

A half page simple introduction to ZOOM

Now *that's* a challenge! (To misquote Crocodile Dundee)

What is Zoom?

Zoom is a free video conferencing and meetings tool which anyone can use if you have a laptop, smart phone or tablet. There are only two constraints:

1. You need an internet connection. (If you have broadband from your phone provider you will have an internet connection.)
2. Your laptop really needs a camera, but you can still use Zoom – it's just that others won't be able to see you

Do I need to download any “app” to my phone, laptop or tablet?

It isn't essential. You can still join a Zoom meeting by clicking on an invitation. But it really is much better if you join Zoom and register your name as a user. Whichever way you use Zoom it really is child's play to get going.

How to join a Zoom meeting

1. **Someone sends you an invitation by email.**

To join the meeting simply click on the link in the email

If you have Zoom already installed it will start your Zoom app and take you to the meeting.

If you don't you will be prompted to download Zoom and register your name

You can also use your normal browser to join the meeting without downloading the Zoom app.

2. **Follow the instructions**

First choose to use Internet Audio

Then follow the instructions to test your audio (both microphone and speaker)

You are now either in the meeting or in the “waiting room”. The host knows you are there

Simple things to do (or not)

1. **Make sure that the camera is showing you at your best**

It has to be looking at you, not your shoes or the top of your head

You should be well lit, with the light falling on your face rather than from behind your head

2. **If you are using a phone or tablet DON'T hold it**

Firstly, any wobbles will make anybody watching you feel sick

Secondly if you move your fingers the microphone will pick up and make rustling or scratching noises

3. **Try to keep your microphone muted at all times that you are not being asked to speak!**

You won't be as popular in a meeting if you keep making not-so-quiet remarks all the while.

Leaving the meeting

Two ways – you can either simply press the LEAVE button, or you will automatically leave if the host closes the meeting. There is a third way: if the host hasn't got a paid version of Zoom your meeting will automatically be cut off at 40 minutes. No problem though – the host just starts the meeting again and you can join just as before.

OK – I have failed to do it in half a page! But Youtube has literally dozens of videos on using Zoom and more are appearing all the while. And I have put one or two links to Youtube on our website.

PS: If you feel too embarrassed to join a meeting for the first time you can do a test drive – all on your own. You need to click here → <https://zoom.us/test>

John Wells

IT Support