

# Installing and Using Zoom

Due to the constraints of the Covid-19 pandemic, social distancing and Lockdown, we are holding the 2020 Ely & District U3A AGM as an online meeting using the Zoom software platform. This means that anyone wishing to “attend” the AGM must:

- a. have a device (computer, tablet or smartphone) with microphone and camera;
- b. have a reliable internet connection;
- c. either have the Zoom program installed, or be able to run Zoom in a browser.


If you already have the Zoom program installed, all you will need is the web link to the meeting and this will be sent to you a few days before the AGM.

**Note: There is no requirement to sign up for a Zoom login ID or a paid subscription in order to attend a Zoom meeting.**


Installing the Zoom program on your device gives you more control over your experience attending a Zoom meeting and, if you envisage using Zoom for other meetings, this is the recommended option. The program is free to install on all devices.

If you cannot or do not wish to install the Zoom program, instructions for joining a Zoom meeting in your browser are included later on in this document.

## Installing Zoom on an Android tablet or smartphone

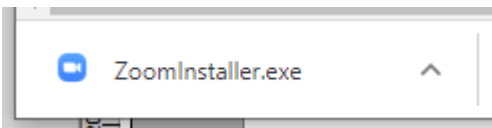
- Find and click on “Play Store” 
- Search for “zoom meeting”
- Tap “Install” and when complete, you’ll see a Zoom icon on one of your Home screens and in the Apps menu

## Installing Zoom on an Apple tablet or smartphone

- Find and click on “App Store”
- Search for “zoom meeting” 
- Tap “Get” then tap “Install”
- *The author doesn't have an Apple device so can't describe how this looks on completion.*

## Installing Zoom on a Windows computer

- In your browser, enter **zoom.us/download**
- Find “Zoom Client for Meetings” and click on the associated Download button.
- Select the Downloads” folder and click on “Save” - this will download the software and at the bottom of your browser window, you’ll see:



- Click on the chevron and select “Open” and the install process will begin. Click OK or Accept for each question asked and, when complete, you’ll see a Zoom icon on the desktop.

## Using Zoom For The Meeting

If you have responded to the email invitation and are allocated a place in the Zoom meeting (places are limited to 100) you will be sent a further email with a link to the meeting. If there are too many people wishing to attend, places will be allocated on a first-come first-served basis and any unsuccessful applicants will be able to watch the meeting on Youtube as it happens ( a link to the Youtube channel, along with instructions, will be emailed to these people).

