

# Getting going with Zoom

---

You do not have to download the Zoom app in order to attend a Zoom meeting.

## Joining a Scheduled Meeting

Here's what to expect if you are invited to join a video meeting. You will normally expect an invitation by email some time in advance of the meeting. This will give you a set of instructions for how to join the meeting.

Here is a typical set of instructions for joining a meeting:

EmsValley U3A is inviting you to a scheduled Zoom meeting.

Topic: Test Zoom Meeting  
Time: Jun 19, 2020 10:00 AM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83544656688?pwd=YUtWdHRrVUQvdEZiQXJlbzNYUEwvUT09>

Meeting ID: 835 4465 6688  
Password: 064323

At the time and date of the meeting, you should join the meeting by

- Clicking on the underlined URL; or
- typing the URL into your web browser and follow the instructions.

You may be asked for the Meeting ID and Password. You will normally be able to join a few minutes before the official start time, but if the organiser has not yet started you may be asked to wait..

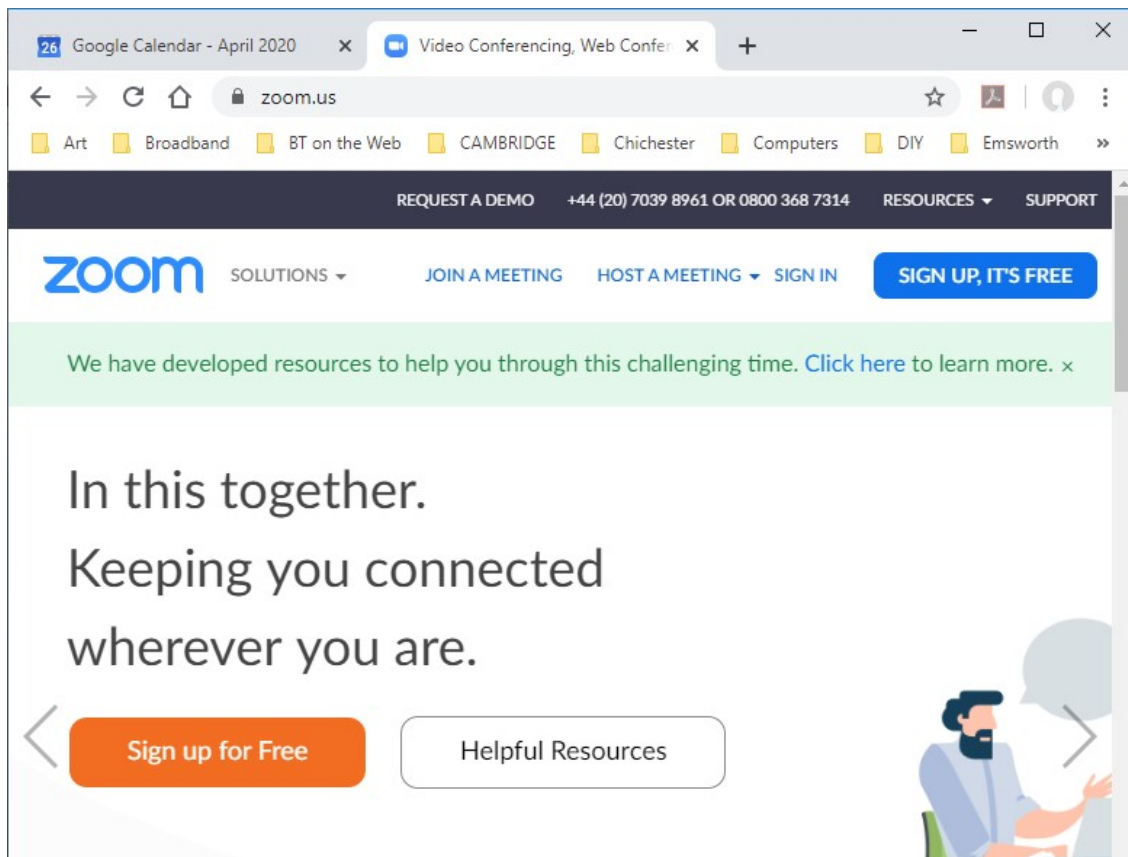
## Downloading the free Zoom App

You may find it more convenient to download the Zoom app, which is free. It is available on Windows, Mac, IPAD, iPhone.

Visit the website - <https://zoom.us/>. You will find a lot of helpful information there. And when you're ready sign up and download the free version. It's available on most platforms: Windows, Mac, phones and tablets. The graphics in this document are from Windows, but the other platforms should be recognisable.

