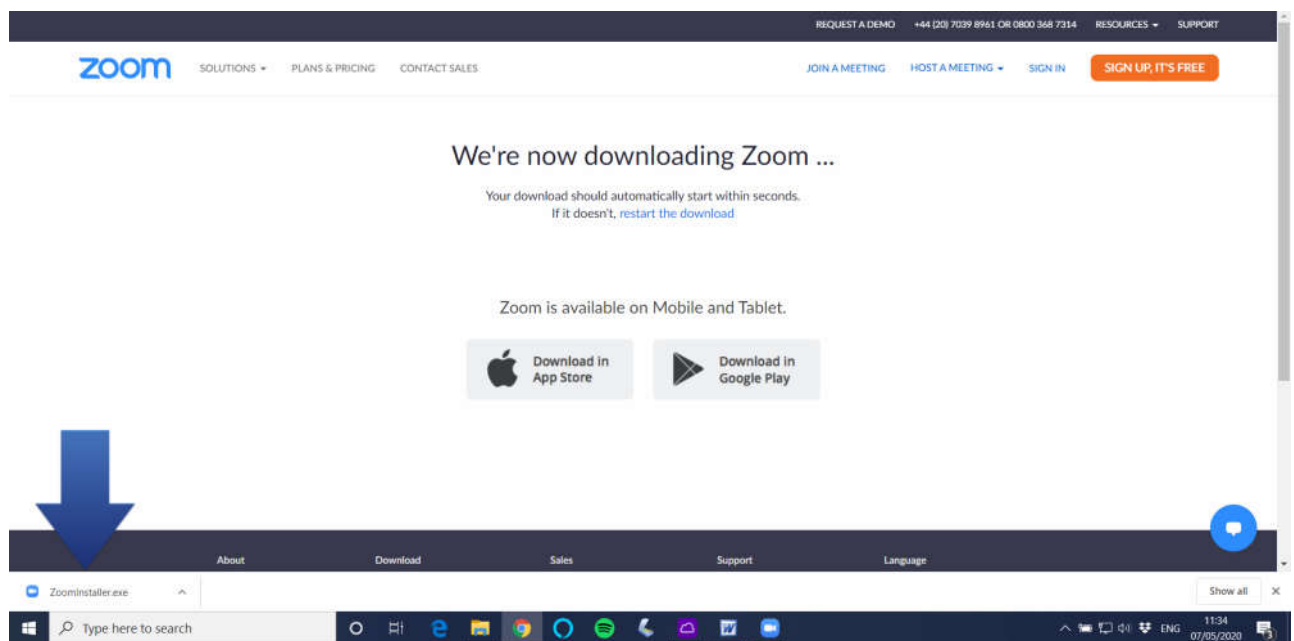
## Using ZOOM via the Windows 10 App on a PC – Review 03

Ongoing review process as showing on John Godfrey's Windows 10 laptop.

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*The App has been checked using a current Windows 10 Personal Computer (PC). Menus & required actions seem to be similar on the App for Apple Mac PCs, but this needs checking via a current Apple PC as there could be some differences. There are differences if you use Zoom through your browser or Apps designed for phones/tablets. Regardless of system a largish screen is obviously better for conferencing.*

**First one needs to download the app.** Go to: <https://zoom.us/support/download> .....it should download automatically – see below. The options for downloading to mobile phones or a tablet also show in the middle of the screenshot below:



**IMAGE ABOVE - Go to where the left hand arrow is pointing....click on it.** This is the .exe file which should have downloaded to your 'downloads' folder. Click on Zoominstaller.exe and it will start the process of installing it on your computer. Follow that through.

**You will also be sent a Welcome Email which has useful tips via some links for video demos....be careful, I think some don't fully tie in with the current versions of Zoom!**

