

## ALAN'S SIMPLE ZOOM GUIDE.

### Introduction.

During times when U3A sessions are not allowed 'Zoom' provides a way of holding on-line meetings. A Zoom meeting is arranged by a **host** who invites **participants** to attend. For U3A groups the host will usually be the convener or tutor and other group members will be participants.

### The Zoom App.

Although you do not need the Zoom account to attend meetings you do need to have the Zoom App on your device. There are advantages to having a Zoom account – see below. The App is simple to download from an app store if available e.g. the [Apple App Store](#). It goes under various slightly different names including "Zoom.us" but is easily recognised by its icon which is a white movie camera on a blue background. Windows users may find it best to go to the website

<https://zoom.us/support/download>

and follow the instructions.

### Participants.

To be a participant in a Zoom meeting all you need is a computer or a tablet (e.g. iPad) or a smart phone with the Zoom App loaded. If you do not have the App you will be prompted to obtain it before you attend your first meeting so it is best to have it in advance.

You will be invited to attend a meeting by an email that will look something like this.	Alan Machin is inviting you to a scheduled Zoom meeting.  Topic: Alan Machin's Zoom Meeting Time: Aug 3, 2020 12:00 PM London  Join Zoom Meeting <a href="https://us04web.zoom.us/j/9200722595?pwd=Uis1WTlIZXFMcjBHM1BlM3pZWE9WUT09">https://us04web.zoom.us/j/9200722595?pwd=Uis1WTlIZXFMcjBHM1BlM3pZWE9WUT09</a>  Meeting ID: 920 072 2595 Passcode: 989720
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To attend the meeting you need only click (or touch on) the link shown above in blue at the specified time. You may be asked for the meeting ID and/or passcode both of which appear in the invitation. You may also be asked for your name which will appear as your place name during the meeting.

(For those with a Zoom account you could join from your Zoom account home page by using the meeting ID and the passcode.)

Once you have clicked on the link you may have to click on an option 'Join with Video' and then wait to be admitted by the host.

For sound you may have to click on the audio option "Call over internet".

Having been admitted (this may take a few moments depending on the number of participants) you will be able to see yourself and the host possibly with other participants in windows on the screen. If you touch, or mouse hover over, the screen some menu items

should appear. Look for “Switch to gallery view” the alternative being ‘Speaker view’. In gallery view you will be able to see all participants in suitably sized windows. If you are using a phone or tablet you have the option to “Switch camera” but are unlikely to need this in a U3A meeting.

You may also have access to an extended menu which might include items like:-

Mute   Stop Video   Share screen   Participants   . . .more.

Initially you are unlikely to need any of these. Some are self-evident.

To leave the meeting look for the obvious button to hit. The host will end the meeting anyway.

### **Meeting Length.**

If the host is using a free account the meeting has a maximum length of 40 minutes when there are 3 or more participants. It is often found that meetings can go beyond this. If longer sessions are required the host can send out two calling emails for meetings say 50 minutes apart. There may be a useful ten-minute tea break! The second meeting is joined via the second email invitation using the same process as described above.

### **A Free Zoom Account.**

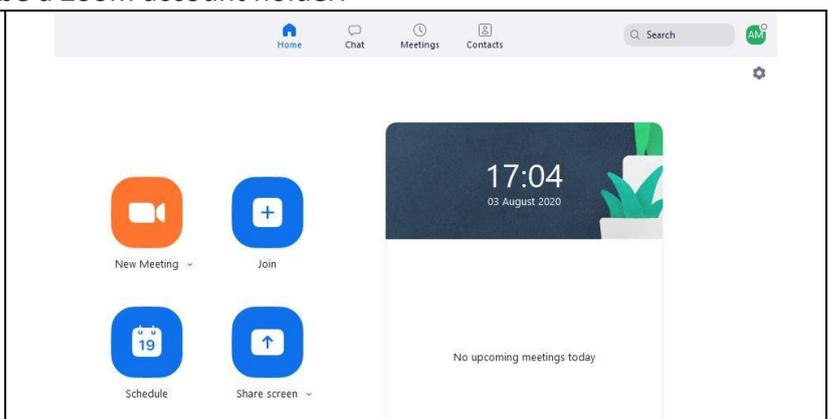
It may be advantageous to have a Zoom account. Creating a Zoom account is a relatively simple two stage process.

