

# Guide to using Zoom for video conference **Participants**

## 1. Introduction

This guide is to help U3A Interest Groups use Zoom video conferencing for discussions without physical meetings.

It is being sent to members of groups that are planning to set up meetings using Zoom.

## 2. About Zoom

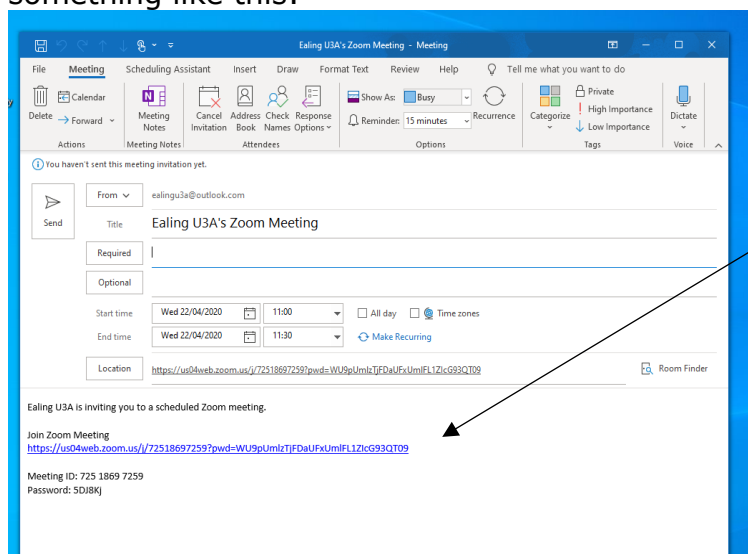
Zoom is a computer video conferencing app that enables people who are in different locations to 'meet' together face to face. The meetings are set up and managed by the **Host**, who will usually be the Coordinator but can be another member of the group.

Members other than the Host are **Participants** who join the meeting by clicking on a link or using the Meeting ID in an email sent to them by the Host.

## 3. Setting Up and Using Zoom

As a meeting **Participant** only, you do not have to install Zoom prior to your first meeting but, if you wish to, details for this are shown in the section 7.

Before your first Zoom meeting, the meeting Host will send you an invitation email with the information you need to join the meeting – this will look something like this:



- Click on the highlighted/underlined **link** in the **Host's** invitation email to you.

- A '**launch Zoom**' screen will appear in your internet browser.

- A message will appear saying you need to download a new app to open the Zoom link. Click on '**Download and Run Zoom**'.
- The Zoom Client file is then downloaded and you need to **Open** this file so that Zoom is installed. *This process may take a few minutes.*
- When the installation is complete, the Zoom window is displayed asking you to '**Enter your Name**' – this is how you will be identified during any Zoom meetings – then click on '**Join Meeting**'.
- On the next screen you will see yourself, and you have the option to 'Join with or without Video' – you will normally '**Join with Video**'.
- As you join the meeting, you then have the choice to 'Join with or without Computer Audio' - you will normally '**Join with Audio**'

*It is best to set both of the above as your default setting, so you join any meetings with your Video and Audio switched on.*

- **You have now joined the meeting and can be seen and heard by all the other participants.**

#### **4. Joining a Zoom meeting**

##### **Joining a Zoom meeting once you have the Zoom client installed**

For any subsequent Zoom meeting you take part in, the meeting Host will send you an invitation email with the information you need to join the meeting – similar to that shown above.

- Click on the highlighted/underlined **link** in the **Host's** invitation email to you.
- The Zoom Client app is then started automatically and you will join the meeting and (provided you set 'Join with Video and with Audio' as your default) you can be seen and heard by all the other participants.

##### **An alternative method for joining a meeting**

- Click on the highlighted/underlined **link** in the **Host's** invitation email to you.
- From the **Host's** invitation email to you, **Copy** the **Meeting ID**.
- Start the **Zoom** client app.
- Click on **Join a Meeting** in the Zoom window.
- **Paste** in the '**Meeting ID**'.
- Click on **Join**. And you will join the meeting can be seen and heard by all the other participants.

