

Getting started with Zoom

Help for Guildford U3A Digital Living members

Introduction

A number of groups and individuals have started looking for ways to increase social and community interaction during the Coronavirus confinement. Most of these options are, by necessity, online but many people are new to them and find difficulty in setting them up and joining in. Several GU3A groups have experimented with Zoom and have found it useful.

This document is intended to help those who are new to this environment get started and have a chance of enjoying GU3A activities or perhaps start their own online meetings. It has been compiled based on documents and web pages produced by Zoom and other contributors, supplemented by the personal experience of GU3A users. It is intended to provide a less technical, step-by-step approach to setting up and using Zoom taking account of the snags and pitfalls experienced by early adopters.

However, it cannot be all-embracing, particularly as Zoom is available to users of Windows PCs, Apple devices and Android phones and tablets. It can be accessed via a web browser or by using an app. Each of these displays content in slightly different ways to suit screen size and layout and to take account of the different operating systems. Where practical, the differing options are shown but you may find your device or screen looks a little different or follows a slightly different path.

Equally, it is not intended to cover much beyond the essentials for Zoom participation. Even in the free version there are several more advanced facilities available but these are unlikely to be required by a general user and those with an interest in such options will find plenty of advice on the internet. If you do not know how to go about locating such advice, you probably do not want to be using these items.

If you use this guide and find any errors or aspects where you have a very different experience, please let us know by contacting us via the Webmaster link on the Contacts page of the website. We will endeavour to amend or correct for the benefit of others.

Why Zoom?

Zoom is a conferencing facility, rather than a chat group and is best used for video meetings and small groups, although it will allow for large group sessions. However, for this a fast broadband and Wi-Fi connection are strongly recommended as well as a large screen. For those seeking chat groups or messaging services, something like WhatsApp, Facebook or other social media platforms may be more appropriate. For one-to-one messaging the longer established methods of email and SMS texting may be equally satisfactory.

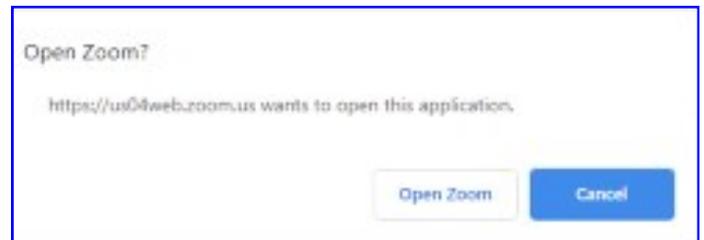
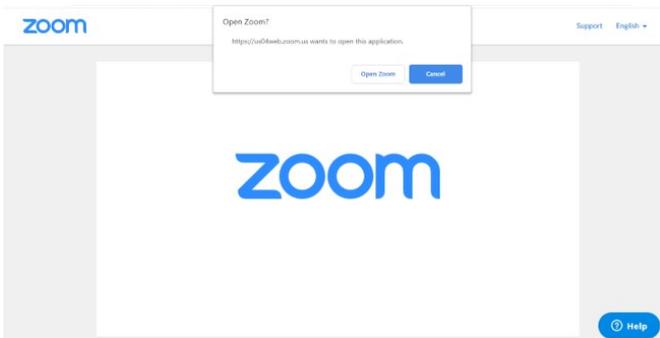
If you want to explore how Zoom works or learn more about it before joining, there is plenty of information on the Zoom website at <https://zoom.us/> with video tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>. YouTube also has a variety of videos available on Zoom topics.

Joining and setting up Zoom

- **In your browser**

It is possible to join a Zoom meeting without downloading or permanently installing any software if you have received an invitation to a Zoom meeting. This is done by running a browser application. Some U3A members have used this satisfactorily; others have had difficulties.