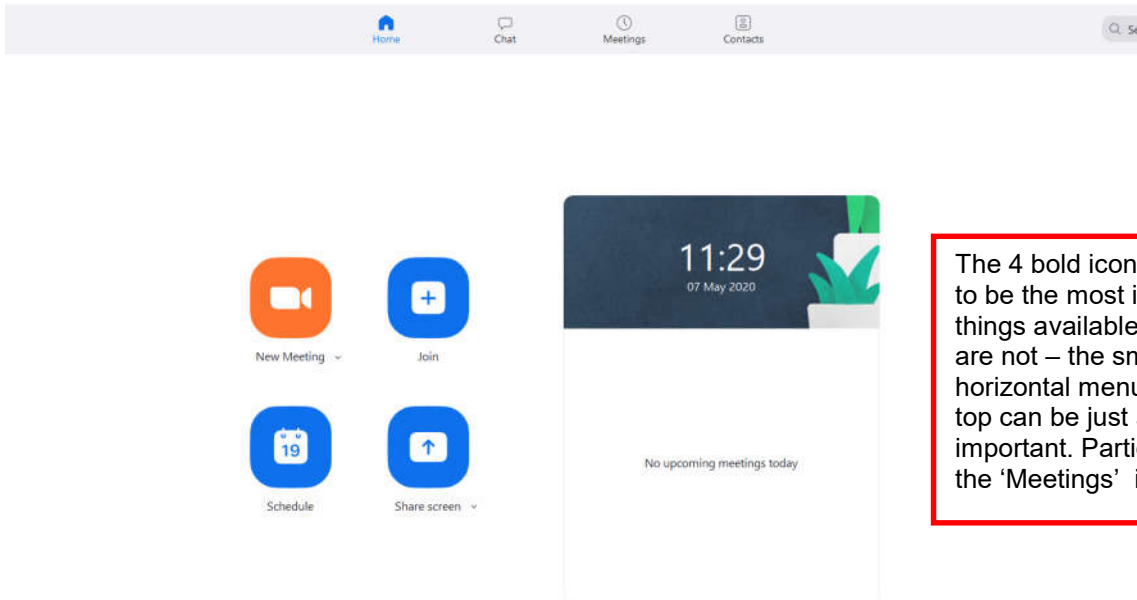
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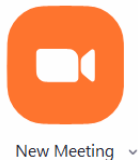
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**IMAGE BELOW** - When you click on your Zoom Icon this is what you should see:



**Click on the Orange Icon – New Meeting.**



You should just see yourself....a meeting of 1.

Play around with the position of your screen/laptop with built in camera to show what you are happy to be seen by others!! It's possible with some PCs that you might need to install a separate camera if one isn't built into your screen top.

Moving the mouse to the bottom or top right will bring up a range of menu items. Try the green button 'Sharing a screen' at the bottom. Google it for more info if needed. Try the button 'Participants' – just you at the moment!

**NEXT STAGE** to be added 'if needed' to these notes in due course.

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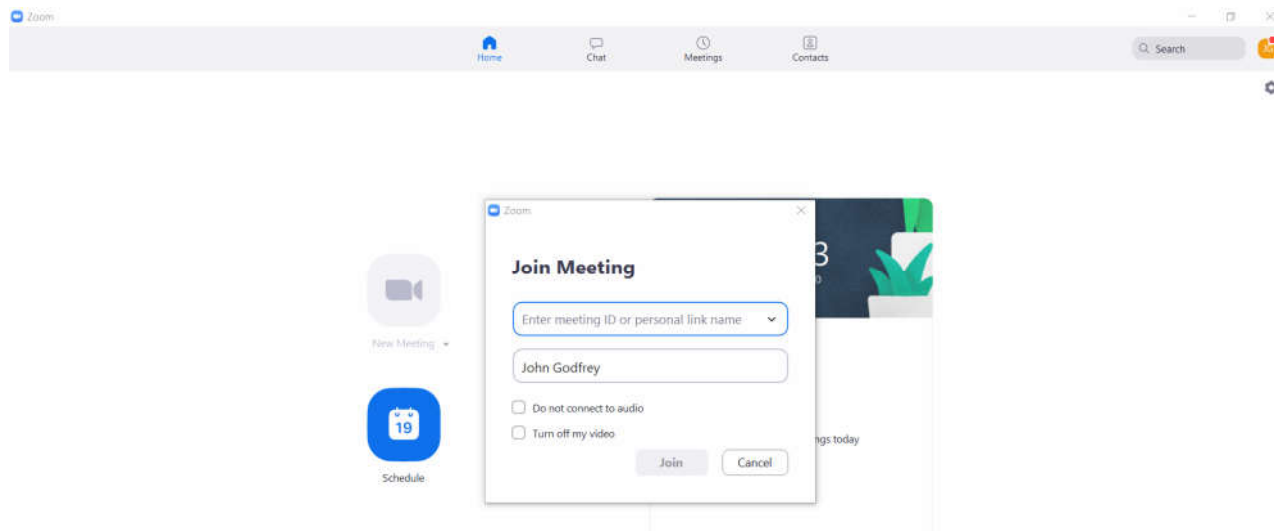
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**IMAGE BELOW - Click on the blue Icon – Join.**



This is what you will see. To join a meeting add the meeting ID as given to you by email then click 'Join' to get to the next menu item.



