



# Installing and Running ZOOM

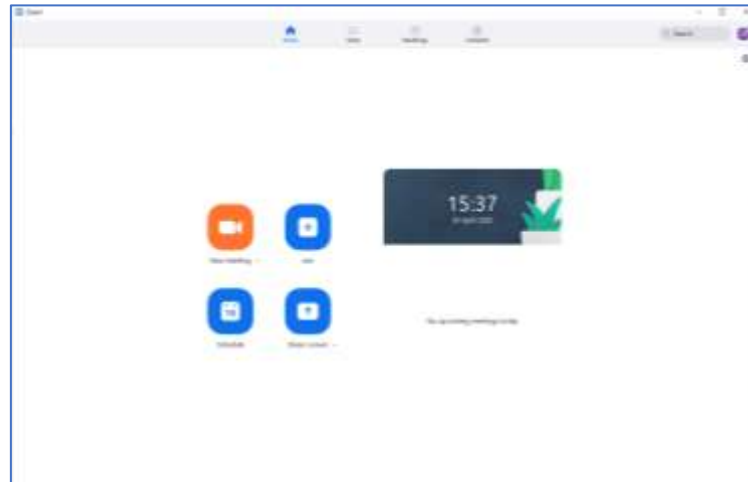
To install Zoom on your computer or laptop, click on this URL link. <https://zoom.us/support/download>

This will automatically download the latest version of Zoom into your Download folder.

When you are ready to install the App, just double click on the 'zoominstaller' Icon, from within the Download folder.

Once it has gone through the install process, check your Start Page  and Open the Zoom App. 

You should now see this window.



Inbox - Graham John Evans

hamjohnnevans@aol.com - Outlook

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Server Preferences

RE: Virtual meetings - trial on Sat ?

John <john@salhome.plus.c> To: grahamjohnnevans@aol.com; 'Andy House'; 'stephen Cubitt'; 'Neville Barnard'; +7 others Wed 15:16

You replied to this message on 29/04/2020 16:46.

Hi All,

I hope you are all well and safe.

I've set up a test Zoom video conference meeting for this Saturday at 3pm. This is to test out the software, making sure we can present slides and videos. Esme and Stephen - I hope this time is convenient. If not, please let me know and I will reschedule. The meeting is open to anyone else who would like to join, but please can you let me know if you will be attending, so that I know to expect you.

The details are as follows :