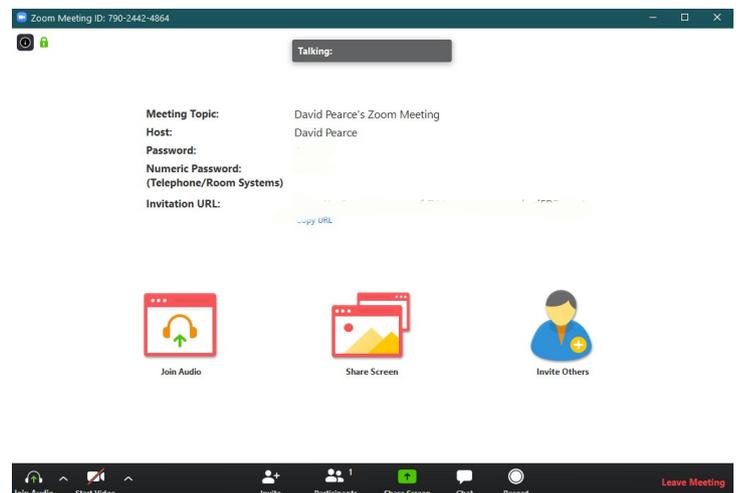
To run Zoom on the web without pre-installing the software, click on the URL/web link in the invitation.



You will see a screen something like the one to the left, with the box in the top centre as magnified above.

Click on *Open Zoom* to join the meeting when you will be presented with the screen to the right. This will enable you to participate although you may still need to activate video and sound via the icons at the bottom left of the screen.

You can now jump to the section *In the Meeting* on page 3.



- **With an App and a Zoom Account**

To avoid disappointment and missing part or all of a meeting through problems opening the browser version, it is probably best to install the Zoom app in advance of a meeting. To do this on a Windows PC or laptop go to <https://zoom.us/download> or click on download from the link at <https://zoom.us>. For iPad, iPhone or Android devices go to the appropriate store.



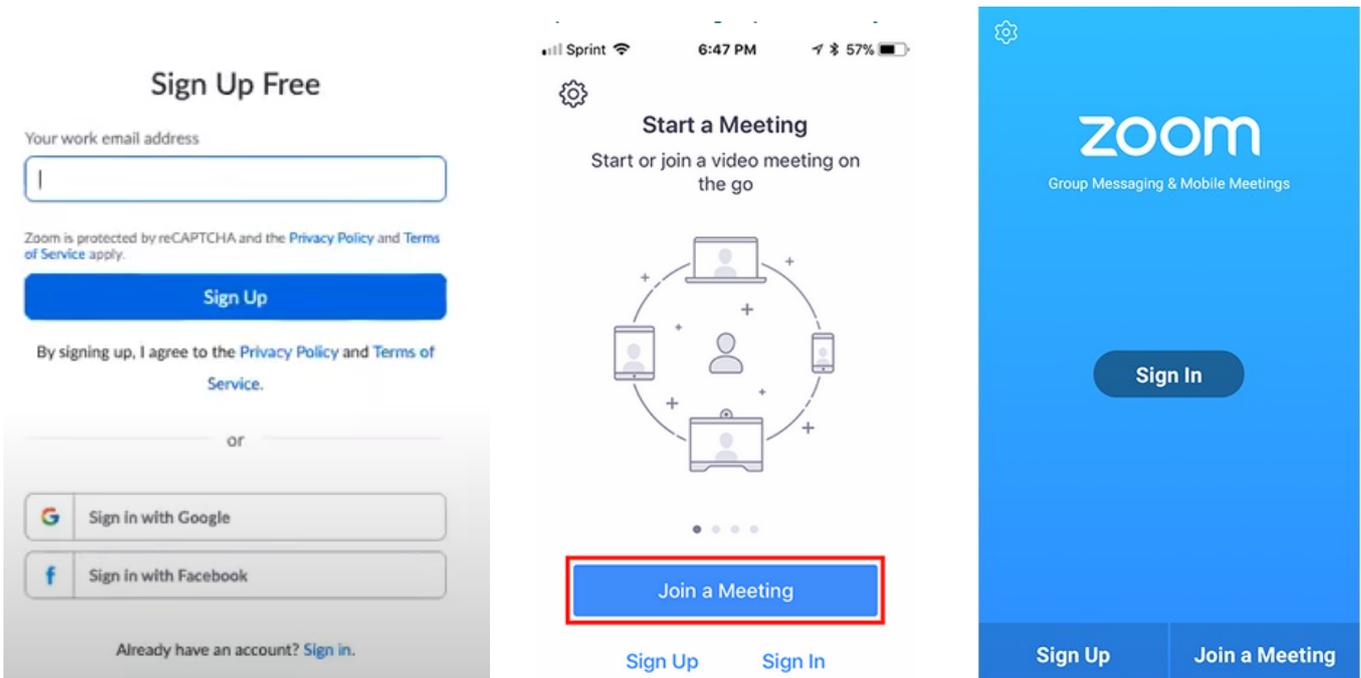
Having entered an mail address, you will be sent an email with an activation link which you will be required to follow. The link will take you to the next registration screen. The first minute of the Zoom training video at https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1ld3N_XI77fKDzSXe

https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1ld3N_XI77fKDzSXe explains

this quite clearly and is worth watching. Don't worry about the second half dealing with add-ins.