**To join a meeting arranged by others**, first enter the meeting ID given to you probably by email, then the password when prompted to do so.

**Alternatively, don't open the App!.....** just click on the long 'https' QuickLink' given to you by email or text and you will be taken straight to the meeting or its 'Waiting Room' via your browser and the App then normally takes over automatically.

**NEXT STAGE** to be added 'if needed' to these notes in due course.

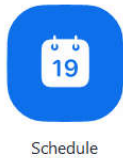
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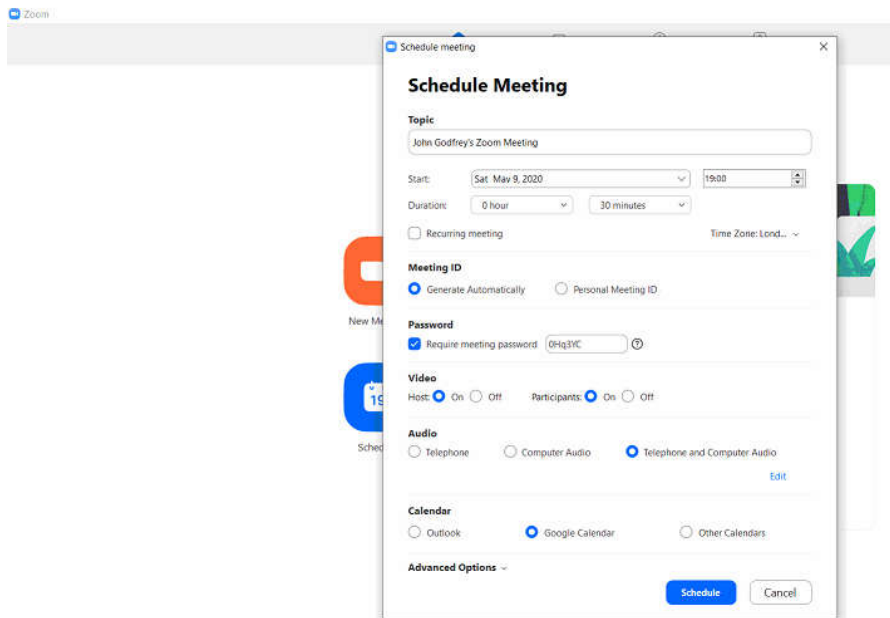
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IMAGE BELOW - Click on the blue Icon – Schedule



This is what you will see. **This is how you schedule a meeting that you are to host.** In practice there 2 ways to schedule a meeting using this icon. Carry on reading.



The time zone should automatically choose that of your computer – in this case London. If not choose UK's current time zone.

I suggest tag video for Host as ON. Tag video for Participants as ON.

## **IMPORTANT.**

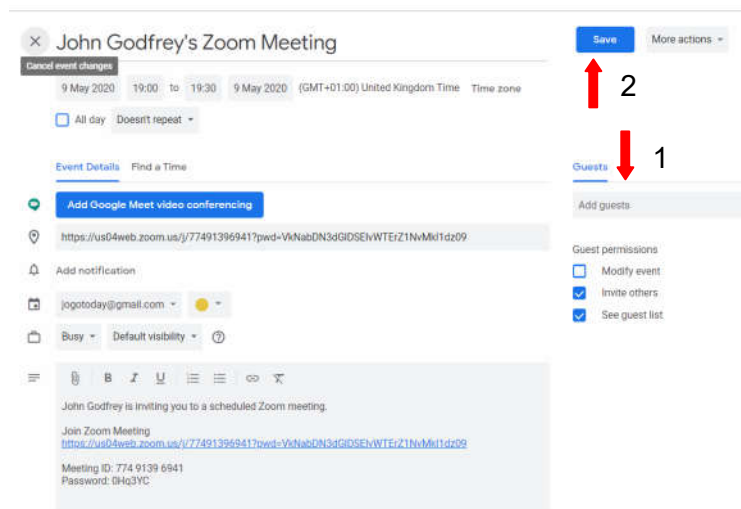
**You have Calendar options at the bottom....the screenshot above has chosen 'Google Calendar' The result for choosing 'Outlook' should be similar. That for 'Other Calendars' is NOT and may prove the better option for many!! Info on this shows on a following page.** Normally one would only choose either of the first 2 if you use such Calendars in association with an Outlook or Gmail account.....though there could be other possibilities not described here.