***As the version of Zoom we are using is free, meetings will normally end after 40 minutes.*** Your meeting Host will advise what will happen when the meeting is approaching the 40-minute limit. Usually they will shut down the initial meeting but then start it again a few minutes later. When the meeting closes in this way, re-join the meeting as you did originally using the link or the Meeting ID in the Hosts invitation email.

#### **5. Participating in the meeting**

There are a number of useful tools, which can be used to help the Zoom meeting go smoothly.

On a PC, laptop, a Mac or a tablet move your cursor towards the bottom of the screen; on an iPad tap at the top of the screen. When you do so you will see some icons and words displayed.

- There are two icons on the left of the screen:
  - The microphone
  - The camera

If there is line through either of these icons they are switched OFF. Click on them to turn them ON.

- During the meeting, if there is background noise, which would be distracting to other participants click on your microphone to turn it off, but remember to click it on again when you want to speak.

- To the Right there are the names of various tools, including **Participants**.
- When you click or tap on **Participants**, a list of the meetings participants appears in a panel on the right of your screen.
- At the bottom of this panel is a **Hand Up** button. In some groups the **Host** may decide to use this tool to manage the discussion and will ask you to click/tap on the **Hand Up** button to indicate you would like to speak. The panel on the **Host's** screen has a list of members who want to speak and the Host will tell you when it is your turn.
- There is also a **Chat** icon available - this allows you to send written messages to other people during the meeting.

If you click on Chat a list of everybody in the meeting appears on the right-hand side of the screen. You can send a written message to everybody in the group or to one or more participants. Click on their name, type the message in the space at the bottom and press return to send.

## 6. Leaving the meeting

At the end of the meeting, or if you wish to leave it at any time, click on **Leave meeting** (shown in **red** alongside the other icons in the Zoom window).

If you wish to re-join the meeting use the **link** or **Meeting ID** in the **Host's** invitation email to do so.

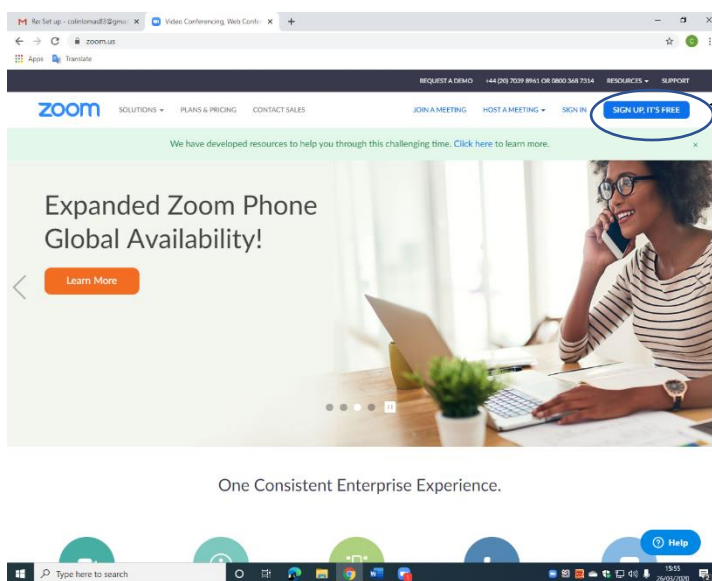
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## 7. Installing Zoom prior to your initial meeting

**Please Note** - *although this is not necessary if you are just going to be a **Participant** in Zoom meetings, some people may like to install Zoom beforehand.*

To do this:

- In your Internet browser (eg. Chrome, Edge, Firefox, Safari), go to <https://zoom.us/>