In the App, click on ‘Sign up’ and complete the form – birthday, name, email address and make up a password where asked to do so. You will later be sent a verification email.

Follow all instructions ignoring all references to such things like “work email” “joining with Facebook Google etc.,” answering “No” to the question of signing up for a school and other irrelevant issues. You should now be a Zoom account holder.

To enter your Zoom account in future you simply load up the app and enter your email address (ID) and your chosen password.

The home screen looks like this.



The **New Meeting** icon allows you to start a meeting immediately.

(See below for available actions during a meeting.)

The **Join** icon allows you to join a meeting for which you have the ID and passcode.

The **Schedule** icon allows you to set up a future meeting.

(Ensure you don't make it a recurring meeting unless you really want to.)

The **Share Screen** icon allows you to demonstrate another working app on your device.

(For example you may wish to show your photos app – see below for more details)

Along the top of the screen you have items:- 'Home'; 'Chat'; 'Meetings': 'Contacts'.

**Chat** is something of a misnomer. All chats are written messages. You probably won't use this much except for one important purpose. When you ask somebody to be your "Zoom contact", or if you have been invited to be someone's zoom contact, all correspondence appears under the 'Chat' menu. (See elsewhere for details about Zoom contacts).

**Meetings.** Under this heading is kept a record of your meetings and also the facility to instantaneously commence a meeting. Click on Show meeting invitation to see what you can email to your intended participants; use 'Copy invitation' to copy this to your clipboard so that you can then paste this into emails to your participants. Hitting Start will immediately start your meeting. You can use 'edit' to change a few start up settings including the use of a 'waiting room'.

## **Hosting a Meeting**

A meeting can be either scheduled or instant.

To **schedule** a meeting log in to your Zoom account and, on the home page, click on the 'Schedule' icon. Complete the form. Note the following.

- Topic: There will be a suggested title that you can edit directly.
- Start: Select the date and time to start.
- Duration: You will probably have to put in 30 minutes.
- Recurring meeting: Best NOT to tick this box.
- Meeting ID: Make it personal.
- Video: Make Host and Participants 'ON'.
- Calendar: Click one of these if it works.

Click on SCHEDULE.

If you get the invitation window click on "COPY TO CLIPBOARD" and close the window. Go to the Home page and click on 'Meetings' at the top of the page. Here you will have an alternative way to copy your invitation to the clipboard.

Load up your email account and paste the invitation into emails to your participants.

At the appropriate time return to your Zoom account 'Home' page and under 'Meetings' you click on 'Start'. As participants try to enter the meeting you will need to click on the "Admit" button for each.

For an **instant** meeting you use the 'Meetings' option on your Zoom home page and hit START. You have two ways to invite participants.

- METHOD 1: Before hitting START you should click on "Copy invitation", open your email, paste and send the email to participants exactly as for scheduled meetings.
- METHOD 2: You can send out invitations after you have started a meeting – see below under "Hosts Actions during Meetings".

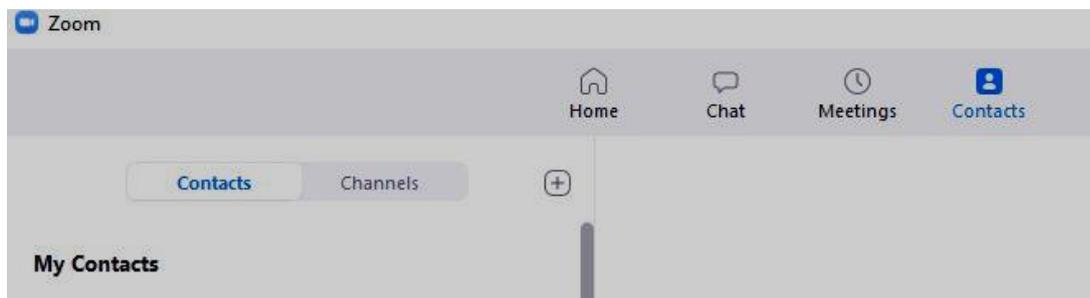
## Zoom Contacts

Whilst it is possible to arrange meetings with anybody that you can contact by email, there are advantages in having specified 'Zoom Contacts'. Detail of your Zoom contacts appear in your Zoom account and can be arranged into groups called channels.