A screenshot of the 'Sign Up Free' form. It has a title 'Sign Up Free' and a field for 'Your work email address'. Below that, it says 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' There is a blue 'Sign Up' button. Below the button, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' There is an 'or' separator. At the bottom, there are two buttons: 'Sign in with Google' and 'Sign in with Facebook'.

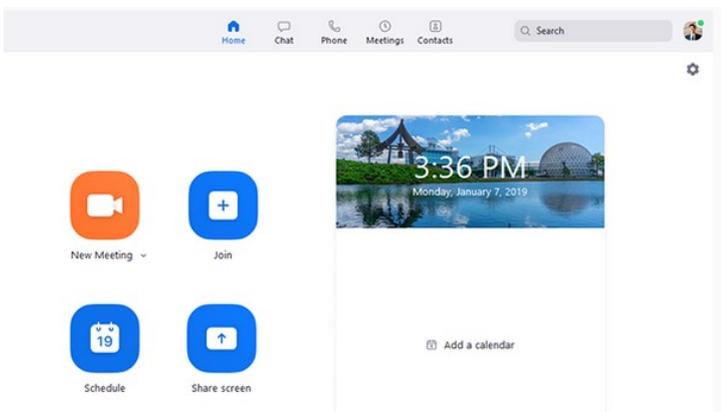
Depending on which route you chose you will arrive at one of these screens. You will now have to register



with Zoom. As with most social media sites, you will be invited to complete a profile with a photo and various personal information. You can skip most, probably all, of this.

Once you have completed the registration you can sign in and join a meeting.

When you sign in, now or at a later date, you will probably reach the screen below left which offers additional options.



Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join Cancel

If you started by clicking on an invitation link, clicking on *Join* may take you straight into the meeting.

Alternatively you may reach the form above right where you will need to enter the details of the meeting you wish to join. Here you need to enter the ID for the meeting, which will have been included in the invitation that you received. Your name, as it will be displayed to other participants will show in the second box. If not, you may enter it here. Do not tick the two boxes towards the bottom as you will not be seen/heard at the meeting if you do. You may also subsequently be asked to enter a password, which will also have been included in the invitation details.

Someone is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://us04web.zoom.us/j/*****

Meeting ID: 7** *442 ***4
Password: *****j

In the Meeting

Meetings may not start until the set time or until the host starts the meeting. If you are early you may see a screen asking you to wait. While waiting you may find it useful to test your audio and video using the onscreen prompts.

Once the meeting starts you will be faced with a screen as below and you will probably be offered another opportunity for testing.

Waiting for the host to start this meeting

Start at 10:45 AM

Dan Kuresman's Zoom Meeting

If you are the host, [sign in](#) to start this meeting

Test Computer Audio



As people join the meeting, images of the attendees will appear on screen. The layout of the images is variable.

Speaker shows the main in the centre with other participants across the top (example to the left) or to the side of the screen.

Positions of the controls as exemplified here are for a PC screen, unless otherwise stated, and may vary on other devices.



Gallery displays up to 25 participants on each screen, with the active speaker highlighted.

A yellow outline will surround the image of the active speaker and yellow bars will indicate others who are trying to speak.

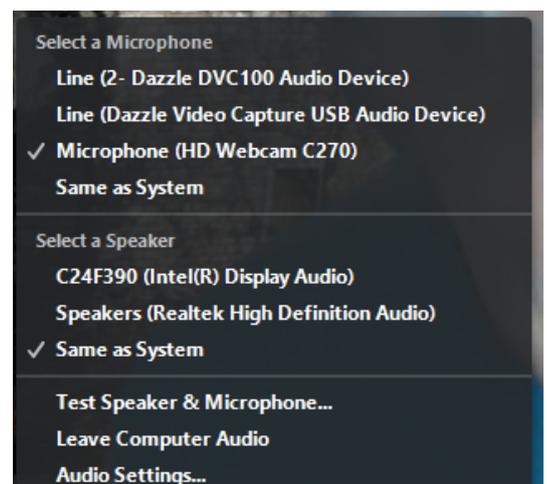
At the bottom of the screen are various icons that control the way you interact with others in the