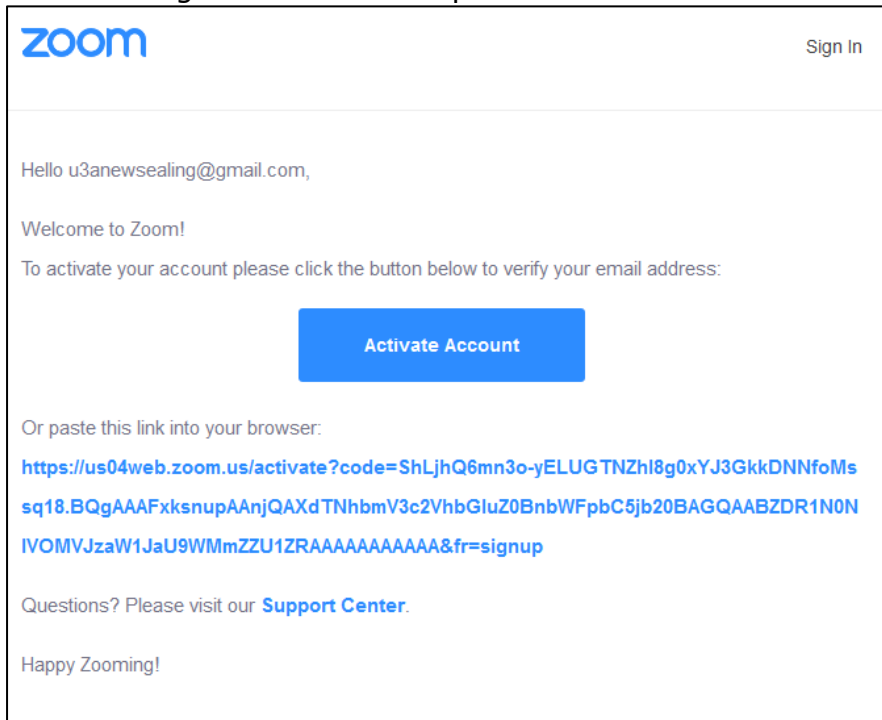


- Click on **Sign Up for Free** – you are ok to use the 'Basic' package, which is free

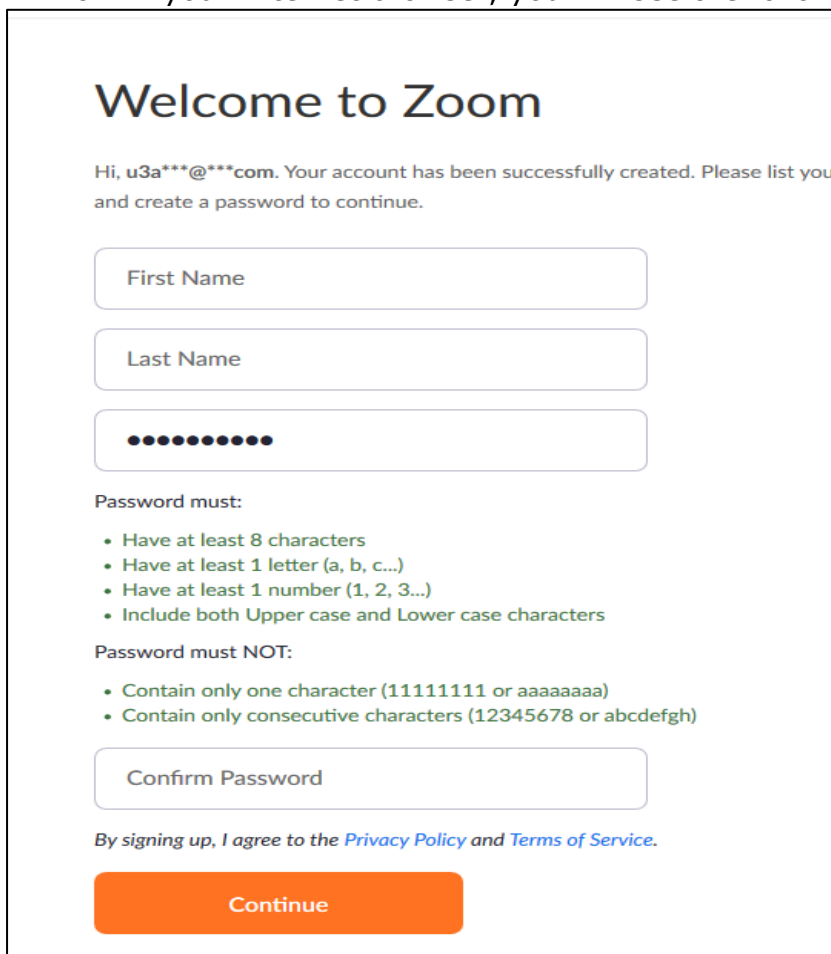
- Enter your **Date of Birth** on the next screen

- Enter your **Email address** on the next screen, then click '**Sign Up**'

- You will get an email in response.