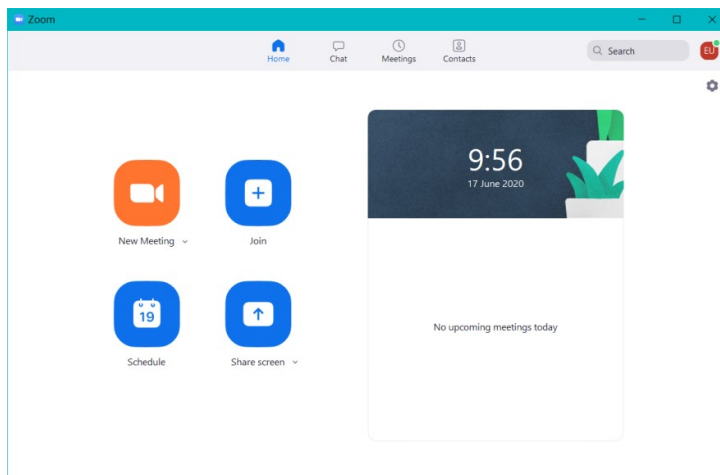
One thing to be aware of if you are planning to use a Windows or Mac computer is to check whether it has a built-in camera and microphone. These are needed to operate Zoom in meeting mode. If the computer doesn't have them built-in you can buy them separately for a reasonable price, and plug them in. Phones and tablets will all have built-in cameras and microphones.

During the installation process, Zoom will ask for permissions to access settings on your computer e.g. access your VIDEO CAMERA, microphone and audio settings etc. Naturally you will want to enable these otherwise you will not be able to have satisfactory meetings.



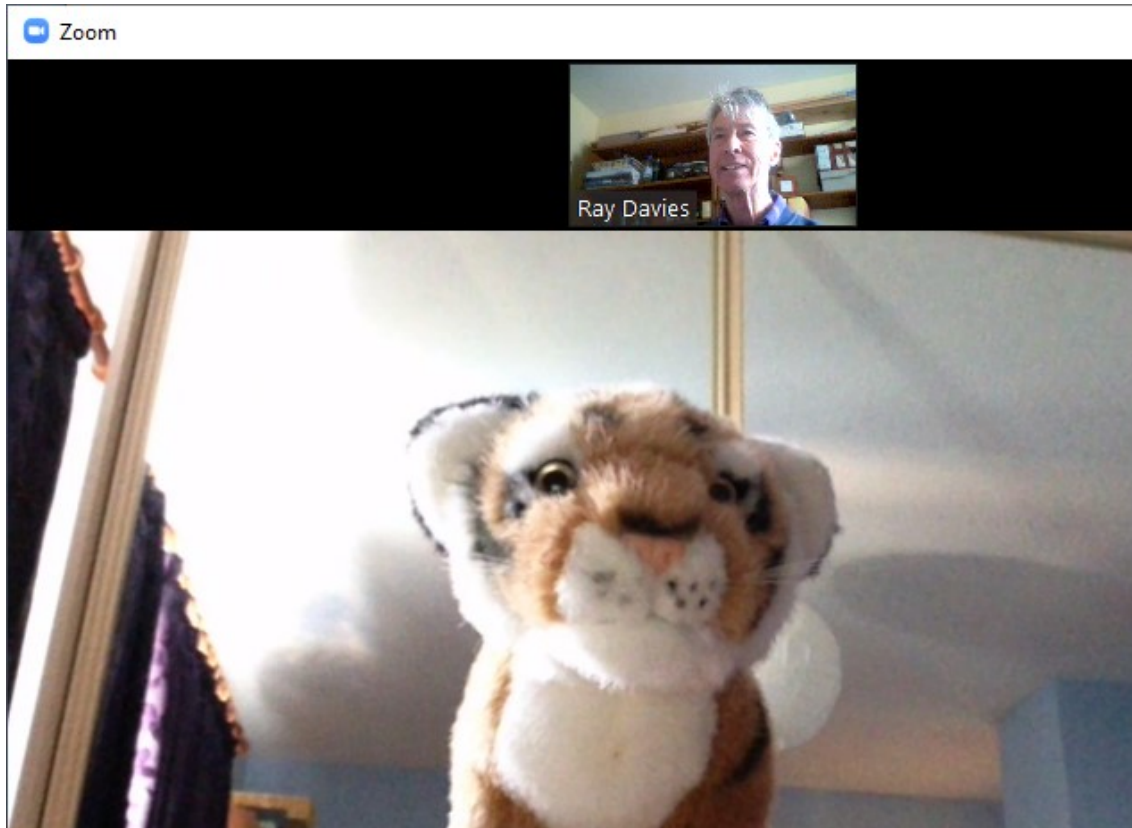
Once installed, Zoom should then appear as an app on your desktop or toolbar.