**Then.....Click on the blue button 'Schedule' at the base of the page.**

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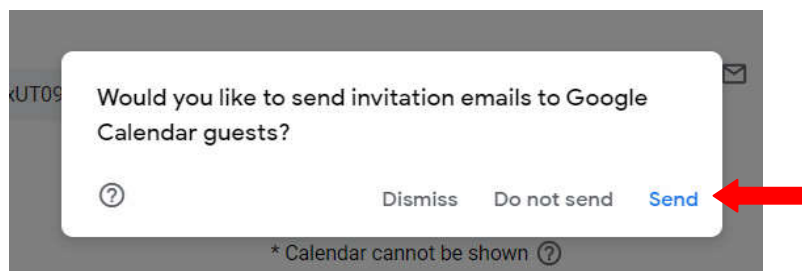
Ongoing review process as showing on John Godfrey's Windows 10 laptop.

**IMAGE BELOW:** Zoom will then open up in your browser. If required choose your email address, the one you wish to use for the invites (you may have more than one).



Follow through by adding the email addresses of the participants to the right of the page (red arrow 1) and then save (arrow 2)

You will then see the following:



Choose **Send** and all participants will be automatically emailed from the schedule, whether they have an Outlook or Gmail account or not. The scheduled meeting also will be saved to your digital calendar (eg in this case, Google Calendar). **It is then also possible to open the Zoom meeting direct from that calendar** with it initially going through the browser before defaulting to the App. (though you don't need to know that!)

**However with the App, to later get to your meeting**, it is probably best to sign into the App. The meeting you are due to host will show by clicking on the main menu item 'Meetings' – the one on the horizontal menu at the top of the 'Home' page. More detail about this shows on a following page.

**As noted above in practice there are a range of ways to schedule meetings. I'm only showing the 2 that I believe are the easiest ones; that above and then the following below.**

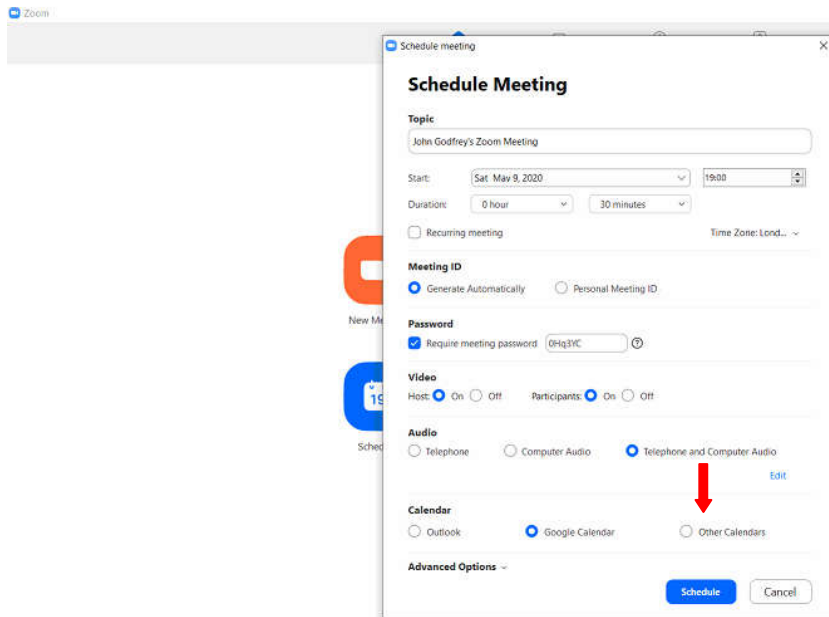
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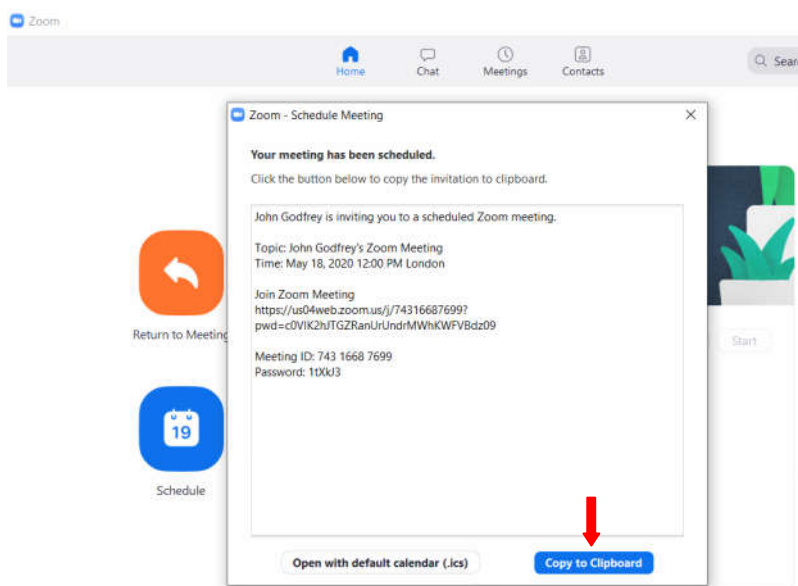
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**IF YOU DON'T USE A RECOGNISED CALENDER (or even if you do):**