**Topic:** U3A Test Zoom Meeting  
**Time:** May 2, 2020 03:00 PM London

**Join Zoom Meeting**  
<https://zoom.us/j/92618323826?pwd=bStZakEvV25DeUNBVU05MHZ4ODJwUT09>

Meeting ID: 926 1832 3826  
Password: 0UV1BN

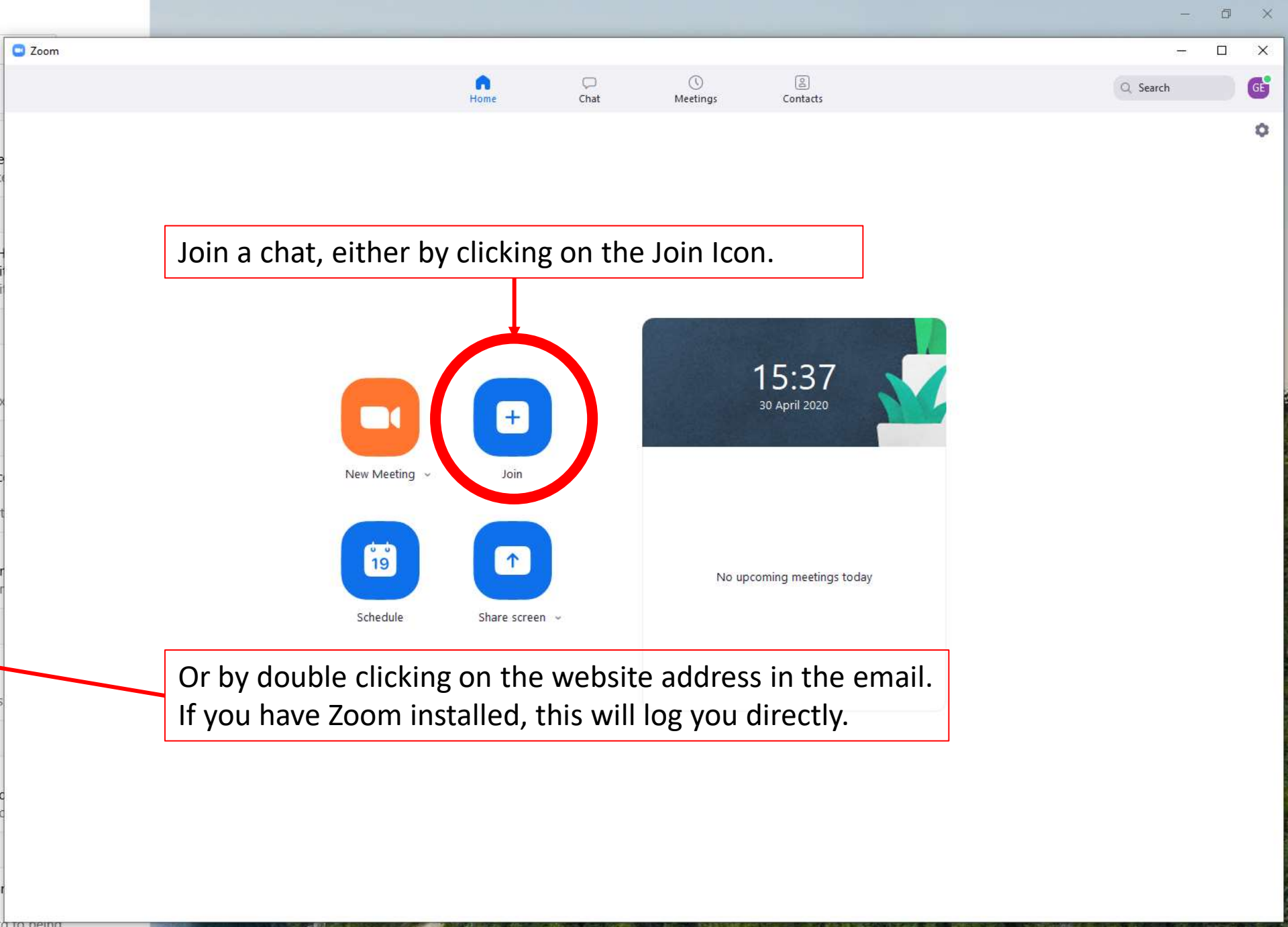
You will need to click on the blue link above (or copy and paste the link into your browser) and enter the password to enter the meeting room. The first character of the password is a zero, not a letter o. You do not need to load Zoom software onto your computer or tablet for the meeting to work. Instead it uses your internet browser. You are welcome to test the link before 3pm, but it should send

Zoom

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Search

Join a chat, either by clicking on the Join Icon.



The Zoom home screen displays four main options: 'New Meeting', 'Join', 'Schedule', and 'Share screen'. The 'Join' icon, which is a blue square with a white plus sign, is circled in red. A red arrow points from a text box above to this icon. To the right, a digital clock shows 15:37 on 30 April 2020, and a message states 'No upcoming meetings today'.

Or by double clicking on the website address in the email. If you have Zoom installed, this will log you directly.

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15:29  
30 April 2020

New Meeting Join Schedule Share screen

**Join Meeting**

Enter meeting ID or personal link name

Graham Evans

Do not connect to audio  
 Turn off my video

Join Cancel

1. Enter the Meeting ID from Johns email.  
2. Click on Join

15:29  
30/04/2020

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hamjohnnevans@aol.com - Outlook

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Search

Enter meeting password

Enter meeting password

Meeting password  
\*\*\*\*\*

Join Meeting Cancel

15:30  
30 April 2020

No upcoming meetings today

1. Enter the Password from Johns email.
2. Click on Join Meeting
3. You may have to wait for the convenor to let you join, it shouldn't take very long.

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15:31  
30 April 2020

The meeting is scheduled for 02/05/2020.

Start: 3:00 PM  
U3A Test Zoom Meeting

Schedule Share screen

Leave Meeting  
Cancel

The meeting details are displayed.  
1. Double click on dialogue box.  
2. Click on Leave Meeting to close.

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hamjohnnevs@aol.com - Outlook

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Home Chat Meetings Contacts Search

Join Meeting

Enter meeting ID or personal link name

U3A Test Zoom Meeting 926-1832-3826

Graham Evans' Zoom Meeting 716-0256-3425

Graham Evans' Zoom Meeting 716-5316-3790

Clear History

Join Cancel

15:32  
30 April 2020

The next time you select to join a meeting,

1. Click on the 'Enter Meeting ID' box.
2. Select the pre-arranged meeting from the drop-down list.
3. Enter password, and you're ready to go.

**If you have any questions  
Contact your Convenor**