

# **ZOOM FOR BEGINNERS.**

## **HOW TO ACCESS A K2 “ZOOM” MEETING**

In the following paragraphs, there are some instructions on how to gain access to a K2 meeting via Zoom. The instructions are written on the assumption that the reader has some basic knowledge of how to use a desktop, laptop or tablet as well as some familiarity with Zoom specifically has used it before. If you have not used Zoom before please read the Notes in the Annex on page 2.

1. Prior to the meeting you will receive an e-mail invitation that will include all the relevant information; it will be in a similar form to the following:-

Topic: SU3A K2 XX Meeting

Time: December 31, 2019, 11:59 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/12345678901?pwd=abCdeFGijKLMNo345yufhjkblbl5692GH9> -

Meeting ID: 123 4567 8901

Password: 654321

**NOTE: THE ABOVE IS AN EXAMPLE AND NOT A VALID LINK.**

2. Please click on the link 10 to 15 minutes before the meeting starts, you will then be taken to the “virtual waiting room”; you should see a message asking you to wait whilst the host admits you. Depending on the number of participants, it may take a few minutes for you to be admitted – please be patient.

3. It is recommended that you initially set the volume on your computer to about 50% of its maximum; this will help prevent interference. Once you are admitted to the meeting, if necessary, you can adjust the speaker volume to a comfortable level. Remember that your microphone will be live and anything you say will be heard by everyone else. Also, please make sure you do not have any other sources of noise e.g. radio turned on while participating in the meeting. Immediately prior to the start of the meeting, the host will mute all participants microphones.

4. There are 2 ways of watching a meeting:

a: “Speaker View” - only the person speaking is seen.

b: “Gallery View” - as many of the participants as will fit on your screen are shown.

“Speaker View” is recommended during the talk/presentation; “Gallery View” can be used at other times. On a desktop or laptop, the “View” currently in use is shown towards the top right hand corner of the screen, click on the current “View” to switch to the other. For tablets, the location may vary depending on the make of tablet.

5. At the end of the presentation, the host will allow participants to unmute their microphone. The location of the “Unmute” button depends on which type of device you are using. Generally speaking, on desktops and laptops it is located in the bottom left corner; for tablets, the location may vary depending on the make of tablet. A line through the microphone symbol indicates it is muted, click on it to unmute and vice versa.

## ANNEX.

### NOTES - HOW TO INSTALL ZOOM ON YOUR COMPUTER OR TABLET.

If you have not installed it already, there are 2 ways to install Zoom on your computer, brief details are given below. The process may seem complicated but it is easier than it appears at first sight.

#### A.1. Via the link on a Zoom meeting invitation:

Prior to a meeting, the host will send you a message detailing the date and time together with a link for the specific meeting; the link follows the words “Join Zoom Meeting”. Approximately 15 minutes prior to the start of the meeting, click on this link. You may receive a message “Join from your browser” if it does not appear click “Download and run Zoom”; the option “Join from your browser” will then appear. If prompted, sign into your Zoom account; if you do not have one, click “Sign up for free” and create a new account. Follow the instructions to sign in, then click “Join” to be taken to the meeting; when prompted, click “Join audio” and the “Computer audio”.

NOTE: This option may not work on mobile web browsers.

You should then be placed in the “Virtual waiting room” as referred to in Section 2 above.

#### A.2. Install Zoom prior to receiving a meeting invitation.

Using your web browser go to [zoom.us](https://zoom.us), scroll to the bottom of the page and under the heading “Download”, click on “Meetings Client”, the installation file will then be downloaded to your computer. Once the download has been completed, double click the downloaded file.

Enter your e-mail address in the “your work email address” field, click “Sign Up”; this will send an e-mail to the address provided. In that e-mail, click the “Activate Account” button. Enter your “First Name” and “Last Name” in the appropriate fields, choose a Password and click the “Continue” button to verify your e-mail account.

You can then close the application if you wish. It will reopen automatically when you receive a meeting invitation and click on the included link - you should then be placed in the “Virtual waiting room” as referred to in Section 2 above.

A.3. If you wish to check that Zoom has installed correctly, it might be worth clicking on this link:- <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting> and then clicking on “Join a test meeting” link in the last line of the “Overview” paragraph.