- Click on '**Activate Account**' in that email to confirm the 'Sign Up' process
- Now in your Internet browser, you will see the following screen displayed



- Enter your **First** and **Last Names** and create a **Password** for your Zoom account and make a note of this – you will need this each time you sign in to use Zoom.

- Press **Continue**, then you will see a page asking you to **Invite your Colleagues** to a Zoom meeting. For now, **SKIP THIS STEP**.

- You will then see a page inviting you to **Start a Test Meeting**. For now, Skip this Step and **GO TO YOUR ACCOUNT**.

- The process above will take a few minutes to complete but you will then come to your **Profile** page, including your **Personal Meeting Id**.

The screenshot shows the Zoom Profile page. The 'Personal Meeting ID' is highlighted with a blue circle and an arrow pointing to it. The ID is 977-579-7164. Below the ID, there is a URL: https://us04web.zoom.us/j/\*\*\*\*\*164?pwd=\*\*\*\*\* and a 'Show' link. A note below the URL says 'Use this ID for instant meetings'. Other settings visible include Sign-In Email (u3a\*\*\*@gmail.com), User Type (Basic), Capacity (Meeting, 100), Language (English), Date and Time (Time Zone: (GMT+1:00) London, Date Format: mm/dd/yyyy, Time Format: Use 24-hour time), Calendar and Contact Integration, Sign-In Password, Host Key, and Signed-In Device.

You now need to **Download** the **Zoom Client** app – this is what you will need to take part in a Zoom meeting.

- On your **Zoom Profile** screen, click on **Resources** (top right) and select '**Download Zoom Client**'.
- On the next screen click on **Download** for the '**Zoom Client for Meetings**'.

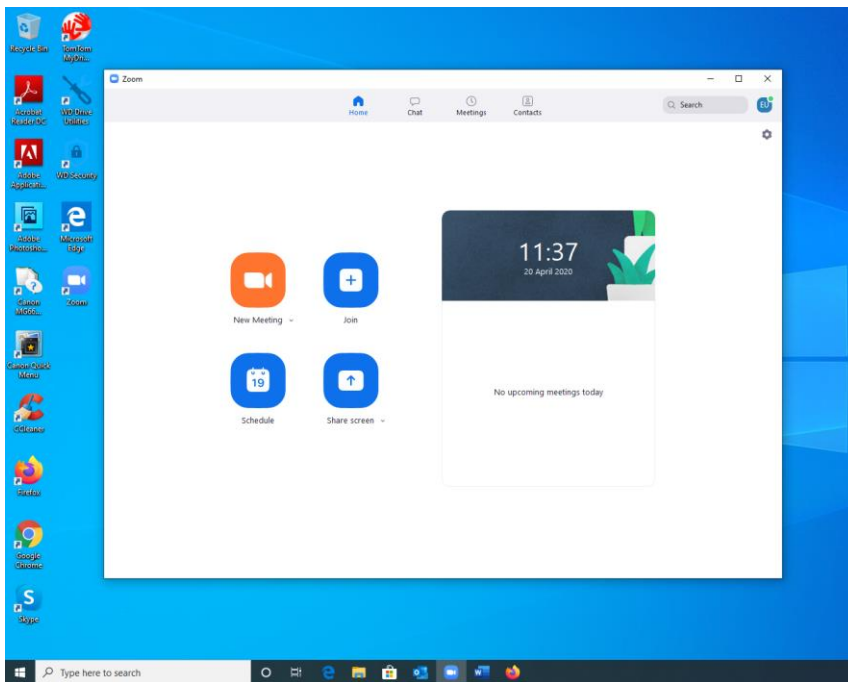
## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

Version 4.6.11 (20559.0413)

- You will then get a dialogue to **Save** the **ZoomInstaller.exe** file, which you then need to 'run' to install the **Zoom Client** app.
- When the installation is complete, and you have logged in to Zoom (using the email address and password you set up previously), the Zoom Client app will then display the following screen:



The Zoom client software is now installed and you are now ready to take part in your first Zoom meeting.