**Then don't click on Google Calendar as showing in the illustration but choose 'Other Calendars' (see red arrow) then click on the blue 'Schedule' button. The following screen will open up:**



**Choose the blue button 'Copy to Clipboard'.** (wording I believe is slightly different on an AppleMac). You can then paste the invite into personal emails to your intended participants or into such things as 'Messenger' or well encrypted Apps such as 'WhatsApp'. Using 'WhatsApp Desktop' makes this an easy solution.

If the information won't paste into your chosen media in any of the normal ways then place cursor in your media then action 'Ctrl + V' from the keyboard....that should work!

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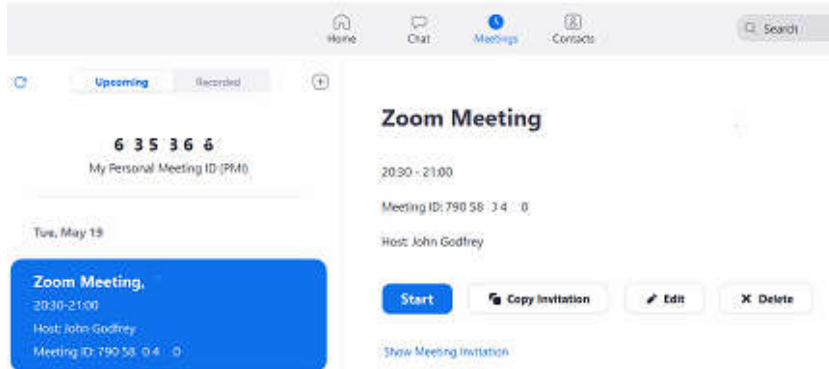
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**If you are the meeting host and need to start or join a scheduled meeting:**

Click on the 'Meetings' menu item (top menu of Zoom) and then Click on the 'Upcoming' tab

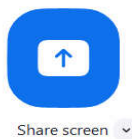
This is what you will see:



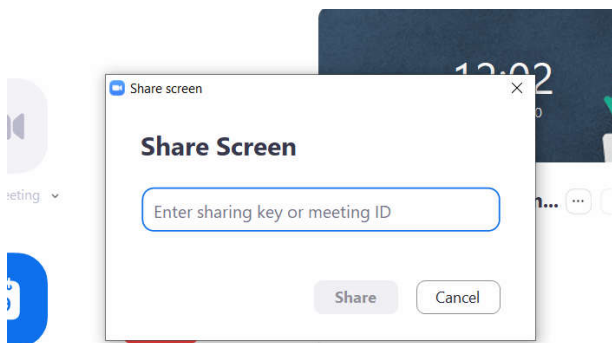
Just highlight the meeting in question and then click the Start button. Everything follows on automatically.

**NEXT STAGE** to be added 'if needed' to these notes in due course.

**IMAGE BELOW - Click on the blue Icon – Share Screen.**



This is what you will see:



Suggest one ignores this icon for the moment as it's often not needed or can be actioned in another way.

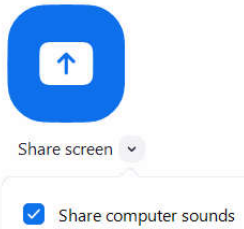
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**IMAGE BELOW - Click on the Share Screen arrow below the Share Screen Icon**  
This is what you will see:



Make sure it is ticked if you are doing a presentation.

