

Using Zoom Video Conferencing as a Participant

Short form:

1. Download Zoom to your device

Note that you do NOT have to sign in or create a Zoom account to join a meeting - that's only if you need to host a meeting up yourself.

2. Click on the URL (link) for the Zoom meeting from email, WhatsApp, etc
 - a. Zoom should then join you into the meeting
 - b. Click enable audio; enable video (may be icons of a camera and mic)

OR

3. Start Zoom and type the Meeting ID in (no hyphens needed) and password

You can switch between views (**speaker view** - keeps whoever is speaking in focus and **gallery view** - small thumbnails of more people) using a button at the top right on a laptop, or swiping your screen left or right on a phone or tablet.

Details:

We use a system called Zoom Cloud Meetings. It can work from a normal browser, but this has been problematic when I've tried it. If you can, download the application - it is then really easy to use. There is no charge for the app, but check you are not using chargeable phone time - better over a Wi-Fi connection. As a participant you do not need to log-in or register. Just join as a guest.

1. You need:

- a smartphone (iPhone or Android); or
- a tablet (iPad, Android or Kindle Fire); or
- a laptop, or a desktop with speaker and mic.

2. Search for and download/install the Zoom system. (Search 'Zoom client install' for laptops, or go to your app store for tablets and phones)

When you start it you might need to 'accept' a few things (ability to use camera/microphone etc.) Set up a useful screen name (The default (e.g. iPhone) may not be helpful.)

3. I'll issue an invitation for a meeting. All you need to do is click on the link in the invitation on the device with Zoom installed and the conference call should start up. I'll have the meeting running half an hour before the meeting if you want to try connection before to test it out. Feel free to call me if you need some help.

4. If the link invitation does not work (not uncommon on Apple devices), or if the invitation is on a different device to that with Zoom installed (e.g. email invitation on a laptop and you want to run the call on a phone): start Zoom and type the meeting ID and password from the invitation into Zoom. This should start things off.

5. You might need to click 'start video' or 'turn on audio' buttons (at the bottom of the screen)

What you should get is a big video image of the person currently talking and thumbnail videos of everyone else, either at the side or the top of the screen depending on layout. The 'big picture' focus should change automatically as different people speak. This is called 'Speaker View'. There is also 'Gallery View' which gives equal sized thumbnails of everyone. There's a button at the top right of laptops to change, on smaller screens (tablet or smartphone you can swipe left or right to change view.