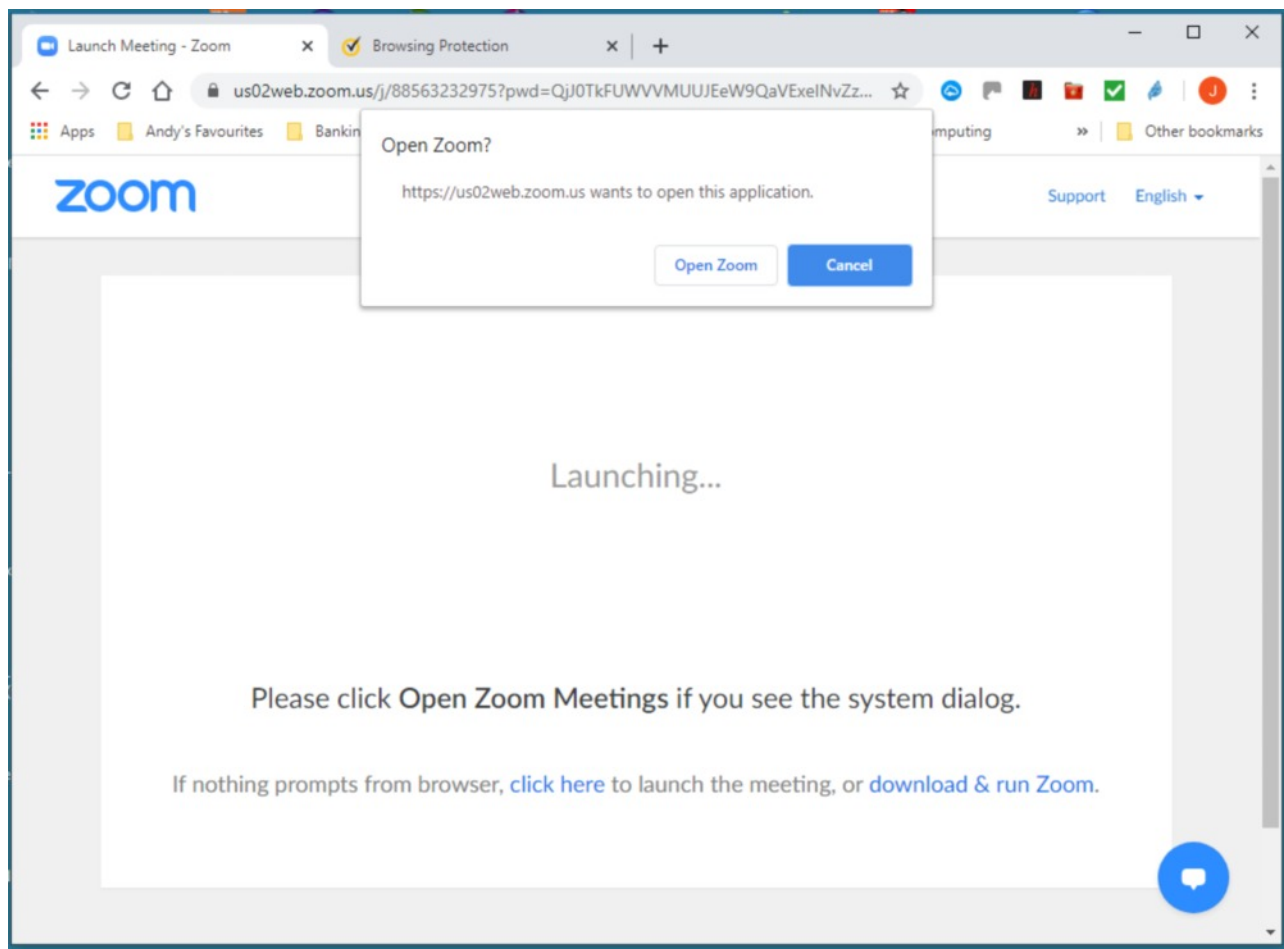
### Joining the Zoom Meeting

The process of joining the meeting differs slightly depending on whether you are using a Windows computer, or a tablet or smartphone. In all cases start by clicking on the link provided in the email you received. The link will start with “https://us04web.zoom.us/” followed by an unintelligible string of characters.

Click/tap on this link and it will start the joining process.

If you are using a tablet or smartphone and you have the Zoom app installed, you will (probably) be asked if you want to join the meeting via the Zoom app or in your browser. Joining in the Zoom app is recommended.

If you are using a Windows laptop, clicking on the link will open a page in your web browser (e.g. Chrome).



If you have the Zoom program installed, it will ask you to open Zoom.

If you don't have Zoom installed, it will offer to install it for you. If you accept, the process is straightforward but really needs to be started several minutes before the Zoom meeting is due to start. Alternatively, you can reject the offer to install by clicking “Cancel” and join the meeting in your browser as follows:

Click on the “click here” text and it should show the following:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).


Click on “join from your browser” - you should then see:

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

## Join a Meeting

Your Name

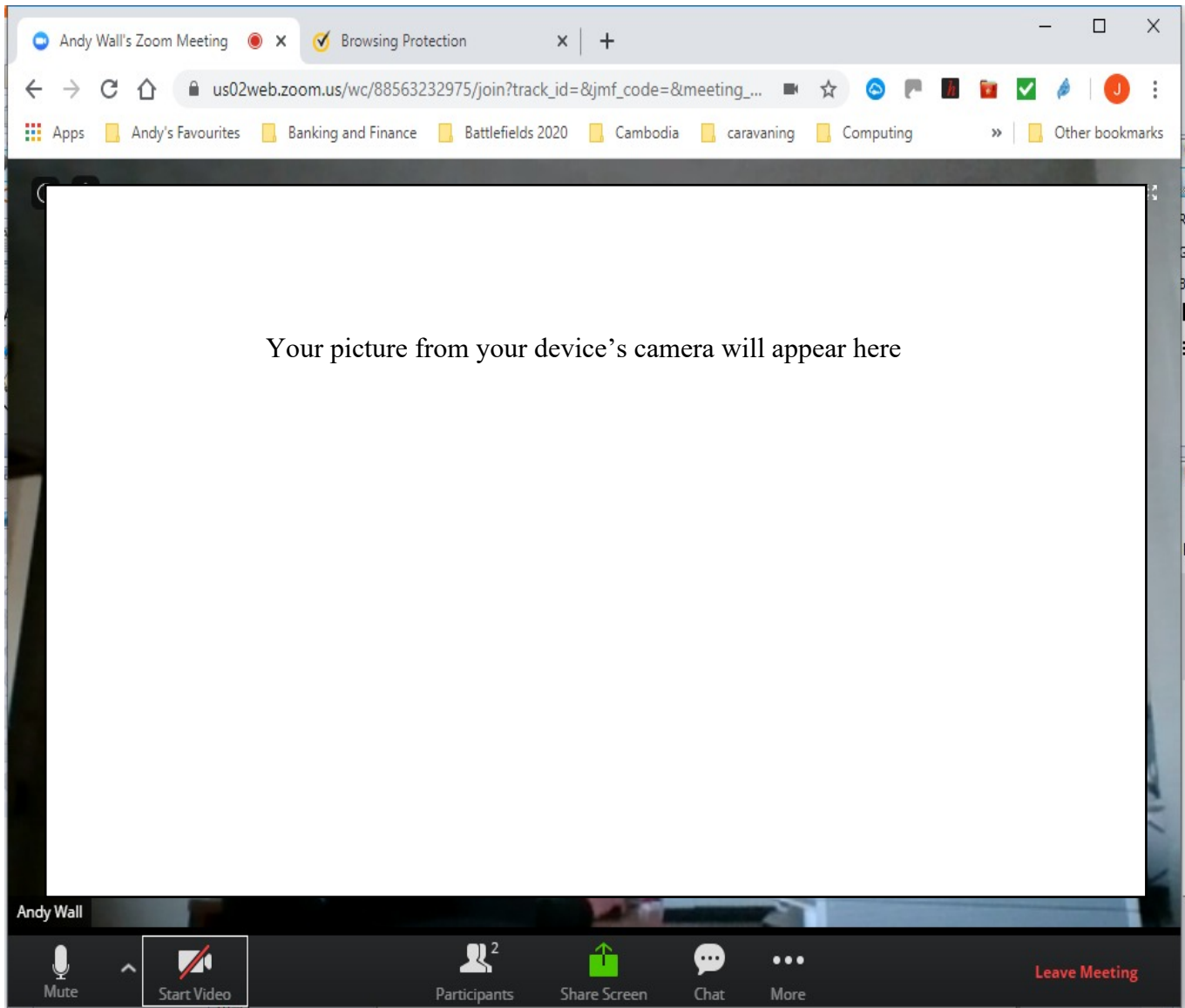
I'm not a robot  reCAPTCHA  
Privacy - Terms

Join

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Once you've given your name, ticked the Captcha box and clicked “Join” you should be taken to the meeting. It may ask for the meeting password at this stage and will definitely ask you what audio you want to use. You'll then need to give it permission to use your microphone.

The meeting will look similar to this:



You'll need to click on "Start video" and then grant permission for it to use your webcam. You may also need to select the device audio - especially if you are using a tablet or smartphone.

(If you don't see the controls at the bottom of the screen, click/tap on the picture and they will appear temporarily.)

### **During The Meeting**

When you join the meeting, your microphone will be muted and unless you are the chairman, or invited by the chairman to speak you should keep your microphone muted. If the chairman opens the meeting to questions from the audience, the question should be asked via the Chat facility (click on Chat as in the screenshot above).

To see more than one person on the screen at once:

- Windows users will see near the top right of the screen either "Gallery View" or "Speaker View". Clicking on this toggles between showing small pictures of as many attendees as will fit on the screen and a single, larger picture of the person speaking at that point in time.
- Tablet and smartphone users can achieve the same effect by swiping left or right across the screen.

## **Leaving The Meeting**

Either at the top or the bottom of the screen (depending on whether you are using a laptop, tablet or smartphone) you'll see in red text either "Leave Meeting" or simply "Leave". Click/tap on this and you'll be asked to confirm and then your Zoom session will finish.