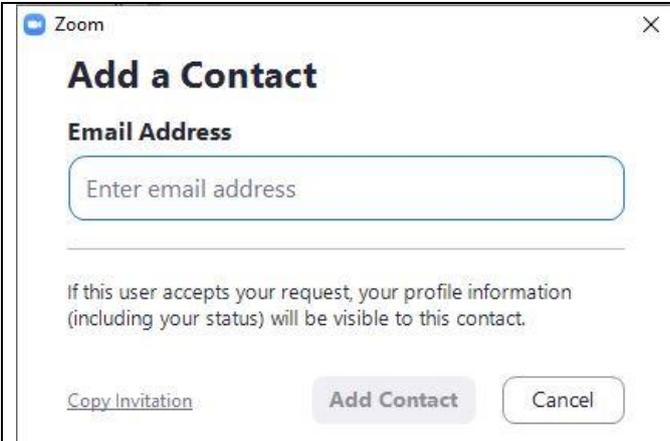
Even if you do not intend to host meetings there are advantages in being a Zoom contact of a host.

For anybody to be anybody else's Zoom Contact both must have a Zoom account (see above).

One person must invite the other to be a contact. To do this, sign on to your Zoom homepage and click on 'Contacts' at the top of the screen. The next screen is headed as follows.



Here make sure 'Contacts' is highlighted (not 'Channels') and click on the '+' sign. Next click on "Add a Contact".

	<p>Then <b>either</b> type in the intended contact's email address before hitting "Add Contact", <b>or</b> hit "Copy Invitation" so that you can later paste the invitation into an email to the intended contact(s).</p>
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Once your intended contact has responded positively to your invitation you will be informed by an entry under 'Chat' in your homepage.

If you are invited to be a contact you must have a Zoom account to respond. You may receive an email with instructions but, if not, you must log in to your Zoom account homepage and click on 'Chat'. From here you can accept the invitation.

## **Hosts Actions during Meetings**

During the meeting the following menu should be visible either by mouse hovering over the screen or touching a touch-screen.



Most of the menu items are self-explanatory. Details of some appear below.

- Alongside the word 'Participants' appears the current number attending the meeting. To invite others click on the arrowhead alongside then on 'Invite'. Your contacts appear. To invite a contact click on 'Copy invite link', then on the required contact name, then on 'Invite'. To invite a non-contact, click on the arrowhead, then 'Invite', then on 'Copy Invitation', then on 'email', then on 'Default email' to send out the invitation to others.
- If you click on the word "Participants" a new box opens with participants listed. From here you can mute attendees.
- Clicking on 'Chat' opens a box that you can use to make written communication.
- 'Record' enables you to record a meeting. (Beware of memory space!)
- Use 'End' to conclude the meeting.

## **Share Screen/ Share Content.**

If you have another application running on your device when using zoom you can use the 'Share Screen' or 'Share Content' option to show other participants this application. This is extremely useful for on-line tutorials. E.g. The host/tutor may wish to show the group some photographs while using Zoom. Click on the 'Share' menu item to see all running apps and select the one to be shown.

While screen sharing is in action it may be appropriate to move or minimize the windows of participant's images.

There is a button to end sharing to return to the normal zoom screen.

Screen sharing is also possible by any participant who has a Zoom account provided all the settings are appropriate for this action.

## **Limitations.**

This handout is not intended to be fully comprehensive. On-line help pages are available to cover topics not included herein including:-

- Various Settings
- Recording of meetings
- Channels
- Waiting Rooms
- Chat options

Menus and screens on different devices may vary from those described here.

All hosting activities described above are detailed for hosting meetings from a PC. Hosting from e.g. an ipad can be a little more messy.