## The Zoom Home Screen

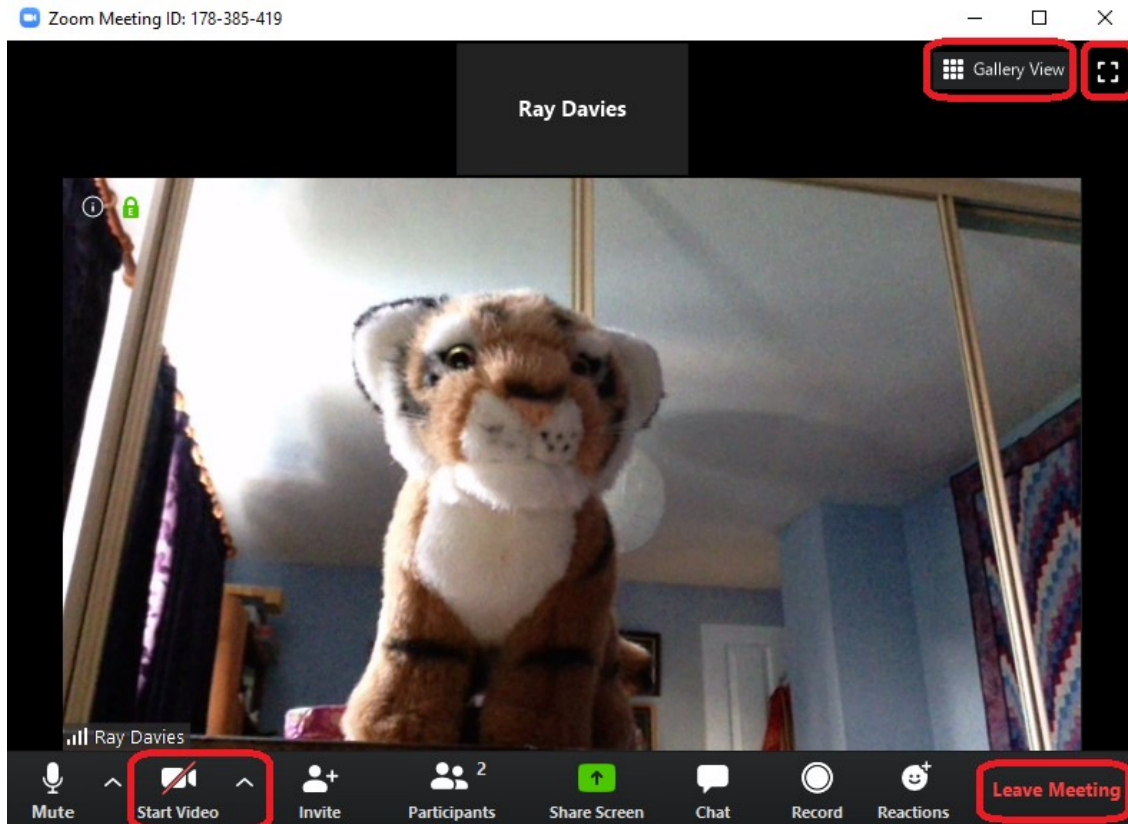


Once you have downloaded Zoom app, you can schedule and create meetings as a host, and join meetings hosted by others from here ,

This is what a typical meeting screen looks like. The main picture is your contact (a friendly tiger in this example!) and the small one at the top is you. If there are more than one other person in the meeting you will see a row of other callers at the top of the screen, If there are enough other callers (eg a conference) you will see scrolling arrows at the end(s) of the row indicating other callers and you can scroll along to them if you wish. With multiple callers the main picture is the person currently speaking.



If, when you start a meeting you cannot see yourself on the screen, then your contact won't be able to see you either! You can fix this problem by showing the floating control menus and pressing the "Start Video" button – shown on the next page. To view the floating control menus simply move your cursor (your mouse) and they should appear. (On touch screen devices you will need to touch the screen to see these menus appear.) The "Start Video" button is at the bottom of the screen towards the left hand side.



There are several other things you can do from these floating menus. Some of the important ones are highlighted here.

At the top right hand corner is the control to go to full screen (or reduce the size if you are already at full screen).

The button next to it, here showing "Gallery View", gives you other options for laying out the screen. Try experimenting with it.

And in the bottom right hand corner is the control to allow you to leave the meeting.

The "Invite" button (not highlighted) allows you to invite another contact to join the meeting.

The "Share Screen" button (not highlighted) allows you to show to the other members of the meeting a picture, presentation or video (YouTube for example) that you have running on your computer.