

## Running a group online using Zoom

You can use a Zoom video conference to run your group over the internet.

The Zoom website can be found at <https://zoom.us/>

Zoom is very easy to use, and you do not have to pay.

### Organiser steps

NB. This section assumes you are using a Windows or Mac Desktop (or laptop) computer.

As the Organiser of the meeting, you should follow the instructions at:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac> covering:

1. Zoom desktop client download (under Prerequisites)
2. Sign up/Sign in
3. Schedule a new meeting\*
4. Send an invitation email for the meeting to the other group members
5. Review In-Meeting Controls
6. Run the meeting

See Page 2 for more details.

\* You can also schedule a meeting at: <https://zoom.us/meeting>

NB. The free Zoom Basic plan currently has a 40-minute time limit on meetings with 3 or more participants. This means that for longer meetings, the Organiser would need to upgrade to a paid plan; or schedule multiple consecutive 30 minute meetings: preferably using the same Personal Meeting Id, as participants should expect to reconnect every 30 minutes.

### Group members

Before joining the meeting, group members will need to download Zoom onto their phone/laptop etc. Zoom can be downloaded from:

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

They will be able to join the meeting by clicking on the link in your invitation email.

To ensure that meeting time is not wasted sorting technical and logistical problems, you may find it desirable to help group members become familiarised with Zoom beforehand:

If there are only a small number of group members, you may wish to offer individual 'practice slots' (suggest 10 minutes) for group members to experience logging on and connecting with you on Zoom.

If there are a larger number of group members, you may prefer to suggest that they read the following: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

### Resources

NB. There a number of video tutorials available at:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

## Detail of Organiser steps

### 1. Zoom desktop client download

- Go to <https://zoom.us/support/download>
- Save and run the ZoomInstaller.exe file

### 2. Sign Up for a Zoom Account

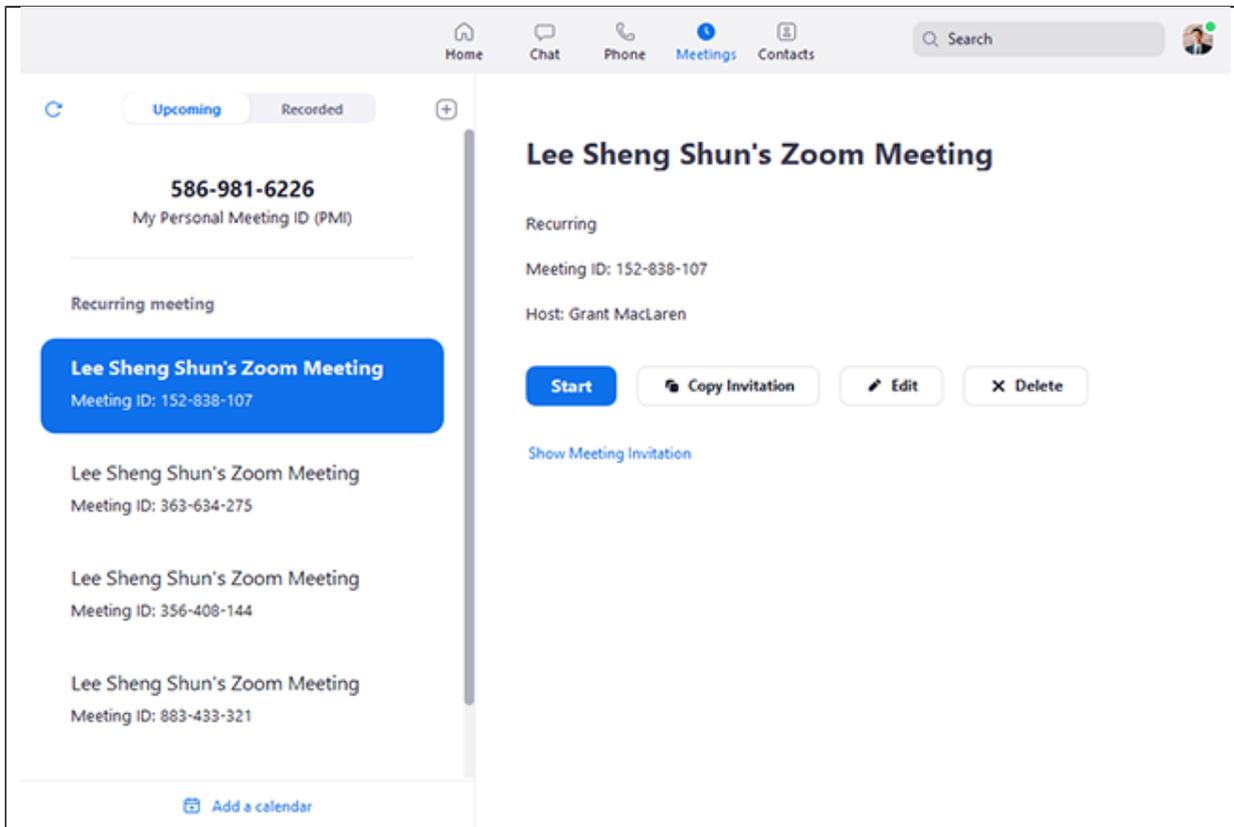
- Go to <https://zoom.us/>
- Click SIGN UP IT'S FREE.
- Enter your email address
- Choose a password
- Click Sign Up

#### Sign In

- Click SIGN IN
- Enter your email address and password and click Sign In

### 3. Schedule a Meeting

If necessary, press Start and enter Zoom, and click to start the Desktop Client.



- Select the Meetings tab
- Click 

Schedule meeting
✕

## Schedule Meeting

**Topic**

Charles' Zoom Meeting

Start: Fri March 20, 2020 ▼ 10:00 ⬆️⬇️⬆️

Duration: 0 hour ▼ 30 minutes ▼

Recurring meeting Time Zone: London ▼

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**Meeting ID**

Generate Automatically  Personal Meeting ID nnn-nnn-nnnn

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**Password**

Require meeting password

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**Video**

Host:  On  Off      Participants:  On  Off

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**Audio**

Telephone     Computer Audio     Telephone and Computer Audio

Dial in from [Edit](#)

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**Calendar**

Outlook     Google Calendar     Other Calendars

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**Advanced Options** ▼

Schedule
Cancel

- Set the topic, Start date & time, and duration.
  - Click Schedule
  - Click Copy (the invitation) to Clipboard
  - Close the popup window
4. Paste the clipboard into an email and send to the group members.
5. Review Host Controls for a meeting at:

<https://support.zoom.us/hc/en-us/articles/201362603-Host-Controls-in-a-Meeting>

6. Run the meeting
- Click Start
  - ...
  - Click End Meeting