**FOR FURTHER INFORMATION GOTO:**

**How to share video with audio in zoom:**

<https://www.youtube.com/watch?v=-8XQa7YGcmM>

**NEXT STAGE** to be added if needed to these notes in due course.

### **IF YOU ACCIDENTALLY DELETE A MEETING – YOU CAN RECOVER IT:**

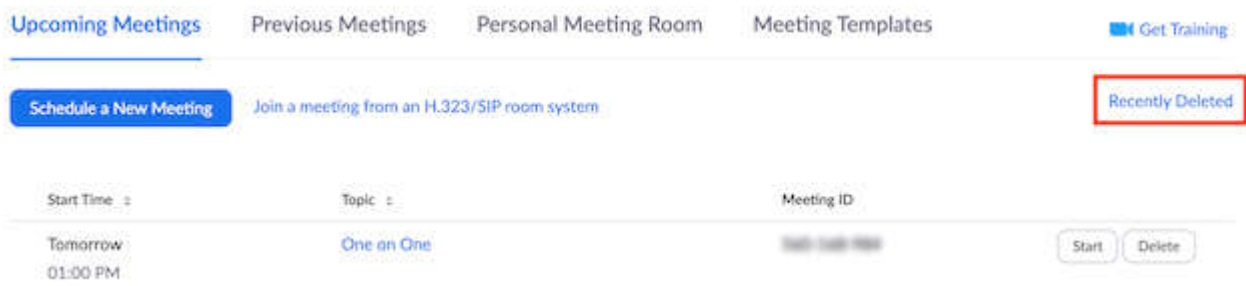
You can recover deleted meetings for up to one week after it was deleted. **'If you recover a meeting, invitations, links, and meeting IDs sent prior to deletion will still work.'**

**That is what Zoom say.....however.....it seemed to throw a wobbly when I tried it and I had to re-issue a new meeting ID when least expected !! So be prepared to set up a replacement meeting at the last minute if the recommendation doesn't work!! Otherwise reissue the meeting with a new ID and password well in advance.**

Meetings permanently deleted from the trash cannot be recovered.

### **Instructions**

1. Login to the **Zoom web portal** and click Meetings in the navigation panel.
2. Click Recently Deleted.



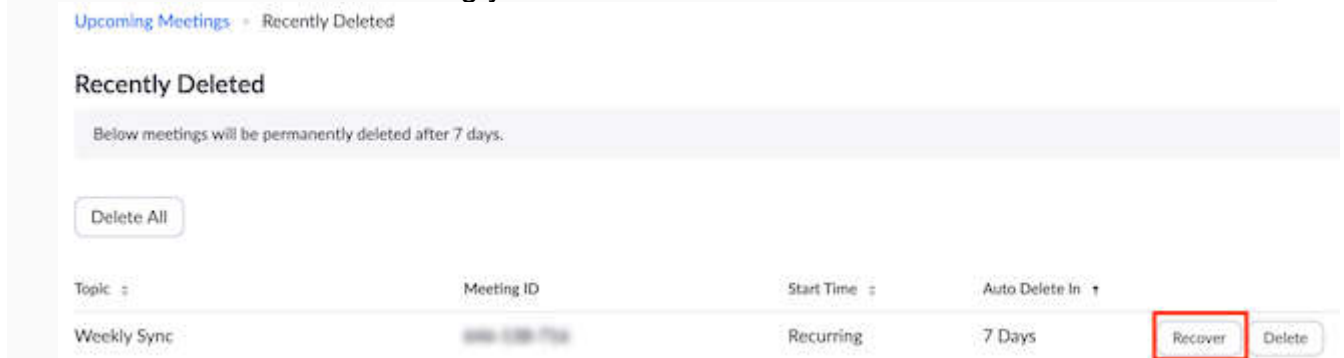


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3. Click Recover for the meeting you would like to remove from the trash can.



Upcoming Meetings > Recently Deleted

#### Recently Deleted

Below meetings will be permanently deleted after 7 days.

Delete All

Topic	Meeting ID	Start Time	Auto Delete In	
Weekly Sync	999-123-789	Recurring	7 Days	Recover Delete

**Note:** If you permanently delete a meeting from the trash can or it has been over a week since you deleted your meeting, it cannot be recovered.

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#### OTHER USEFUL WEBINFO OR VIDEOS.

1. Joining a Zoom Call for the First Time:

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

2. How to Host / Schedule Zoom Video Conference (Windows, Mac):

<https://youtu.be/UHoydoDacNo>