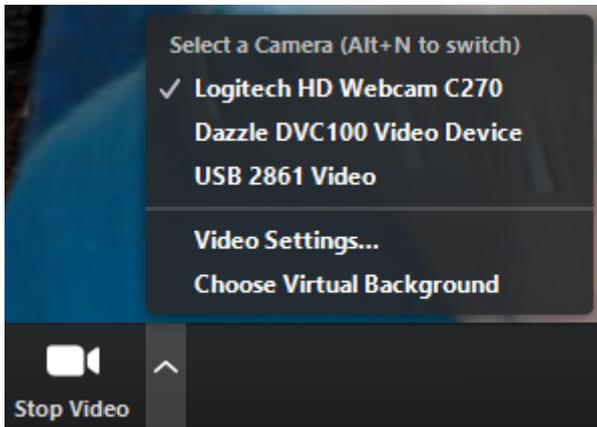


meeting. The Audio and Video controls allow you to switch your microphone and camera on and off so that the meeting cannot hear/see you. In doing so you do not leave the meeting

and will continue to hear/see the speaker or other content. Muting your microphone can be useful if there is noise in your area, such as a ringing telephone, which may distract or irritate other participants.

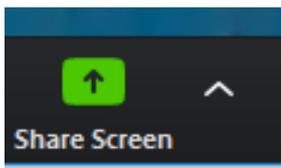
The Audio control also provides a means of selecting between audio inputs and speakers (if more than one is available). This may be useful if you cannot be heard or cannot hear the other participants. However it is advisable first to check your own equipment using the simple *Test Microphone and Speaker* option.





The video control similarly allows selection of video input. This will normally be a built-in camera or external webcam. There is also an option to use a virtual background which may be one of a small selection offered by Zoom or any of your own photographs stored on your device. This can be a pleasant way of hiding and untidy or unattractive background and for blocking out anyone who might wander into camera view.

The *Share Screen* control allows you to display your own computer screen rather than the camera view.



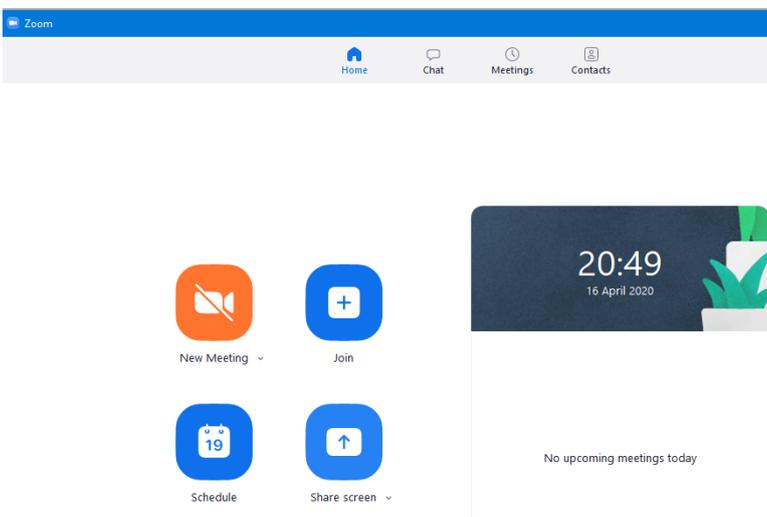
This is mainly used for presentations or to display images relating to the topic under discussion. Ideally, these images or the presentation need to be open and readily visible before Share Screen is activated. This facility is also only available at the host's discretion.

The host has various overriding controls, such as the ability to mute all or any of the attendees. The video https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=emb_rel_end covers these in more detail for those who wish to use them.

Organising and Hosting a Meeting

To organise a meeting you must have a Zoom account, which thus precludes anyone who has merely joined a meeting using the web browser option.

The Account Home page allows for meetings to be set up via the schedule button which automatically creates invitations, with meeting IDs and passwords as required. Although passwords are not essential they are strongly recommended as they provide a further layer of security towards preventing intruders in meetings.



Invitations are created in email format enabling hosts to add participants email addresses or to extract the meeting details for incorporation into private emails.

